Garoon 4.6 Administrator Guide

Preface

This guide describes the features of Garoon 4.6.x and the operations that are carried out by Administrators.

Who Should Use This Guide

The target audience of this guide is as follows:

- Administrators:
  Administrators have the administrative privilege to manage Garoon version 4.6.x.

Typographic Conventions

Conventions	Meaning
Note	Indicates important information.
Tip	Provides a helpful hint or information.
See "Section title" on page ###.	Indicates a cross reference link to the detailed information.
system administration screen	Generic name for **Notices** screen, **Basic system administration** screen, and **Application settings** screen.
user's screen	Screen for general users.
general users	Users without administrative rights.

Production Environment

This guide is produced on the following environment:

- OS: Windows 8.1
- Web browser: Internet Explorer 11
- Product version: Garoon version 4.6.0

The contents of a screen vary depending on the Web browser that you are using.

Abbreviations

Abbreviation	Meaning
Garoon	Garoon version 4.6.x
Full text search server	Cybozu Full Text Search Server version 2.0.x
Dezie	Cybozu Dezie version 8.1.x

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Contents

1   Before Operating Garoon

This section describes the steps that system administrators must take when the environment for their users has changed due to the installation of Garoon, organization changes, or personnel changes. These steps must be taken before users begin using Garoon.

1.1   Set Up Flow

Steps Before Using Garoon

Follow the steps outlined below:

STEP 1	Preparing required Information Prepare required information such as organizations and users. See "1.1.1 Preparing required information" on page 13.

STEP 2	Preparing Information for Localization If you are using Garoon outside of Japan, prepare information for localization. "1.1.2 Preparing Information for Localization" on page 14.

STEP 3	Registering Basic Data Set the users who are allowed to use Garoon, select the services that are available to users, and configure your company profile. See "1.1.3 Installing Required Data" on page 15.

STEP 4	Configuring the Initial Settings of the Basic System Deactivate applications and change the authentication method and password rules. See "1.1.4 Changing Default Settings" on page 16.

STEP 5	Configuring Each Application Set up each application, such as Mail server and Address Book. See "1.1.5 Configuring the Application Settings" on page 16.

Configuration Steps While Using Garoon

Follow the steps below when information that affect operation of Garoon has been changed as a result of organization changes or personnel changes.

STEP 1	Preparing Latest Information
	Prepare the latest information on organizations and users that are to be updated. See "1.1.1 Preparing required information" on page 13.

STEP 2	Changing or Adding Locales
	If you are adding or changing offices outside of Japan, set required items. See "1.1.2 Preparing Information for Localization" on page 14.

STEP 3	Updating Data
	Update data such as users, organizations, and roles. Change the settings such as access rights to Bulletin Board and address books, notification settings, and permissions as necessary.

1.1.1 Preparing required information

Prepare information required for using Garoon.

The required information is as follows:

- Organizations
- User profiles
- Images for user profile
- Roles

When using Garoon in several offices, prepare the following information as necessary:

- Calendars
- Offices
- Locales

Prepare the following information when using e-mail notifications.

- System e-mail address
- Outgoing mail server settings

For details, see the following page:

"1.1.3 Installing Required Data " on page 15.

Deleting Sample Data

When sample data is installed, delete it before you register data or change settings.

To delete sample data, you need to initialize Garoon. When you intend to use sample data such as report forms and request forms, back up necessary data before initializing Garoon.

For details on initialization procedures, see the following manual:

On Windows: "Initializing Garoon" under Installing on Windows in the Cybozu Garoon Installation Guide.

On Linux: "Initializing Garoon" under Installing on Linux in the Cybozu Garoon Installation Guide.

Note

- All data will be deleted once Garoon is initialized.

Tip

- You can install the following sample data after initialization of Garoon:
    - Japanese national holidays: http://cbdb.cybozu.co.jp/cgi-bin/db.cgi?page=DBView&did=690
    - Request forms:
      http://products.cybozu.co.jp/garoon/product/application/workflow/function/index.html
- Selecting Default installs the Japanese national holidays, request forms, and external notifications for the Cybozu products.

1.1.2   Preparing Information for Localization

Garoon 3.1.0 or later supports new features for localization.
Follow the procedures to localize Garoon for offices outside Japan or to change the default language and time zone.

1： Configuring Calendars

Set up calendars that reflect the holidays and office days of each office. Only one of your created calendars can be specified per office.
"3.8.1 Managing Calendars" on page 89.

2： Setting Available Display Languages

To use Garoon in multiple languages, set the available display languages in the general settings for localization.
"3.13.1 Settings Up Localization" on page 116.

3 ：Setting Up Offices

Specify options such as office days and office hours for each office.
"3.8.3 Setting Up Offices " on page 93.

4：Setting Up Locales

When display formats such as language, date, and time are different for an office, set up a locale for that office.

Office information:

Item ⟍ Office	Tokyo headquarters	Shanghai branch
Office days	Mon to Sat	Mon to Fri
Office hours	9:00-12:00 13:00-18:00	9:00-12:00 13:00-18:00
Calendar	Tokyo	Shanghai

Scheduler screen:

a): You can view available times for the members of different offices.

> **Note**
>
> - When the time zone of a user observes daylight saving time, Garoon displays a date and time that is also adjusted for daylight saving time to that user.

1.1.3   Installing Required Data

Installing the data.

- Organizations
  See "3.3.1 Managing Organizations" on page 37.
- User information items
  See "Adding User Information Items" on page 45.
- User profiles
  See "Adding Users" on page 40.
- Roles
  See "3.3.3 Managing Roles" on page 47.

When using Garoon in several offices, install the following data as necessary:

- Calendars
  See "3.8.2 Managing Calendars" on page 90.
- Offices
  See "3.8.3 Setting Up Offices" on page 93.
- Locales
  See "3.13.2 Setting Up Locales" on page 118.

Install the following data when using e-mail notifications.

- System e-mail address
- Outgoing mail server settings

See "3.12.1 Preparing E-mail Notifications" on page 113.

1.1.4　Changing Default Settings

Before using Garoon, set the following items:

- Applications that are available to users
  See "3.2.1 Setting Up Applications" on page 27.
- Authentication methods
  See "3.4 Authentication" on page 65.
- Password rules
  See "3.3.9 Setting Password Rules" on page 63.
- Company information
  See "3.1 Customer Information" on page 25.

1.1.5　Configuring the Application Settings

Configure the required settings to use applications.
For example, you can set Bulletin Board categories and access rights to Scheduler.
See "4 Managing Applications" on page 122.

Applications that require settings are as follows:

Application	Item	Description
Portals	Portals Portlets that are allocated to portals User rights to portals Default portal	Set the default portal and portlets initially displayed.
Scheduler	Facility groups Facilities User rights	Add facilities such as conference rooms and projectors. Set user rights to users, organizations, and roles as necessary. Example: Grant the user rights to only the president and the secretary to view the president's schedule.
Bulletin Board	Categories User rights to categories Notification settings	Add categories in which topics are posted. Set user rights and update notifications to categories as necessary.
Cabinet	Folders User rights to folders Notification settings	Add folders to categorize files. Set user rights and update notifications to folders as necessary.
Phone Messages	User right setting	Set privilege to enter and view phone messages as necessary. By default, all users are allowed to view all phone messages.
Address Book	Books User rights to books	Add books to enter addresses. Set user rights to books as necessary.
E-mail	Mail Server E-mail accounts E-mail quotas	Set the required items for e-mail sending and receiving. Set the incoming e-mail maximum size and maximum data size that can be saved in the server.

Application	Item	Description
Workflow	Categories	Add categories to categorize request forms.
	User rights to categories	Set user rights to categories as necessary.
	Request forms	Add request forms.
MultiReport	Category	Add categories to categorize report forms.
	User rights to categories	Set user rights to categories as necessary.
	Report forms	Add report forms.

1.2   Accessing the System Administration Screen

Access the Garoon system administration screen and configure the functions of Garoon.

This section assumes that Garoon is installed in the following environment:

- Install identifier: cbgrn
- Install directory
  - Windows OS: C:\Inetpub\scripts
  - Linux OS: /var/www/cgi-bin

The access URL for your system administration screen is as follows:

For Windows OS:

http://*(IP address or Host name of the server)*/scripts/cbgrn/grn.exe/system/index

For Linux OS:

http://*(IP address or Host name of the server)*/cgi-bin/cbgrn/grn.cgi/system/index

> **Note**
>
> - You cannot access the system administration screen using either single sign-on or the LDAP authentication.

Contacting Cybozu

From the **Support** screen, you can make inquiries to Cybozu about questions, problems, and requests regarding Garoon.

Online inquiry is available only during the trial period or while the service license is valid.

The inquiry form is currently available only in Japanese.

To make an inquiry:

1 Click the gear icon in the upper right corner of the screen.

2 Select "Support" from the drop-down list.

3 On the **Support** screen, enter the required information and click **Next**.

4 Click **Send**.

2 Before Setting Up

2.1 Trial period

Trial period has expired, the users can no longer use Garoon.

In addition, administrators can perform the following operations only:

- If you have either the role of administrator or the administrative privilege for License, you can access only the following screen:
  - The **Notices** screen
- If you have either the role of administrator or the administrative privilege for License, you can access the following screens:
  - The **Notices** screen
  - The **Manage licenses** screen in Basic system administration

> **Tip**
>
> - The display language may vary depending on the user's language option set in their Personal settings, if you are not registered with a valid service license after the trial period has expired.
>   - The display option is set to Japanese, English, or Simplified Chinese:
>   The set language will be displayed.
>   - The display option is set to "Use browser settings":
>   Web browser's display language will be displayed. If a language that is unsupported by Garoon is set as the display language of the Web browser, the display language of the user's OS will be applied.

Service license expiration

You must renew your license within 30 days after the service license expiration date. Otherwise, the following services will be suspended:

- Upgrade service
- Cybozu Online Service available only in Japanese
- Technical support service available only in Japanese
- Archive library service
- Notices from Cybozu service available only in Japanese
- Additional applications:
  - Workflow
  - MultiReport
  - Full Text Search
  - Mobile view
  - Keitai
  - Cybozu Desktop 2
  - Cybozu Mobile KUNAI
  - Cooperative API

> **Tip**
>
> - If any of the services is unavailable, a notification will be displayed on the **Important notices** screen.

- For more details about the service license, please visit our website at:
  https://garoon.cybozu.co.jp/price/package/service.html
  The page listed above are currently available only in Japanese.

2.2   System Administration Functions

On the system administration screen, functions are divided into the following tabs:

- Notices
- Basic system administration
- Application settings

Notices

The following information is displayed in Notices:

- License information
- Notices from Cybozu
- Server system information

Basic system administration

The following settings can be set in Basic system administration:

- Authentication methods
- External server
- API
- Organizations, users, etc.

Application settings

Garoon applications, such as Portal and Scheduler, can be managed in Application settings.

2.3 Administrative Privileges

2.3.1 Administrators

An administrator is a user who has an administrative privilege for Garoon. The administrators of Garoon are categorized into the following types:

System administrators:

Users who have been assigned as "Administrator" or users who are a member of the "Administrators" role.
The system administrators are in charge of managing the entire system of Garoon.

Department Administrators:

Department administrators add, edit, move and delete users and departments within a department where they have been assigned.
Only system administrators can assign other users to become department administrators.

Basic system administrators:

Users who have been granted administrative privileges by "Administrator".
The basic system administrators can select which applications to use, configure localization for Garoon, and so on.

Application administrators:

Users who have been granted an application administrative privileges by "Administrator".

Operational administrators:

Users who have been granted operational administrative privileges for applications by "Administrator" or application administrators.
The operational administrators use the user screen to manage the applications that are specified by "Administrator" or application administrators.

What is a Role?

A role represents the position or function that is assigned to a specific group of users. You can add administrative privileges or user rights to each role.
Roles are configured on the **Role settings** screen.

Example of a role:

Grant the role of "manager" to department managers.
To the "manager" role, grant a user right for accessing the category "A" of Bulletin Board.
Consequently, the user right for accessing the category "A" of Bulletin Board is applied to all users who have the "manager" role.

What is the Administrators Role?

The Administrators role is a role that is prepared in the initial settings of Garoon. Users who are assigned to the Administrators role can manage the entire Garoon system as an administrator.

2.3.2   Operational Administrative Privileges

An operational administrative privilege allows users to manage categories and folders of applications such as Bulletin Board and Cabinet. The operational administrative privileges can be set to categories and folders.

For the users who have operational administrative privileges, the menus to set operational functions appear on their user screen.

User Screen:
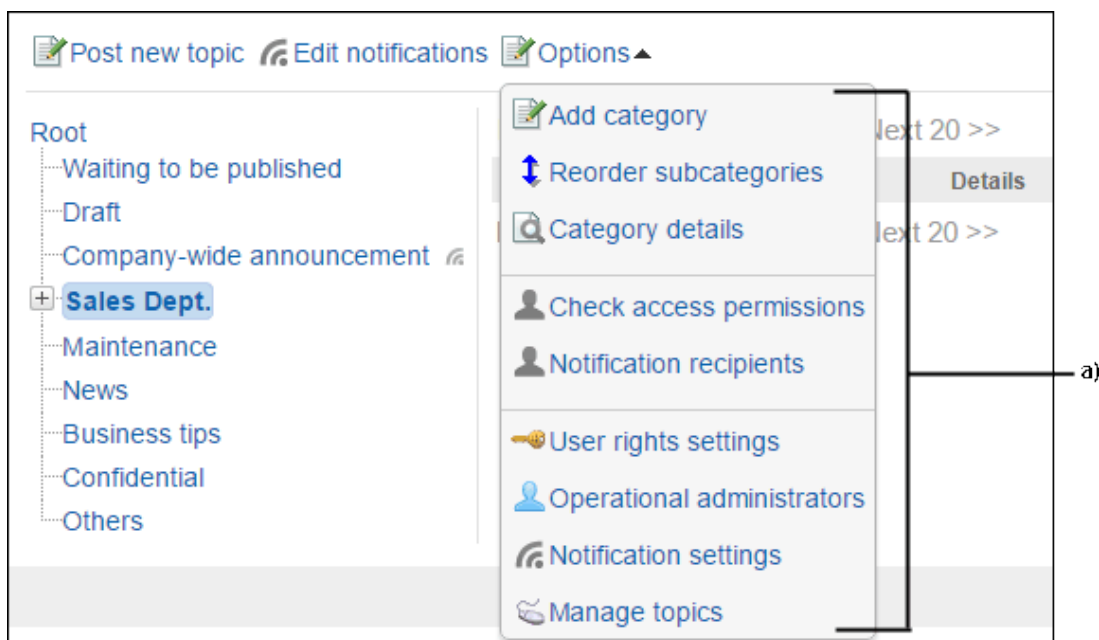
a): Menus for operational administrative functions

2.3.3   User Right

A user right allows users to access and use applications.

You must set the user rights by specifying both the security model and the target such as organizations, roles, and users to grant user rights. You can also set permissions for some applications.

Security model

You can select either of the following security models:
- GRANT: Select targets to give permissions.
- REVOKE: Select targets to give limitations.

Permission

Permission allows users to view, post, or delete items in applications. The permissions can be set to organizations, users, and roles.

2.4   Administrators

Only the users who have an administrator role can grant administrative privileges to users.

2.4.1   Managing Basic System Administrators

Granting Administrative Privileges for the Basic System

To grant administrative privilege:

1 Click **Basic system administration**.

2 Click **Administrators**.

3 Click **Basic system administrators**.

4 Click **Add**.

5 Select the organizations, users, or roles to which you want to grant the administrative privileges for the basic system.

6 Click ↓ **Add**, and then click **Add**.

7 Click **Change** on each organization, user, or role.

8 Select the managing items that you want to grant to the basic system administrator.

9 Click **Save**.

Changing Administrative Privileges for the Basic System

To change administrative privileges:

1 Click **Basic system administration**.

2 Click **Administrators**.

3 Click **Basic system administrators**.

4 Click **Change** on each organization, user, or role.

5   Change the items that you want to grant to the basic system administrator.

6   Click **Save**.

Removing Administrative Privileges for Basic System

To remove administrative privileges:

1   Click **Basic system administration**.

2   Click **Administrators**.

3   Click **Basic system administrators**.

4   Select the organizations, users, or roles from which you want to remove the privileges.

5   Click **Delete**.

6   Click **Yes**.

> **Tip**

- In step 4, clicking **Remove all** and then **Yes** removes all basic system administration privileges.

2.4.2   Managing Application Administrators

Granting Application Administrative Privileges

To grant application administrative privileges:

1   Click **Basic system administration**.

2   Click **Administrators**.

3   Click **Application administrators**.

4   Click **Add**.

5   Select the organizations, users, or roles to which you want to grant the application administrative privileges.

6   Click ↓ **Add**, and then click **Add**.

7   Click **Change** on each organization, user, or role.

8 Select the managing items that you want to grant to the application administrator.

9 Click **Save**.

Changing Application Administrators

To change application administrators:

1 Click **Basic system administration**.

2 Click **Administrators**.

3 Click **Application administrators**.

4 Click **Change** on each organization, user, or role.

5 Change the items that you want to grant to the application administrator.

6 Click **Save**.

Removing Application Administrative Privileges

To remove application administrators:

1 Click **Basic system administration**.

2 Click **Administrators**.

3 Click **Application administrators**.

4 Select the organizations, users, or roles from which you want to remove the application administrative privileges.

5 Click **Delete**.

6 Click **Yes**.

> **Tip**
> • In step 4, clicking **Remove all** and then **Yes** removes all application administrators.

3   Managing Basic System

3.1   Customer Information

Customer information is necessary for services such as the trial use of Garoon, orders for purchases, and inquiries.
On the **Edit customer information** screen, set the necessary information.

To edit customer information:

1 Click **Basic system administration**.

2 Click **Customer information**.

3 Click **Verify customer information**.

4 Click **Edit**.

5 Edit the customer information.

6 Click **Save**.

Changing Logo Image

Change the default logo (the Garoon logo) using one of the following methods:
*   URL: Specify a URL containing the logo file location and name.
*   File: Attach an image file.

To change logo image:

1 Click **Basic system administration**.

2 Click **Customer information**.

3 Click **Verify customer information**.

4 Click **Edit**.

5 Specify the URL for an image file or click **Browse** to change the logo image.

6 Click **Save**.

Logo on the screen:
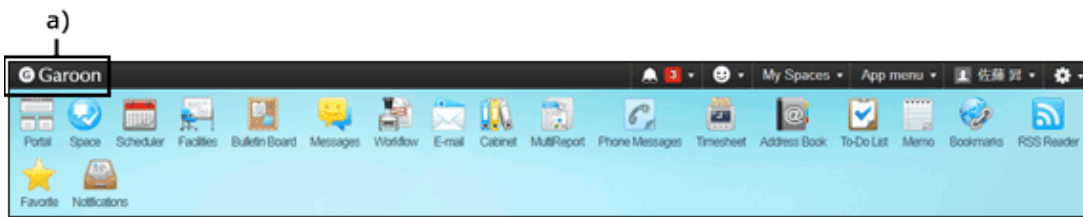
a): The changed logo

> **Note**
>
> - We recommend specifying a URL. Selecting a logo file may cause your server to slow down.

> **Tip**
>
> - If you specify both "Logo (URL)" and "Logo (File)", the "Logo (File)" setting will be ignored.
> - To clear an image file attached to "Logo (File)", select the **Remove** check box and click **Save** on the **Edit customer information** screen.

3.2 Applications

3.2.1 Setting Up Applications

You can choose on which applications to activate.

Deactivated applications do not appear on both the user screen and the administration screen.

Upgrading Garoon may deactivate Workflow, MultiReport, and the respond feature. You can activate each application if you need.

Activating or Deactivating Application

To activate or deactivate application:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Management**.

4 Click **Deactivate** or **Activate** on each application.

> **Tip**
> • Once you deactivate the applications, those applications are not displayed.

Editing Application Name

By renaming application, you can change the application name that is displayed on the user screen.

Using this method, also you can change the "Like" that is used for making quick responses in Space to another word.

To edit application name:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Management**.

4 Select the application name that you want to edit.

5 Enter the application name.

6 Click **Save**.

• You can specify different application names for each display language.

Previewing Application

You can display preview to confirm how the application is displayed on the user screen.
To preview application:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Management**.

4 Click **Preview** on each application.

5 Confirm how the application is displayed.

Initializing Application

Once you initialize an application, all the contents that you added to the application are lost.

To initialize application:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Management**.

4 Click **Reinitialize** on each application.

5 Click **Yes**.

3.2.2　Limiting Application Users

You can limit which applications are available to users for each organization, user, or role.

Applications for which application users can be set are as follows:

Application	Limiting Application Users	Tip
Portal		
Space	✓	
Bookmarks	✓	
Scheduler	✓	
Messages	✓	
Bulletin Board	✓	
Cabinet	✓	
Notes		
Phone Messages	✓	
Timesheet	✓	
To-Do List		
Address Book	✓	For the users who are not allowed to use Address Book, "User list" does not appear on their user screen. However, they can use "User list" to select recipients for e-mail.
E-mail	✓	
Workflow	✓	
MultiReport	✓	
Cybozu Online Service		
RSS Reader		
Presence indicators		
Favorite		
Notifications		
Keitai	✓	Through "User permissions", you can limit which applications are available to users in KUNAI for each organization, user, or role. 4.21.2 Limiting Applications Available in KUNAI on page 340.
KUNAI		
Respond		

✓: Available

Tip

- The icons of applications that are not allowed to use are displayed in gray.
  Space:
- The users who are not allowed to use applications such as Scheduler and Messages do not appear on the list for selecting users on the applications. If the users have been specified as attendees or recipients of applications such as Scheduler and Messages, before they are prohibited to use the

applications, they still appears on the list. The icons of the users who are not allowed to use applications are displayed in gray.

Prohibited user:

Display Overview of the "Application users" Screen

You can limit which applications are available to users for each organization, user, or role through the Application users screen.

Through "Remote access rule", you can limit which applications are available to users when they are out of office.

The "Remote access rule" screen:
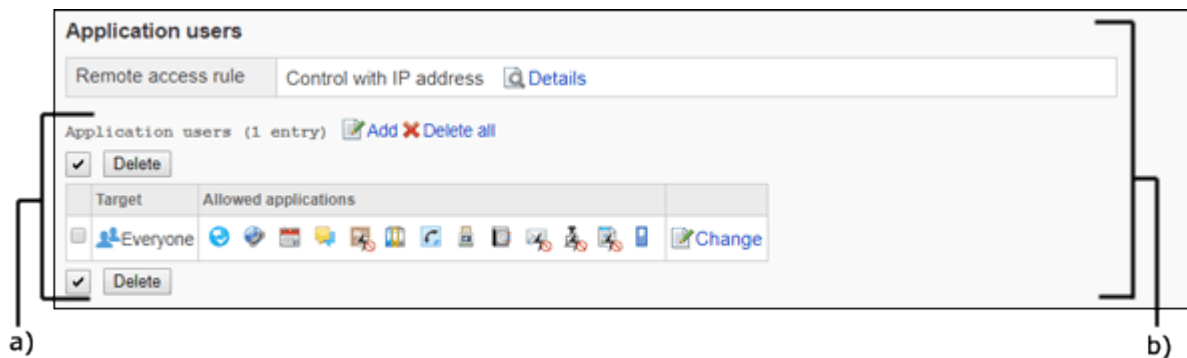
a): Limit which applications are available to users when they are in office for each organization, user, or role.

b): Limit which applications are available to users when they are out of office for each organization, user, or role.

Limiting Application Users

You can limit which applications are available to users for each organization, user, or role.

Through "Remote access rule", you can limit which applications are available to users when they are out of office.

For details, see the following section:

"Limiting Application Users" on page 28.

Remote Access Rule

You can limit which applications are available to users via remote access.

First, specify IP addresses to be used to consider which accesses are within the office, then limit which applications are available to users for each organization, user, or role.

For details, see the following section:

"Setting Remote Access Rule" on page 32.

Adding Application Users

Add organizations, users, and roles and select which applications are available to the selected users.

By default, all users are allowed to use all applications.

To add application users:

1 Click **Basic system administration**..

2 Click **Applications**.

3 Click **Application users**.

4 Click **Add** on the **Application users** screen.

5 Select organizations, users, and roles for the target and click ↓ **Add**.

6 Under **Allowed applications**, select the check boxes of the desired applications, and then click **Add**.

Changing Allowed Applications

To change applications available to users:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Application users**.

4 On the **Application users** screen, click **Change** for the target you want to change its setting.

5 On the **Change allowed applications** screen, change which applications are allowed to use, and then click **Save**.

Deleting Application Users

Delete targets of application users.
Once targets are deleted, they cannot use applications that are allowed to use to the targets.

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Application users**.

4 Select the check boxes of the targets you want to delete, and then click **Delete**.
Clicking **Delete all** deletes all application users.

5 Click **Yes** on the confirmation screen.
To cancel the deletion, click **No**.

Importing Application Users from CSV Files

To import application users from CSV files:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Import application users**.

4 Set the desired options, and click **Next**.

5 Confirm the CSV file contents and click **Import**.

Exporting Application Users to CSV Files

To export application users to CSV files:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Export application users**.

4 Set the desired options and click **Export**.

5 Save the file.

3.2.3   Setting Remote Access Rule

You can limit which applications are available to users via remote access.
If the user accesses an application that is not allowed to use via remote access, the user screen will not be displayed and the user cannot access the application from out of the office.

Setting IP Addresses to Limit Remote Access

This section describes how to set up the required settings to control remote access using IP addresses.

Setting Up IP Addresses

First, specify IP addresses to be considered which accesses are within the office.

Accesses from IP addresses that are not listed here are considered as remote access and the available applications are limited.

Accesses from IP addresses that are listed here are considered as accesses within office and the available applications are the same as the users are in office.

To set up the IP addresses to limit access remote access:

1   Click **Basic system administration**.

2   Click **Applications**.

3   Click **Application users**.

4   Click **Details** in the **Remote access rule** filed.
"Allow all" is selected by default.

5   Click **Change** on the **Remote access rule details** screen.

6   Click **Control with IP address** on the **Change remote access rule** screen.
The entry field for the IP address appears.

7   Enter the IP address.
Accesses from IP addresses that are entered here are considered as accesses within the office.

Click "**+**" to add the entry field for the IP address.

A maximum of 500 IP addresses of IPv4 can be added.

- A maximum of 500 IP addresses of IPv4 can be added.
- IPv6 is not supported.
- To specify a range of IP addresses, for example from 210.128.234.192 to 210.128.234.255, use the CIDR notation.

8   Confirm the entered details, and click **Save**.

> **Tip**

- If you change to "Allow all", you cannot control remote access. All accesses include remote access are allowed.
- If you change to "Allow all", the IP addresses that you have added are not removed. The IP addresses will appear when you change to "Control with IP address".

Limiting Application Users via Remote Access

You can limit which applications are available to users via remote access for each organization, user, or role.

To limit applications via remote access:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Application users**.

4 Click **Add** on the **Application users** screen.

5 Select organizations, users, and roles for target and click ↓ **Add**.

6 Under **Allow to remote access**, select the check boxes of the desired applications, and then click **Add**.
   - You cannot select applications that are not allowed in the "Allow to use" section.
   - You cannot select "Keitai".

7 Confirm that the targets you have added are displayed on the **Application users** screen.
   The icons of applications that are not allowed to remote access are displayed as follows:

   Space:

Limiting Applications Available When Using Remote Service

This section describes how to limit the applications available when accessing Garoon through Remote Service.

Enabling Restrictions on Access via Remote Service

Before you can specify the applications available on remote access, you must enable "Restrict access via Remote Service".

To enable a restriction:

1 Click **Basic system administration** > **Applications** > **Application users**.

2 Click **Details** in the **Remote access rule** field.
   Allow all is selected by default.

3 Click **Change** on the **Remote access rule details** screen.

4 Click **Restrict access via Remote Service** on the **Change remote access rule** screen.

5 Click **Save**.

Limiting Applications Available via Remote Service

You can limit which applications are available to users via remote access for each organization, user, or role.

To limit the applications available:

1 Click **Basic system administration** > **Applications** > **Application users**.

2 Click **Add** on the **Application users** screen.

3 Select organizations, users, and roles for target and click ↓ **Add**.

4 Under **Allowed applications**, select the check boxes of the desired applications, and then click **Add**.
  - You cannot select applications that are not allowed in the **Allow to use** section.
  - You cannot select **Keitai**.

5 Confirm that the targets you have added are displayed in the **Application users** list on the **Application users** screen.
  The icons of applications that are not allowed via remote access are displayed as follows:

  Space:

Managing IP Addresses to Be Used To Control Remote Access with CSV Files

This section describes how to import or export CSV files for managing IP addresses to be used to control remote access.

Importing IP addresses from CSV File

You can import IP addresses to be used to control remote access from the CSV file.
If an error occurs, the import processing is terminated. The data which have been imported is eliminated.

> **Note**
  - IP address that is not found in the CSV file will be removed from Garoon when importing. If you want to keep the IP addresses in Garoon, you need to add the IP addresses to the CSV file.

To import IP addresses from the CSV file:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Application users**.

4   Click **Details** in the **Remote access rule** filed.

5   Click **Import IP addresses** on the **Remote access rule details** screen.

6   Set the desired options and click **Next**.

7   Confirm the CSV file contents and click **Import**.

Exporting IP Addresses to CSV Files

You can export IP addresses to be used to control remote access to the CSV file.

To export IP addresses to the CSV file:

1   Click **Basic system administration**.

2   Click **Applications**.

3   Click **Application users**.

4   Click **Details** in the **Remote access rule** filed.

5   Click **Export IP addresses** on the **Remote access rule details** screen.

6   Set the desired options and click **Export**.

7   Save the file.

3.3   Users

Manage user data such as users who are allowed to use Garoon, organization membership, roles, and administrative privileges.

3.3.1   Managing Organizations

Adding Organizations

To add an organization:

1   Click **Basic system administration**.

2   Click **Users**.

3   Click **Organization / user settings**.

4   Select the organization to which you want to add a child organization.

5   Click **Add child organization**.

6   Set the desired options to add an organization.

7   Click **Add**.

> **Tip**
> - Organization code must be unique.
> - To add names in multiple languages, click **Add localized name** in **Organization name**.
> - To view other organization codes, click **Check existing organization codes** in **Organization code**.

Modifying Organization Information

To modify organization information:

1   Click **Basic system administration**.

2   Click **Users**.

3   Click **Organization / user settings**.

4   Select the organization you want to modify the details.

5   Click **Details**.

6   Click **Edit**.

7   Edit the organization information.

8   Click **Save**.

Changing Members of Organizations

To change members of organization:

1   Click **Basic system administration**.

2   Click **Users**.

3   Click **Organization / user settings**.

4   Select the organization you want to change its members.

5   Click **Change members**.

6   Change the members of the organization.

7   Click **Save**.

Reordering Child Organizations

To reorder child organizations:

1   Click **Basic system administration**.

2   Click **Users**.

3   Click **Organization / user settings**.

4   Select the organization in which you want to reorder subcategories.

5   Click **Reorder child organizations**.

6   Change the display order of the organizations.

7   Click **Save**.

> **Tip**
> • If you click **Reorder child organizations** in the "(Top)", you can reorder child organizations of the "(Top)".

Moving Organizations

To move an organization:

1 Click **Basic system administration**.

2 Click **Users**.

3 Click **Organization / user settings**.

4 Select the organization you want to move.

5 Click **Details**.

6 Click **Move**.

7 Select the parent organization to which you want move the organization.

8 Click **Move**.

Removing Organizations

To remove organizations:

1 Click **Basic system administration**.

2 Click **Users**.

3 Click **Organization / user settings**.

4 Select the organization you want to remove.

5 Click **Details**.

6 Click **Remove**.

7 Click **Yes**.

> **Tip**
> • Users whose organizations are removed become unassigned users.

3.3.2   Managing Users

Adding Users

To add a user:

1   Click **Basic system administration**.

2   Click **Users**.

3   Click **Organization / user settings**.

4   Select the organization to which you want to add a user.

5   Click **Add user**.

6   Set the desired options to add a user.

7   Click **Add**.

> **Tip**
> - You cannot add multiple users with the same login name. Try again after the deletion process of the user data is complete.
>   See the following section for setting the time for user data deletion:
>   "3.3.7 Setting a Time Period for User Data Deletion" on page 61.

What is an English spelling?

The name set to English spelling is displayed if the language specified for the default name is different from the language specified in Languages of names in Personal settings.
You can also display the English spelling following the default name.

> **Tip**
> - To use the **English spelling** field, you must enable it in the general settings for Localization.
>   See "3.13.1 Settings Up Localization" on page 116.
> - When the English spelling field is left blank, the default name is displayed.

Restrictions on Passwords

If the following symbols are used in your password, an error may occur in HTML portlets and PHP portlets.
- Apostrophe (')
- Double quotation (")
- Dollar sign ($)
- Yen sign (\)
- Less-than sign (<)
- Lower-than sign (>)

- Vertical bar (|)

If the above symbols are used in your password, the following key words may do not work correctly:
- %Password%
- %Name%
- %Account%
- %Mail%
- %session_password%
- %Tel%
- %URL%

What is a locale?

A locale is a setting that defines information of a certain location or language.

Display formats such as language, date, and time can be specified for each locale. When you add or edit a user, you must select the locale suitable for the user's region or country.

"3.13.2 Setting Up Locales" on page 118.

What is an office?

An office is a location where business operations are based. Specify options such as office days and office hours for each office. Your overseas branches or 24-hour factories may have their own office days and office hours. When you add or edit a user, select the office appropriate to the user's location.

"3.8.3 Setting Up Offices" on page 93.

What is a priority organization?

A user drop-down list displays all organizations of which the user is a member.

The more memberships the user holds, the more organizations are displayed in the list, which makes it difficult for the user to select.

Priority organization will be displayed as "(Priority organization)" in the drop-down list for selecting an organization.

Therefore, setting the frequently-used organization as the user's Priority organization helps users easily select recipients and attendees.

What is display order?

Users will be displayed by "Display priority" in a user list.

In the following cases, users are displayed in ascending order of the date on which they were added:
- Users are assigned identical numeric values for "Display order".
- "Display order" for users are left blank.

When you add users from a Web browser, the user who was added last is displayed lowest.

When you add users from a CSV file, users are displayed in the order that they are listed in the CSV file.

When members of the same organization are assigned display orders, users who are not assigned a display order are displayed below the user whose display order has the highest numerical value (the user with the lowest display priority).

What is an inactive user?

The users with inactive accounts cannot log in to Garoon.

Some users may not log in to Garoon for the time being, while they are on leave or away from their offices.

To prevent unauthorized access, we recommend that you inactivate those users.

> **Tip**
> - Inactive users are not counted in the required number of licenses.
> - You can activate the user again by clearing the **Set to "Inactive"** check box.
> - You can check the inactive user accounts by clicking **(Inactive users)** on the **Organization / user settings** screen.

Preparing Images for Each User's Profile

You can set an image as a user profile picture.

The image set as a user profile will appear as a user icon in the following screens:

- The comments in the following applications:
  - Space
    - Discussion
    - Shared To-Dos
  - Scheduler
  - Messages
  - Bulletin Board
  - MultiReport
- Scheduler
  - Group week view
  - Group day view
  - Group week view portlet
  - Group day view portlet
  - Search results in the Users & Facilities search
- Address Book
  - Users
  - Search results in the User list search
- User list
- Phone Messages

Modifying User Information

To modify user information:

1 Click Basic system administration.

2 Click **Users**.

3 Click Organization / user settings.

4 Select the organization you want to modify the details.

5 Click **Edit** on each user.

6 Edit the user profile.

7 Click **Save**.

> **Tip**
- After selecting a user name, click **Change organization membership** to change the membership.

Changing Organization Membership

To change organization membership:

1 Click Basic system administration.

2 Click **Users**.

3 Click Organization / user settings.

4 Select the organization you want to change its member.

5 Select the user you want to change the organization membership.

6 Click Change organization membership.

7 Select an organization and click **Add** to add the membership.

8 Click **Save**.

> **Tip**
- You can also change organization membership on the **Edit user profile** screen.

Removing Members from an Organization

To remove members from an organization:

1 Click Basic system administration.

2 Click **Users**.

3 Click Organization / user settings.

4 Select the organization from which you want to remove the users.

5 Select the users you want to remove.

6 Click **Remove**.

7 Click **Yes**.

Deleting Users

To delete a user:

1 Click Basic system administration.

2 Click **Users**.

3 Click Organization / user settings.

4 Select the organization from which you want to delete the user.

5 Click **Delete** on each user.

6 Click **Yes**.

Tip

- To reinstate a deleted user, cancel the deletion of the user. You can cancel the deletion before the scheduling service automatically deletes the user data.
  "Reinstating users" - on page 62.

Handling of deleted user data

The data that has been added by the deleted user and the name of the deleted user will be handled as follows:
- The private data that has been added by the deleted user, such as data in Memo and Bookmarks, is automatically purged at the specified time.
- The data that has been added by the deleted user to share among users, such as data in Scheduler and Messages, is kept in Garoon.
- A request submitted by a proxy applicant of a user can be edited or deleted by the proxy applicant even after the user has been deleted.
- Deleted user data will be eliminated according to the time period set on the **Deletion time settings** screen.
- "(Deleted)" is displayed after the name of deleted users.
- The name of the deleted user will be displayed by the name set to default.

Deleted user data will be deleted from the server by the scheduling service. The deletion log is output in the delete_user.log file.
The delete_user.log file is saved to the following directory when Garoon is installed in the default

directory:
- On Windows: C:\inetpub\scripts\cbgrn
- On Linux: /var/www/cgi-bin/cbgrn

Tip
- See the following section on how to delete users immediately:
  "Deleting users immediately" on page 62.

Adding User Information Items

You can add custom items to user information.

To add a custom item:

1 Click Basic system administration.

2 Click **Users**.

3 Click User information items.

4 Click Add custom item.

5 Set the desired options to add a custom item.

6 Click **Add**.

Tip
- Item code must be unique.
- Available characters for item codes are as follows:
  - Single-byte alphanumerical characters
  - Underscores (_)
- You cannot add built-in items.

Editing Details of User Information Item

To edit details of user information item:

1 Click Basic system administration.

2 Click **Users**.

3 Click User information items.

4 Select the item you want to edit.

5   Click **Edit**

6   Edit the options for the custom item.

7   Click **Save**.

Tip

- Even if "Presence indicator" is deactivated on the **Management** screen of applications, the item name "Presence information" remains on the **User information items** screen.
- The following built-in items cannot be edited:
  - Item name
  - Item code

Reordering User Information Items

To reorder user information items:

1   Click Basic system administration.

2   Click **Users**.

3   Click User information item.

4   Click Reorder custom items.

5   Change the display order of the custom items.

6   Click **Save**.

Tip

- You cannot reorder built-in items.

Deleting User Information Items

To delete a custom item:

1   Click Basic system administration.

2   Click **Users**.

3   Click User information items.

4   Select the custom item name you want to delete.

5 Click **Delete**.

6 Click **Yes**.

> **Tip**
- You cannot delete built-in items.
- If you delete a user information item, that content is also deleted.

3.3.3 Managing Roles

Adding Roles

To add a role:

1 Click Basic system administration.

2 Click **Users**.

3 Click Role setting.

4 Click **Add role**.

5 Set the desired options to add a role.

6 Click **Add**.

Default roles

The following roles are active by default:

Dynamic roles

You cannot grant dynamic roles to any specific users. Dynamic roles are not displayed in the role list.
The following dynamic roles are available:
- Everyone:
  A role that is granted to all users. When Everyone is selected as a target of permissions, the permissions granted to Everyone are applied to all users automatically.
- LoginUser:
  A role that is granted to the logged-in user. When LoginUser is selected as a target of permissions, the permissions granted to LoginUser are applied to each user during the user logs in Garoon.
- Owner:
  This role is currently not applicable to any users.
- CommandLine:
  A role that is granted when the user runs a command line

Static roles

You can specify users to grant the static role.

- Administrators:
  A role that grants an administrative privilege.

Adding Users to Whom Grant Role

To add users to whom you want to grant the role:

1 Click Basic system administration.

2 Click **Users**.

3 Click Role setting.

4 Select the role you want to grant.

5 Click Grant role to users.

6 Select an organization.

7 Select users that you want to grant the role.

8 Click ↓**Add**, and then click **Grant role**.

Changing Roles Granted to a User

To change roles granted to a user:

1 Click Basic system administration.

2 Click **Users**.

3 Click Organization / user settings.

4 Select the organization in which you want to change the roles granted to the member.

5 Select the user you want to change the roles.

6 Click Change roles.

7 Select the roles that you want to grant to the user.

8 Click **Save**.

Modifying Role Information

To modify role information:

1 Click Basic system administration.

2 Click **Users**.

3 Click Role setting.

4 Select the role you want to modify the details.

5 Click **Details**.

6 Click **Edit**.

7 Edit the role information.

8 Click **Save**.

> **Tip**
> • After selecting a role name, click **Grant role to users** to change the users you want to grant.

Reordering Roles

To reorder roles:

1 Click Basic system administration.

2 Click **Users**.

3 Click Role setting.

4 Click Reorder roles.

5 Change the display order of the roles.

6 Click **Save**.

Removing Users from the List of Users Who Are Granted Role

To remove users from the list of users who are granted role:

1 Click Basic system administration.

2 Click **Users**.

3 Click Role setting.

4 Select the role from which you want to remove users.

5 Select users.

6 Click **Remove**.

7 Click **Yes**.

Removing Roles

To remove a role:

1 Click Basic system administration.

2 Click **Users**.

3 Click Role setting.

4 Select the role you want to remove.

5 Click **Details**.

6 Click **Remove**.

7 Click **Yes**.

Tip

- In step 4,clicking **Remove all roles** and then **Yes** removes all roles that were added by administrators.

3.3.4   Allowing Users to Select Roles

A role represents the position or function that is assigned to a specific group of users.
- Manager Role
- Temporary Staff Role
- Developer Team Role

By allowing users to select roles, users can select roles in the following settings:
- Configure space members and administrators.

- Select users who can view the private appointment.
  For example, you can set the manger role to the "Private watcher" field, and the users who will attend the appointment to the "Attendees" field.

You can always select roles on the system administration screen and the operational administration screen regardless this setting.

To allow users to select roles:

1　Click **Basic system administration**.

2　Click **Users**.

3　Click **Role settings**.

4　In the **Permission to select roles** field, click **Change**.

5　Click **Allow** then **Save**.

　　　　　Tip

- The following roles can be selected on the user screen:
  - Everyone
  - Administrators
  - LoginUser

3.3.5　Setting Operational Administrative Privileges

Granting Operational Administrative Privileges

To grant operational administrative privileges to organizations, users, or roles:

1　Click **Basic system administration**.

2　Click **Users**.

3　Click **Organization / user settings**.

4　Select the organization to which you want to grant operational administrative privileges.

5　Click **Set operational administrative privileges**.

6　Click **Add**.

7　Select organizations or users that you want to grant operational administrative privileges.

8 Click ↓ **Add**.

9 Select whether to set as operational administrator.

10 Click **Add**.

> **Tip**

- If users have a privilege as operational administrator, they can add or remove other operational administrator.
- For the users who have operational administrative privileges for user administration (Operational administrators for user administration), the menus to access the system administration do not appear on their pages. Operational administrators for user administration access the URL for the system administration manually to administer their organizations and users.

Removing Operational Administrative Privileges

To remove an operational administrative privilege from organizations, users, or roles:

1 Click Basic system administration.

2 Click **Users**.

3 Click Organization / user settings.

4 Select the organization.

5 Click Set operational administrative privileges.

6 Select the organizations, users, or roles from which you want to remove the privileges.

7 Click **Remove**.

8 Click **Yes**.

> **Tip**

- In step 6, clicking **Remove all** and then **Yes** removes all operational administrative privileges for that organization.

3.3.6   Tentative Reorganization

You can use the tentative reorganization feature to do the following:

- Creating a tentative structure by duplicating the current organizations and users
- Applying the tentative structure to the current environment immediately, or applying at the specified date and time

The tentative structure is not visible to users until you apply it to the current environment.

Note

- When a tentative structure that is not applied to the current environment exists, the following are disabled:
  - Adding, changing, deleting, and reordering the current organizations
  - Importing a CSV file to add, update, and delete the current organizations
  - Changing languages in the **Selectable languages** settings on the **General settings** screen for Localization
- Once the tentative structure has been applied to the current organization or has been deleted, you will be able to add, change, and delete the current organization.

Tip

- You cannot add users to the tentative structure.
- You cannot create a tentative structure by importing a CSV file.

Adding Users to the Current Organization When a Tentative Structure Exists

You can add users to the current organization even when a tentative structure exists.

But organizations and roles assigned to the added users in the current organization are not applied to the tentative structure.

In the current structure, the added users belong to Unassigned users.

In the tentative structure, you need to assign organizations and roles to the added users before you apply the tentative structure to the current environment.

"Editing User Details in the Tentative Structure"on page 58.

Creating a Tentative Structure

You can create a tentative structure by duplicating the current structure.

The tentative structure is not applied to the current structure automatically until you apply it to the current environment.

When a tentative structure exists, the following are disabled in the current environment until the tentative structure is applied to the current environment:

- Adding, changing, deleting, and reordering the current organizations
- Importing a CSV file to add, update, and delete the current organizations

To create a tentative structure:

1 Click **Basic system administration**.

2 Click **Users**.

3 Click **Tentative reorganization**.

4 On the **Tentative reorganization** screen, click **Create**.
A message saying **The tentative structure is being created** is displayed.

5 Wait a while and refresh the page.

6 Confirm that **Organization / user settings** is displayed on the **Tentative reorganization** screen.

Click **Organization** / **user settings** to open the setting screen.

"Adding Organizations and Assigning Users to the Tentative Structure"on page 56.

Deleting a Tentative Structure

You can delete the tentative structure before apply it to the current environment.

By deleting the tentative structure, you will be able to do the following:

* Adding, changing, deleting, and reordering the current organizations
* Importing file to add, update, and delete the current organizations

Once deleted, the tentative structure cannot be restored.

To delete a tentative structure:

1   Click **Basic system administration**.

2   Click **Users**.

3   Click **Tentative reorganization**.

4   On the **Tentative reorganization** screen, click **Delete tentative structure**.

5   Click **Yes** on the confirmation screen.

6   Wait a while and refresh the page.

7   Confirm that **Create** is displayed on the **Tentative reorganization** screen.

Checking the Status of the Tentative Structure

You can check whether a tentative structure exists and the date and time when the tentative structure is to be applied to the current environment.

Check the status of the tentative structure:

1   Click **Basic system administration**.

2   Click **Users**.

3   Click **Tentative reorganization**.

4   On the **Tentative reorganization** screen, check which condition is met:
* No tentative structure exists.
* A tentative structure exists without applying to the current environment.
* A tentative structure with the date and time to be applied to the current environment exists.

When no tentative structure exists:

The **Create** and the **Cancel** buttons are displayed.

Basic system administration > Users > Tentative reorganization

Tentative reorganization

Create a tentative structure by duplicating the current structure.
You can apply the tentative structure to the current environment now, or apply at the specified date and time.

ⓘ The tentative structure is not applied automatically.
The following actions are not allowed while the tentative structure exists:

* Add, change, and delete organizations

[Create] [Cancel]

◀ Users

When a tentative structure exists without applying to the current environment:

The **Organization** / **user settings** and the **Delete tentative structure** links are displayed.

Tentative reorganization

Create a tentative structure by duplicating the current structure.
You can apply the tentative structure to the current environment now, or apply at the specified date and time.
The tentative structure is not applied automatically.

⊞ Organization / user settings

When to be applied
◉ Now   ○ Specify the date and time

Applying the tentative structure to the current environment causes a heavy load on the server.
Please execute it when the traffic is low, and do not execute it while the database is stopped.

[Apply now]   ✖ Delete tentative structure

When a tentative structure with the date and time to be applied to the current environment exists:

The **Organization** / **user settings** and **Delete tentative structure** links, and **Date and time** for the application are displayed.

Adding Organizations and Assigning Users to the Tentative Structure

You can add organizations and assign users to the tentative structure.
This assume that a tentative structure already exists.

Adding Organizations to the Tentative Structure

You can add organizations to the tentative structure. Organizations can contain nested organizations.

To add an organization:

1   On the **Organization / user settings (Tentative)** screen, select **(Top)** or the organization where you want to add a child organization, and click **Add child organization**.

2   On the **Add organization (Tentative)** screen, edit the entries as desired, then click **Add**.

Assigning Users to a Tentative Organization

You can assign users who do not belong to any organization and assign users who already belong to an organization to a tentative organization.

To assign a user to a tentative organization:

1   On the **Organization / user settings (Tentative)** screen, select the organization where you want to assign a user to, then click **Change members**.

2   On the **Membership information data (Tentative)** screen, select the user who you want to assign to the organization, then click ↓ **Add**.

3 Click **Save**.

Removing Users from a Tentative Organization

You can remove users from a tentative organization.
The user who are removed from all organizations will automatically be added to the **Unassigned users**.

To remove users from a tentative organization:

1 On the **Organization / user settings (Tentative)** screen, select the organization where you want to remove users from.

2 Select the check boxes for the users who you want to remove, and click **Remove**.

3 Click **Yes** on the confirmation screen.

Editing a Tentative Organization's Information

You can edit the name or code of a tentative organization.

To edit a tentative organization's Information:

1 On the **Organization / user settings (Tentative)** screen, select an organization that you want to edit its information, and click **Details**.

2 On the **Organization details (Tentative)** screen, click **Edit**.

3 On the **Edit organization details (Tentative)** screen, edit the entries as desired, then click **Save**.

Reordering Organizations in the Tentative Structure

You can reorder tentative organizations displayed in the selection trees and drop-down lists of the administration screen.
You can also reorder the organizations that are nested in the same level as the selected organization.

To reorder organizations:

1 On the **Organization / user settings (Tentative)** screen, select **(Top)** or the organization where you want to reorder child organizations, and click **Reorder child organizations**.

2 On the **Reorder organizations (Tentative)** screen, reorder child organizations as desired, then click **Save**.

Removing Organizations from the Tentative Structure

You can remove organizations from the tentative structure. If you remove an organization, its child

organizations will also be removed.

An organization cannot be restored when it is deleted by applying a tentative structure.

If you choose to cancel the planned deletion of an organization before you apply the tentative structure, you must delete the tentative structure.

"Deleting a Tentative Structure" - 54 page.

> **Note**
>
> • When you use user rights to control the visibility of data, applying a tentative structure might result in making the data public.
> • User rights set on an organization to be deleted are removed when the tentative structure is applied to the current environment.

To remove an organization:

1 On the **Organization / user settings (Tentative)** screen, select an organization that you want to remove, and click **Details**.

2 On the **Organization details (Tentative)** screen, click **Remove**.

3 Click **Yes** on the confirmation screen.

Editing User Details in the Tentative Structure

You can edit the following information of the users:
- Office
- Organization membership
- Priority organization
- Display order
- Status

To edit user details:

1 On the **Organization / user settings (Tentative)** screen, select the organization where the user belongs, then select the user who you want to edit.

You can also edit the user details by clicking **Edit** in the **User profile** field.

Proceed to step 3 when you click **Edit** in the **User profile** field.

2 On the **User details (Tentative)** screen, click **Edit**.

3 On the **Edit user profile (Tentative)** screen, edit the entries as desired, then click **Save**.

Select a priority organization when you want assign the user to multiple organizations.

Click **Optional** to view options that you cannot change in the tentative structure.

Changing Organization Membership in the Tentative Structure

You can change the organization membership of a user in the tentative structure.

To change the organization membership of a user:

1 On the **Organization / user settings (Tentative)** screen, select the organization where the user belongs, then select the user who you want to change the organization membership.

2 On the **User details (Tentative)** screen, click **Change organization membership**.

3 On the **Change organization membership (Tentative)** screen, select the organization where you want to assign the user to, then click ↓ **Add**.
To remove the organization assignment from the user, select the organization then click Remove.

4 Click **Save**.

Changing Roles of a User in the Tentative Structure

You can add, change, and remove the role of a user in the tentative structure.

To change roles of a user:

1 On the **Organization / user settings (Tentative)** screen, select the organization where the user belongs, then select the user who you want to change the role.

2 On the **User details (Tentative)** screen, click **Change roles**.

3 On the **Change roles (Tentative)** screen, select the check boxes of the desired roles, then click **Save**.
Clear the check boxes to remove the roles from the selected user.

Applying the Tentative Structure to the Current Environment

You can apply the tentative structure to the current environment.
You can select one of the following methods:
- Applying the tentative structure to the current environment immediately
- Applying the tentative structure to the current environment at the specified date and time

> **Note**
- Applying the tentative structure to the current environment causes a heavy load on the server. We recommend to execute when the traffic is low, and do not execute it while the database is stopped.

Applying the Tentative Structure to the Current Environment Immediately

You can apply the tentative structure to the current environment immediately.
Before applying, make sure that this applying will cause no problem in the current environment.

To apply a tentative structure to the current environment immediately:

1 Click **Basic system administration**.

2 Click **Users**.

3 Click **Tentative reorganization**.

4 On the **Tentative reorganization** screen, select **Now**, then click **Apply now**.

5 Click **Yes** on the confirmation screen.

6 Click **Basic system administration**.

7 Click **Users**.

8 Click **Organization / user settings**.

9 Wait a while and refresh the page.

10 When the **The tentative structure was applied to the current environment successfully.**
       appears, the application process has completed.

> **Tip**

- To close the completion message window, Click ⊗.
- Once a system administrator has closed the message window, the window never appear in other system administrators' screen.

Applying the Tentative Structure to the Current Environment at the Specified Date and Time

You can apply the tentative structure to the current environment to suit when your organization will be transitioned to the new structure or when user data traffic is low.
You can specify the date and time from the next day to the next month, with 15 minute increments.
The system timezone is used.
To apply the tentative structure to the current environment at the specified date and time:

1 Click **Basic system administration**.

2 Click **Users**.

3 Click **Tentative reorganization**.

4 On the **Tentative reorganization** screen, select **Specify the date and time**, then specify the date
       and time when you want to apply the tentative structure to the current environment.

5   Click **Save**.

6   On the confirmation screen, check the application date, then click **Yes**.

When the application process is completed, the **The tentative structure was applied to the current environment successfully**. message appears on the **Organization / user settings** screen.

On the **Tentative reorganization** screen, the date and time of the application appears until the application process is completed.

The date and time of the application can be changed and reset until the application process is completed.

* To change the date and time of the application, click **Change**.
* To reset the date and time of the application, click **Reset**.

When the application process has failed:

When the application of the tentative structure to the current environment has failed, an error message with an error code appears.

The tentative structure remains unapplied.

Follow the displayed message, change the settings and apply the tentative structure to the current environment again.

"Applying the Tentative Structure to the Current Environment" on page 59.

3.3.7   Setting a Time Period for User Data Deletion

You can set the time period to automatically eliminate the deleted user data.

The user data deletion time is set to "23:00 to 03:00" (14:00 UTC to 18:00 UTC) by default.

We recommend that to avoid the following time period for user data deletion time:

* While users access Garoon
* The time period set for backing up Garoon data

- At around 0:00

To set a deletion time period:

1 Click **Basic system administration**.

2 Click **Users**.

3 Click **Deletion time settings**.

4 Click **Edit**.

5 Specify the time in which the user data is eliminate.

6 Click **Save**.

> **Note**
- The user data deletion is permanent.
- You cannot specify the time period of more than 24 hours.
- The processing load on the server is heavy when deleting data.
- You cannot delete user data while backing up.
- If you back up data while deleting user data, the deletion process will terminate.
- If Garoon has running tasks, the deletion processing may not be executed.

> **Tip**
- You cannot add users with the same login name before the processing is completed.

Reinstating users

To cancel user data deletion, select users, and then click **Reinstate.**

Deleting users immediately

To delete the user data immediately, select users, and then click **Delete.**

3.3.8 Managing Data with CSV Files

Importing Data from CSV Files

If an error occurs while importing a CSV file, the import process will be terminated. Any data that was imported before the error occurred is discarded.

To import data from a CSV file:

1 Click **Basic system administration**.

2   Click **Users**.

3   Click **Import from CSV file**.

4   Select the data that you want to import.

5   Set the desired options, and then click **Next**.

6   Click **Browse** to select the file to import.

7   Set the desired options.

8   Click **Next**

9   Confirm the CSV file contents, and then click **Import**

> **Note**

- Organizations with organization codes that are not included in the CSV file will be removed.

Exporting Data to CSV Files

To export data to a CSV file:

1   Click **Basic system administration**.

2   Click **Users**.

3   Click **Export to CSV file**.

4   Select the data that you want to export.

5   Set the desired options and click **Export**.

6   Enter the file name and save the data to a CSV file.

7   Click **Save**.

> **Tip**

- If organizations, roles, or users that are listed in the CSV file do not exist on Garoon, an error occurs.

3.3.9   Setting Password Rules

You can set password rules to improve password security.

To set password rules:

1 Click **Basic system administration**.

2 Click **Users**.

3 Click **Password rules**.

4 Set the desired rules.

5 Click **Save**.

> **Tip**
>
> - If you set "Password expiration date", users must change their password after the period.
> - If you set "Password expiry notification", the password expiration date will be displayed every time users log in to the user screen.
> - Password restrictions contains the following special characters:
>   back apostrophe (`), tilde (~), exclamation point (!), at sign (@), numerical sign (#), dollar sign ($), percent (%), caret (^), ampersand (&), asterisk (*), opening and closing parentheses, underscore (_), plus sign (+), hyphen (-), equal (=), opening and closing braces, vertical bar (|), opening and closing brackets, backslash (\), colon (:), double quotation mark ("), semicolon (;), apostrophe ('), less than sign (<),grater than sign (>), question mark (?), comma (,), period (.), and slash (/).

3.4 Authentication

3.4.1 Authentication Features

Authentication features on Garoon are as follows:

* Login authentication
* Session authentication

You can set up the following authentication methods by combining the login authentication and the session authentication:

Example:

* When logging in:
  Authenticate users using an LDAP server.
* While logged in:
  Authenticate users with the Basic authentication, the Open Integrated Authentication ver.2, etc.

Login authentication

Set the login authentication that is used when users log in to Garoon under the following conditions:

* Logging in to Garoon from other systems with single sign-on configuration.
* Authenticating using an LDAP server when logging in.

The following authentication methods can be used for login authentication:

* Standard authentication
* Environment variable authentication

Session authentication

Use session authentication to keep authentication information while logging in to Garoon.

In the session authentication, an authentication method can be combined with an authentication database.

> **Note**
>
> * To use Open Integrated Authentication ver. 1 or Open Integrated Authentication ver. 2, you also need to enable Standard authentication.

The following authentication methods can be used for session authentication:

* Basic authentication
* Environment variable authentication
* Cybozu Common Authentication
* Open Integrated Authentication ver.2
* Open Integrated Authentication ver.1

Authentication Database

The authentication database can be changed to obtain user information according to the selected authentication method.

- Standard database
  Obtain user information from Garoon.
- Authentication database
  Obtain user information from an LDAP server.

- To use SSL to access an LDAP server, you must modify the configuration of Garoon. See the following page on our website for details:
  http://manual.cybozu.co.jp/en/tech/sslsetup.html

Tip

- To obtain user information from an LDAP server, you must specify the LDAP server as an authentication database.
- Garoon supports the LDAPv3 protocol.

Authentication Methods

The following authentication methods are available in Garoon.

Basic authentication

Authenticate users with the information stored in Garoon. The authentication result is stored in a cookie.

Environment variable authentication

Authenticate users with the information that is set as environment variables. Many single sign-on products use variable authentication.

Cybozu Common Authentication

The authentication result is stored in a cookie. The authentication information is shared among Cybozu products such as Office series and Dezie.

Open Integrated Authentication ver.2

The authentication result is stored in a cookie. The authentication information is shared not only among Cybozu products, but also between Garoon and other products.
Specify the same value as your cooperative products in the following options:

- Cookie
- Authentication password
- Confirmation password
- Domain name

Tip

- Contact our official partners for the information about setting up single sign-on with their products.
- Open Integrated Authentication ver.2 is strengthened by the security compared with Cybozu Common Authentication or Open Integrated Authentication ver.1.

If Open Integrated Authentication ver.2 is available for the product that shares authentication information, we recommend that to use Open Integrated Authentication ver.2.

- The following attributes are added to cookies issued by Garoon:
  - http-only attribute: To prevent cookie alteration by scripts (e.g.: JavaScritpt) from client computers.
  - secure attribute: To issue cookies only when HTTPS communication is used.

Open Integrated Authentication ver.1

The authentication result is stored in a cookie. The authentication information is shared between Garoon and other products.
Specify the same value as your cooperative products in the following options:

- Authentication password
- Confirmation password
- Cookie domain name
- Cookie path

Note

- For higher security, we recommend that you specify the minimum path in Cookie path.

3.4.2   Managing Authentication

Adding Authentications

Adding login authentication methods

To add a login authentication method:

1   Click **Basic system administration**.

2   Click **Authentication**.

3   Click **Login authentication**.

4   Click **Add**.

5   Verify the login authentication method, and click **Next**.

6   Set the desired options to add a login authentication method.

7   Click **Add**.

Tip

- To use the added authentication method, click **Active** on the **Login authentication** screen.

What are "Exclude everything up to and including the following string when authorizing" and "Exclude this string and everything after it when authorizing"?

You can specify the string that you want to exclude from the environment variable.

- Exclude everything up to and including the following string when authorizing:
  Authenticate using the environment variable excluding the values from the beginning to the specified string.
- Exclude this string and everything after it when authorizing:
  Authenticate using the environment variable excluding the values from the specified string to the end.

Adding Session Authentication Methods

To add a session authentication method:

1 Click **Basic system administration**.

2 Click **Authentication**.

3 Click **Session authentication**.

4 Click **Add**.

5 Select a session authentication method, and click **Next**.

6 Set the desired options to add a session authentication method.

7 Click **Add**.

> **Tip**

- To use the added authentication method, click **Active** on the **Session authentication** screen.

Changing Authentications

Changing Login Authentication Methods

To change a login authentication method:

1 Click **Basic system administration**.

2 Click **Authentication**.

3 Click **Login authentication**.

4 Select the login authentication method you want to change the details.

5 Click **Edit**.

6 Edit the options for the login authentication.

7 Click **Save**.

Changing Session Authentication Methods

To change a session authentication method:

1 Click **Basic system administration**.

2 Click **Authentication**.

3 Click **Session authentication**.

4 Select the session authentication method you want to change the details.

5 Click **Edit**.

6 Edit the options for the session authentication.

7 Click **Save**.

Removing Authentications

Removing Login Authentication Methods

To remove a login authentication method:

1 Click **Basic system administration**.

2 Click **Authentication**.

3 Click **Login authentication**.

4 Select the login authentication method you want to remove.

5 Click **Remove**.

6 Click **Yes**.

Removing Session Authentication Methods

To remove a session authentication method:

1 Click **Basic system administration**.

2 Click **Authentication**.

3 Click **Session authentication**.

4 Select the session authentication method you want to remove.

5 Click **Remove**.

6 Click **Yes**.

> **Tip**

- You cannot remove Basic authentication.

Adding Authentication Databases

To add an authentication database:

1 Click **Basic system administration**.

2 Click **Authentication**.

3 Click **Authentication database**.

4 Click **Add**.

5 Verify the authentication database format, and click **Next**.

6 Set the desired options to add an authentication database.

7 Click **Add**.

> **Tip**

- Depending on specifications of the LDAP server, system administrators prevent users from accessing Garoon with blank password.
- The port number is not required if your database format is LDAP.

Changing Authentication Databases

To change an authentication database:

1 Click **Basic system administration**.

2 Click **Authentication**.

3 Click **Authentication database**.

4 Select the authentication database you want to change the details.

5 Click **Edit**.

6 Edit the options for authentication database.

7 Click **Save**.

> **Tip**
- You cannot modify Standard database.
- The port number is not required if your database format is LDAP.

Removing Authentication Databases

To remove an authentication database:

1 Click **Basic system administration**.

2 Click **Authentication**.

3 Click **Authentication database**.

4 Select the authentication database you want to remove.

5 Click **Remove**.

6 Click **Yes**.

> **Tip**
- You cannot remove Standard database.

3.4.3   Activating Authentication Methods

Activating Login Authentications

To activate a login authentication method:

1   Click **Basic system administration**.

2   Click **Authentication**.

3   Click **Login authentication**.

4   Click **Active** on each login authentication.

> **Tip**
> • The login authentication methods in use are indicated as "Active".
> • You cannot disable a configured login authentication method. You can change to another login authentication method or remove the login authentication method you are using, instead of disabling the login authentication method.

Activating Session Authentications

To activate a session authentication method:

1   Click **Basic system administration**.

2   Click **Authentication**.

3   Click **Session authentication**.

4   Click **Active** on each session authentication.

> **Note**
> • To use Open Integrated Authentication ver. 1 or Open Integrated Authentication ver. 2, you also need to enable Standard authentication.

> **Tip**
> • The session authentication methods in use are indicated as "Active".
> • To stop using a session authentication method, click **Inactive**.

3.5   Single Sign-on

"Single sign-on" in Garoon is a function to give the authentication information of users from Garoon to other systems.

With this function, a user logs in once and gains access to all systems without being prompted to log in again at each of them.

The available authentication methods are as follows:

- GET authentication method:
  A form-based authentication. The system uses parameters set in a URL to authenticate users.
  The user information, which is input by the logged-in user to a form, is sent as URL the parameters to the server.
- POST authentication method:
  A form-based authentication. The system uses parameters posted by the Web page to authenticate users.
  The user information, which is input by the logged-in user to a form, is sent to the server by the POST method.

> **Tip**

- GET authentication method is not secure. Be careful to manage the system.

3.5.1   Managing Single Sign-on

Adding Single Sign-on Configuration

To add a single sign-on configuration:

1   Click **Basic system administration**.

2   Click **Single sign-on**.

3   Click **Single sign-on**.

4   Click **Add a configuration**.

5   Set the desired options to add a single sign-on configuration.

6   Click **Add**.

> **Tip**

- Select **Allow users to change** in **Options** to allow users to change the settings in their Personal settings.

Changing Single Sign-on

To change a single sign-on configuration:

1 Click **Basic system administration**.

2 Click **Single sign-on**.

3 Click **Single sign-on**.

4 Select the single sign-on configuration you want to change the details.

5 Click **Edit**.

6 Edit the options for the single sign-on configuration.

7 Click **Save**.

Removing Single Sign-on Configurations

To remove a configuration:

1 Click **Basic system administration**.

2 Click **Single sign-on**.

3 Click **Single sign-on**.

4 Select the single sign-on configuration you want to remove.

5 Click **Remove**.

6 Click **Yes**.

Tip

- In step 4, clicking **Remove all configurations** and then **Yes** removes all single sign on configurations.

3.6 Files

Configure the settings, such as the file size limitation, version limitation, and MIME types.

3.6.1 Managing Files

The following options are available on the **General settings** screen for files:

File size limit:
Sets the file size limitation.
Selecting "(Unrestricted)" applies the largest file size that programs which are used in Garoon can support. For version 3.7.x of Garoon, a file size limit of 300 MB is applied.

The files attached or added to the following applications are limited:

- Space
- Scheduler
- Messages
- Bulletin Board
- Cabinet
- Memo
- Address Book
- Workflow
- MultiReport

The files attached to the followings are limited:

- Customer information
- Application menu
- User profile

> **Tip**
> - The file size limit of e-mail attachment varies depending on the e-mail size settings.
>   "4.12.4 Setting Limits for E-mail" on page 239.

Version limit:

Sets the version limit for files.

File lock period:

Sets the time period that the file is locked while a user is editing.

File locking:

Activates the function "File locking" to lock the file during editing.

To configure file attachments:

1 Click **Basic system administration**.

---

2 Click **Files**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

> **Note**

- **Restrictions on uploading files by drag and drop**
  You can upload files by drag and drop only when you use any of the following browsers:
  - Internet Explorer version 10 or later
  - Google Chrome or other Web browsers

3.6.2 Managing MIME Types

The MIME type format consists of a type and subtype such as "text/plain".
The MIME type specifies how files which have been added to the Garoon system are processed by the Web browser.

> **Tip**

- If "csv" does not exist in the MIME type list, the downloaded files with .csv extension are saved with .xls extension.

Adding MIME Types

To add a MIME type:

1 Click **Basic system administration**.

2 Click **Files**.

3 Click **MIME type**.

4 Click **Add MIME type**.

5 Set the desired options to add a MIME type.

6 Click **Add**.

> **Tip**

- Set a MIME type for each extension.

Changing MIME Types

To change a MIME type:

1 Click **Basic system administration**.

2 Click **Files**.

3 Click **MIME type**.

4 Select the extension you want to change MIME type.

5 Click **Edit**.

6 Edit the options for the MIME type.

7 Click **Save**.

Removing MIME Types

To remove MIME types:

1 Click **Basic system administration**.

2 Click **Files**.

3 Click **MIME type**.

4 Select the MIME types that you want to remove.

5 Click **Remove**.

6 Click **Yes**.

> **Tip**
- In step 4, clicking **Remove all mime types** and then **Yes** removes all mime types.

3.6.3   Managing MIME Types with CSV File

To manage MIME types with a CSV file:

1 Click **Basic system administration**.

2 Click **Files**.

3 Click **Import MIME type** or **Export MIME type**.

4 Set the desired options.

5 Import data from or export to a CSV file.

> **Tip**

- If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

3.7 Screen

3.7.1 Setting Up Screen

You can set the following default values for screens:

Common settings

- Mobile view
  Select whether to allow users to use mobile view.
  If you allow the use of mobile view, users can use the following applications on smartphone-optimized screens:
  - Space
  - Scheduler
  - Messages
  - Bulletin Board
  - E-mail
  - Workflow
  - MultiReport
  - Notifications
- Profile pictures
  Allow users to select whether to show their profile pictures.
  If allowed, users can select whether to show their profile pictures in comments and User list.
  If not allowed, default user icons are always used.
- Thumbnail images
  In Messages, Bulletin Board, and E-mail, attached images are shown as thumbnails. This setting is enabled only when "Show image with body text" is enabled. Images that are 450 x 450 pixels or smaller are always displayed in their original size.

> **Tip**
>
> - Mobile view will become unavailable, after the service license expires.
> - If the "Profile pictures" setting is disabled, profile pictures are not displayed even if users select "Show profile pictures in comments and User list" in their personal settings.
> - Images attached in Space are always displayed in reduced size.
> - If an animated .gif file is attached, it is displayed as a static image.

Default values in personal settings

- Number of display items or display width for columns
- E-mail address link:
  Specifies how mailer software starts by clicking an e-mail address link.
- Show image files:
  Specifies whether to show images along with the body or comments in E-mail or Messages.
- Character encoding for file output
- Information to display after names:
  Specifies whether to show names in another language or priority organizations along with user names.
  User names can be displayed in one of the following patterns:

- User name[1]
- User name[1](English name[2])
- User name[1] priority organization
- User name[1](English name[2]): priority organization

[1]: The name specified in the Default field in the Name section on the **User details** screen.

[2]: The name specified in the English spelling field in the Name section on the **User details** screen.

> **Tip**

- If you add new users after the settings have been changed, the settings other than "Profile pictures" will be applied to the defaults in their personal settings. The changes do not apply to the existing users.
- The maximum number of display items that is specified in Personal settings also applies to the system administration screen.
- Changing the value of **Width for body entry field** does not affect the width for body entry field for e-mail.
- If the "Localized name" field for the language that is selected in "Languages of names" on Garoon is empty, the name that is set in the "Display name" field is displayed as the user name.

To set up screen:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

Setting Screen Design

To set the initial setting for the screen design:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Design settings**.

4 Select the screen design that you want to use as an initial setting for users.

5 Click **Save**.

Changing Menus in Header

The following options are available:

- Show application menu:
  Shows the application menu on the user screen.
- Application menu type:
  Shows icons in the application menu.
- Show "App menu":
  Shows "App menu" on the user screen.
- Personal settings:
  Allows users to change the header settings in their Personal settings.

To set up header:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Header and footer settings**.

4 Edit the options for the "Application menu type" and "App menu".

5 Click **Save**.

3.7.2   Setting Up Application Menu

Application menu on the screen:
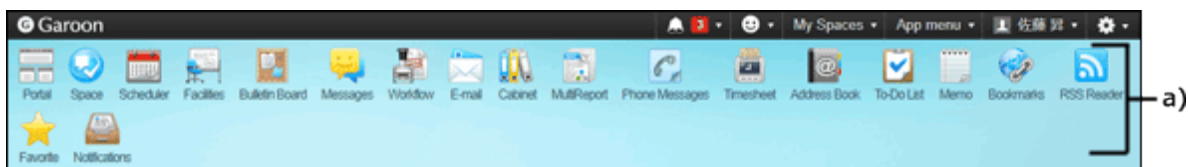
a): Application menu

Adding Application Menu

You can add a component link, or link directly to a URL as an application menu.
To add an application menu:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Application menu list**.

4 Click **Add item**.

5 Set the desired options to add an item to the application menu.

6 Click **Add**.

> **Tip**

- To add subjects in multiple languages, click **Add localized name** in **Subject**.
- If you specify both Icon URL and Icon file, the image specified by Icon URL takes priority.
- Specifying an icon file may slow Garoon performance.

Editing Application Menu

To edit an application menu:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Application menu list**.

4 Click the application menu you want to edit the details.

5 Click **Edit**.

6 Edit the options for the application menu.

7 Click **Save**.

> **Tip**

- If the **Subject** field is left blank, the application name will be initialized to the default name.

Reordering Application Menu

To reorder application menu:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Application menu list**.

4 Click **Reorder items**.

5 Change the display order of the application menu items.

6 Click **Save**.

Removing Application Menus

To remove application menus:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Application menu list**.

4 Select the application menus that you want to remove.

5 Click **Remove**.

6 Click **Yes**.

Initializing Application Menu

To delete added items and initialize application menu:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Application menu list**.

4 Click **Initialize menu**.

5 Click **Yes**.

3.7.3   Setting Up App menu

App menu on the screen:
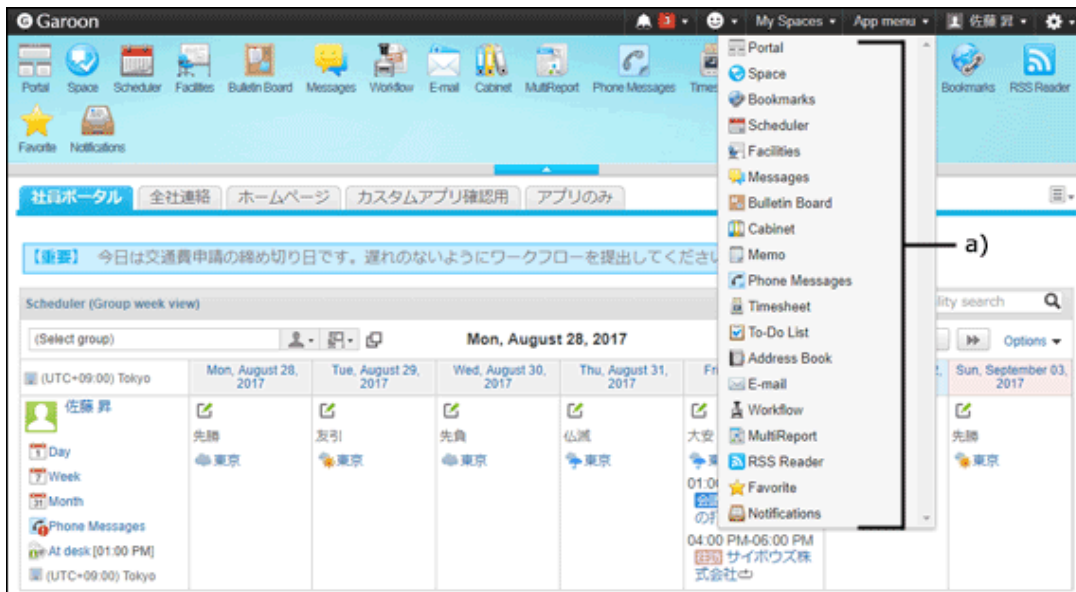
a): "App menu"

Adding Items to the App menu

To add an item that opens from the App menu at the top of the screen:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **App menu**.

4 Click **Add item**.

5 Set the desired options to add an item to the "App menu".

6 Click **Add**.

> **Tip**
• To add subjects in multiple languages, click **Add localized name** in **Subject**.

Editing Items of the App menu

To edit an item that opens from the App menu at the top of the screen:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **App menu**.

4 Click the start menu name you want to edit the details.

5 Click **Edit**.

6 Edit the options for the "App menu".

7 Click Save.

> **Tip**
> • If the **Subject** field is left blank, the menu will be initialized to the default name.

Reordering Items on the App menu

To reorder items:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **App menu**.

4 Click **Reorder items**.

5 Change the display order of the "App menu" items.

6 Click **Save**.

Removing Items from the App menu

To remove items from the App menu:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **App menu**.

4 Select the start menu names that you want to remove.

5 Click **Remove**.

6 Click **Yes**.

Initializing App menu

To delete added items and initialize App menu:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **App menu**.

4 Click **Initialize menu**.

5 Click **Yes**.

3.7.4 Managing Web Mail Accounts

Set the web mail service URL link to move to after clicking an e-mail address.

Adding Web Mail Account Information

To add web mail account information:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Web mail accounts**.

4 Click **Add web mail account**.

5 Enter the required settings to add a web mail account.

6 Click **Add**.

> **Tip**
- Please contact each company information desk to get web mail service URL.
- If an invalid URL is entered, the mail client that is used with your Web browser will be started by clicking an e-mail address.

Editing Web Mail Account

To edit web mail account:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Web mail accounts**.

4 Click the service name you want to edit the details.

5 Click **Edit**.

6 Edit the options for the web mail account.

7 Click **Save**.

Removing Web Mail Account

To remove web mail account:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Web mail accounts**.

4 Click the service name you want to remove.

5 Click **Remove**.

6 Click **Yes**.

3.7.5   Setting Up Drop-down List

Set the following drop-down lists that are displayed on user screens:
- Drop-down list for organizations
- Drop-down list for users
- Drop-down list for facility groups
- Drop-down list for facilities

The following options are available on the **Drop-down list settings** screen:

- Personal settings:
  Allows users to change the drop-down list settings in their Personal settings.
- Results per item:
  Sets the maximum number of items for recently-used items displayed in drop-down lists.
- Clear history:
  Clears the drop down history.

| Tip |

- Once you clear the drop down history, you cannot restore the history.

Allowing Users to Change Drop-down List Settings

To set up drop-down lists:

1 Click **Basic system administration**.

2 Click **Screen**.

3 Click **Drop-down list settings**.

4 Set the desired options.

5 Click **Save**.

3.8   Calendar

The following calendars can be added:

- Standard calendar:
  The standard calendar is automatically added by the default settings of Garoon.
  Holidays, workdays, and memos (system memo) can be added to the calendar as events.

- System calendar:
  Only system administrators can add. Anniversaries or memos (system memo) can be added to the
  calendar as events.

- My calendar:
  All users can add. Anniversaries and memos (user memo) can be added to the calendar as events.

Tip

- The default holidays are set based on the Japanese calendar.

- To display holidays on the user screen, you must enable the **Holidays** option on the **General
  settings** screen for Scheduler.
  See "4.4.1 Managing Scheduler" on page 160.

- Users can set up their calendars in their Personal settings.

3.8.1   Preparing Information for Localization

Follow the procedures to localize Garoon for offices outside Japan or to change the default language
and time zone.

1 Adding calendars

Create calendars according to holidays and workdays for each office. You can apply one calendar
to each office.
"Managing Calendars" on page 90

2 Setting up offices

Specify options such as office days, and office hours for each office.
"Setting Up Offices" on page 93

Office settings

This part describes how to set up headquarters in Tokyo and branch office in Shanghai, for example.

Office information:

Item \ Office	Tokyo headquarters	Shanghai branch
Office days	Mon to Sat	Mon to Fri
Office hours	9:00-18:00	9:00-12:00, 13:00-18:00
Calendar	Tokyo	Shanghai

Tip

- When the time zone that is specified in user profile in cybozu.com Administration observes summer
  time, the dates and times in Garoon will also be adjusted for summer time.

3.8.2　Managing Calendars

Adding calendars

To add a system calendar:

1　Click **Basic system administration**.

2　Click **Calendar**.

3　Click **Calendar settings**.

4　Click **Add calendar**.

5　Set the desired options to add a calendar.

6　Click **Add**.

Adding events

The events that you add to calendars are applied to the portlets such as Scheduler and Calendars.

To add an event to the system calendar:

1　Click **Basic system administration**.

2　Click **Calendar**.

3　Click **Calendar settings**.

4　Select the calendar where you want to add an event.

5　Click **Add event**.

6　Set the desired options to add an event.

7　Click **Add**.

The view of events differs depending on the event type.
The following event types can be set to a standard calendar and a system calendar:

- Holidays:
  You can specify weekdays and Saturdays as holidays.
  The information based on the event details and holiday icons are displayed with red background.
  Red background basically indicates Sundays.

- Workdays:
  You can specify Saturdays and holidays as workdays.
  The information based on the event details and workday icons are displayed with white background. White background basically indicates weekdays.
- Notes:
  You can edit a note and display the text on Scheduler.
  The information based on the event details are displayed in the calendar. Notes do not affect the background color.

Events on the screen:
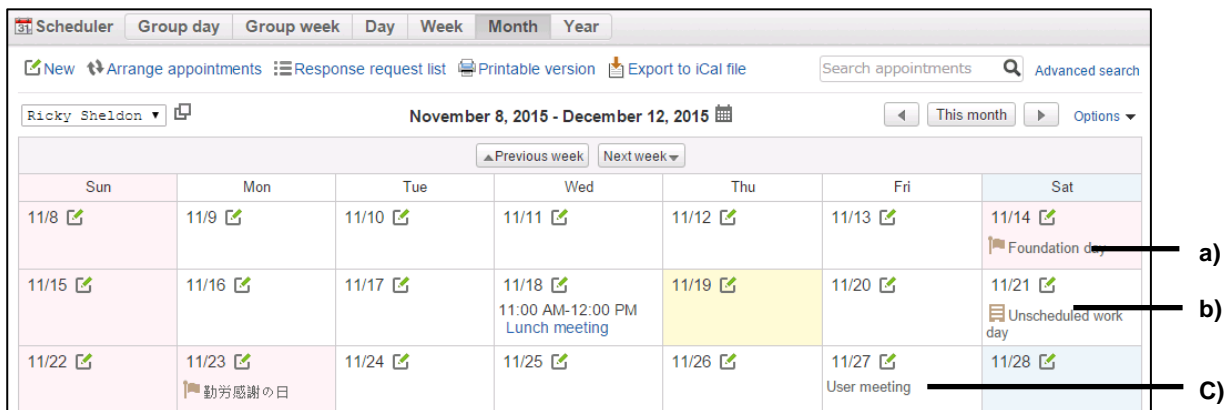
a): Holiday
b): Workday
c): Note

Editing Events

To edit an event:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Calendar settings**.

4 Select the calendar in which you want to edit the event.

5 Select the event date you want to edit.

6 Click **Edit**.

7 Edit the options for the event.

8 Click **Save**.

Changing Calendar Names

To change a calendar name:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Calendar settings**.

4 Select the calendar of which you want to change the name.

5 Click **Details**.

6 Click **Edit**.

7 Click **Save**.

> **Tip**
- You cannot change the name of "Standard calendar".

Deleting Calendars or Events

Deleting calendars

To delete a system calendar:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Calendar settings**.

4 Select the calendar you want to delete.

5 Click **Details**.

6 Click **Delete**.

7 Click **Yes**.

> **Tip**
- You cannot delete "Standard calendar".
- If you delete a system calendar, all of the events in the calendar are eliminated.

Removing events

To remove events:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Calendar settings**.

4 Select the calendar from which you want to remove the event.

5 Select the events that you want to remove.

6 Click **Remove**.

7 Click **Yes**.

> **Tip**

- In step 5, clicking **Remove all events** and then **Yes** removes all events.

3.8.3   Setting Up Offices

Your overseas branches or 24-hour factories may have their own office hours. You can specify options such as office days, and office hours for each office.

The following options are available:

- Office name: To add facility names in multiple languages, click "Add localized name" in Office name.
- Office code: The office code must be unique.
- Office days:
  Sets office days of the office. You can specify weekdays and holidays as the office days according to the office's needs.
- Office hours:
  Sets office hours of the office. You can divide morning and afternoon so that the lunch break can be excluded from the office hours.
- Calendar:
  - Calendar to be applied:
    Sets the calendar that you want to apply to the office.
  - Apply the workdays in the calendar:
    Select the check box to apply the workdays that are set to the selected calendar. See the following section for workdays:
    "Adding events" on page 90.

> **Tip**

- If you do not apply the workdays in the calendar, the workdays appear as notes in the calendar.
- Nonworking hours are displayed in gray on the **Scheduler** screen.

Office hours on the screen:
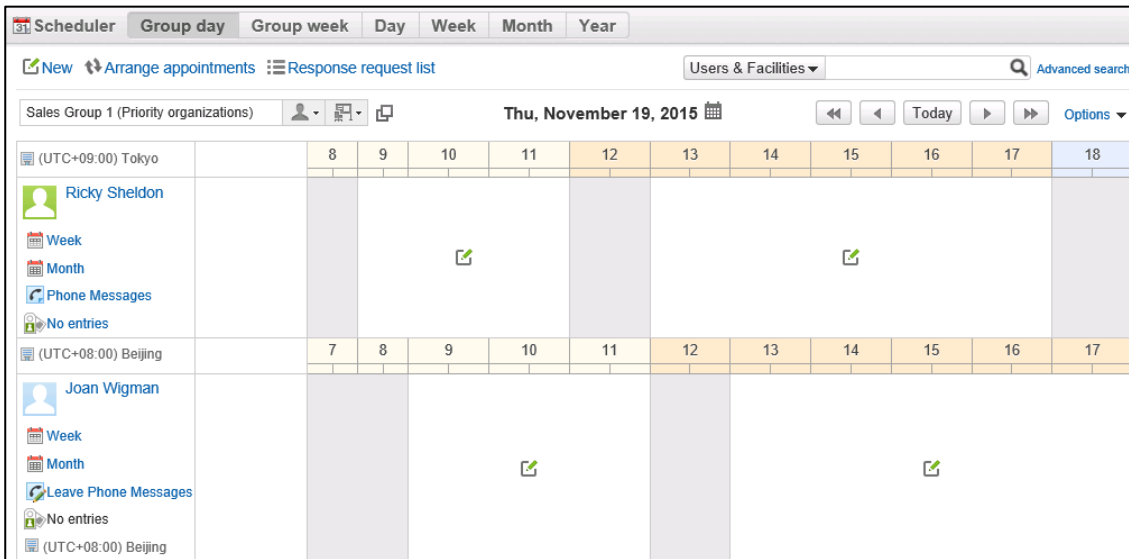
Setting Priority

Time zones

The time zone priority is as follows:
- 1st. Time zone that is set in the user's Personal settings
- 2nd. Time zone of the display language of the Web browser:
    This is applicable only if Japanese, English, or simplified Chinese is set as the display language.
- 3rd. The default time zone of the locale

Office days and office hours

If the settings of office days and office hours differ between Basic system administration settings and Personal settings, the priority is as follows:
- 1st. Office days and office hours those are set in the user's Personal settings
- 2nd. Office days and office hours those are applied to the office of the users

Adding Offices

To add an office:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Office settings**.

4 Click **Add office**.

5 Set the desired options to add an office.

6 Click **Save**.

- The office code must be unique.

Editing Office Details

To edit office details:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Office settings**.

4 Click the office name that you want to edit.

5 Click **Edit**.

6 Edit the options for the office.

7 Click **Save**.

Removing Offices

If you remove the offices that are in use by users, the office details will be carried to the users as their own setting.

To remove an office:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Office settings**.

4 Click the office name that you want to remove.

5 Click **Delete**.

6 Click **Yes**.

> **Tip**
> - To remove multiple offices at once, in step 4, select the check boxes for all offices that you want to remove.

3.8.4   Managing Data with CSV Files

You can import and export event data using CSV files.

To manage event data with a CSV file:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Calendar settings**.

4 Select the calendar that you want to manage the data.

5 Click **Import events data** or **Export events data**.

6 Set the desired options to import data from or export to a CSV file.

7 Import data from or export to a CSV file..

> **Tip**
> - If the CSV file contains duplicates of existing events, the events are added as new events using the details in the CSV file.
> - If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

Importing Office Data from CSV Files

Import office names or office data from CSV files.
To import office data from a CSV file:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Import from CSV file**.

4 Select the data type that you want to import.

5 Set the desired options and click **Next**.

6 Click **Import**.

Exporting Office Data to CSV Files

Export office names or office data to CSV files.
To export office data to a CSV file:

1 Click **Basic system administration**.

2 Click **Calendar**.

3 Click **Export to CSV file**.

4 Select the data type that you want to export.

5 Set the desired options and click **Export**.

6 Save the file.

3.9　Notifications

3.9.1　Receiving "Notices from Cybozu"

"Notices from Cybozu" is displayed on the following screens:
- The **Important notices** screen in **Notices** tab
- The notification that are displayed on the **system administrator** screen

Tip

- "Notices from Cybozu" is currently available only in Japanese.
- Internet access is required to receive "Notices from Cybozu".

To receive Notices from Cybozu:

1　Click **Basic system administration**.

2　Click **Notifications**.

3　Click **Notices from Cybozu**.

4　Select **Receive notices from Cybozu** on **Receive**.

5　Click **Set**.

3.10 Logging

This section explains Garoon logs.

3.10.1 Viewing Logs

The log retention period is set to "90 days" by default.

You can confirm log details in "View log" screen when they are within the log retention period. After the retention period has expired, logs can be confirmed only in the archives.

Logs output within 90 days	View logs on the **"View log"** screen.
Logs output more than 90 days before	View logs by downloading archives.

You can change the log retention period in the configuration file (common.ini) if necessary.

Please refer the following page for details.

Viewing Logs Output within 90 Days

View logs on the **"View log"** screen.

> **Note**
> • This action may place a high load on the server that runs Garoon. We recommend that you perform this action during a period when fewer users access Garoon.

To view logs:

1 Click **Basic system administration** > **Logging** > **View log**.

2 Click the contents of a log on the **"View log"** screen.
You can filter the logs by category and type.

3 View the details of the log on the **"Log entry details"** screen.

Viewing Logs Output More Than 90 Days Before

To view logs output more than 90 days before, download archives.

To view logs:

1 Click **Basic system administration** > **Logging** > **View log**.

2 Click **Log archives** on the **"View log"** screen.

3 Click an archive name on the **"Log archives"** screen and download the archive.

The archive name is the date of the most recent log in the archive.

For log archive specifications, see the following section:

"Log Archive Specifications" on page 104.

4 View the contents of the downloaded archive.

3.10.2 Setting Log Output Conditions

Set whether to output logs and the log output destinations.

To set logs:

1 Click **Basic system administration** > **Logging** > **View log**.

2 Click **Settings** on the **"View log"** screen.

3 On the **"Settings - Step 1/2"** screen, select the category for which you will output logs, then click **Next**.

4 On the **"Settings - Step 2/2"** screen, set the required items for each type, and then click **Save**.
- Log:
  Select whether to output the log.
- Destination:
  Select the log output destination.
  "Log Types" on page 100.
  "Log Destinations" on page 101.

Log Types

This section explains the log types and the output destinations that can be specified.

Log types are set in the Garoon process. You can specify whether to output logs for each type.
The following types can be selected:

Type	Description
Error	This mainly appears when the Garoon **"Error"** screen is displayed.
Warning	This mainly appears when an error that is not displayed on the Garoon **"Error"** screen occurs. Examples: ・ When forwarding an appointment fails ・ When forwarding phone messages fails
Important	This is mainly output when Garoon data is updated. Logins and logouts are also output as the important information logs.
General	This is mainly output when data is referred to. Examples:

	・View topic ・Download file

Log Destinations

Logs can be saved in either or both of the following:

Database logs	Logs are output to the Garoon database. When data is backed up, database logs are also backed up. To display logs on the **"View log"** screen, save database logs.
System logs	The Garoon logs are output to the server operating system logs.

System Logs

- On Windows:
  Output as an event to "Windows Logs" in "Event Viewer".
  - To output logs.
    > On Windows, select **Administrative Tools** > **Event Viewer** > **Windows Logs** > **Application**.
  - Log types:
    The types correspond to Windows Event Types.

Type	Windows Event Type
Error	Error
Warning	Warning
Important	Information
General	
(N/A)	Critical
	Details

- On Linux:
  - Log output destination.
    > /var/log/messages
  - Log types:
    The type (facility) of the Garoon log is daemon.
    The log types correspond to the priority in Linux logs.

Type	Priority in Linux logs
Error	info
Warning	
Important	
General	

> **Note**

- To save logs to Garoon in a server-distributed deployment or on a database distributed system, specify "Database log" as the output destination. If an output destination other than "Database log" is specified, system logs are saved to multiple servers, causing inconsistency in the logs.

3.10.3 Changing Log Retention Period

The log retention period is set to "90 days" by default.

You can confirm log details in "View log" screen when they are within the log retention period. After the retention period has expired, logs can be confirmed only in the archives.

You can change the log retention period in the configuration file (common.ini) if necessary.

Location of Created common.ini File

When Garoon is installed into the default installation directory, common.ini file is created in the following directory.

Environment	Location of common.ini
Windows OS	C:\Inetpub\scripts\cbgrn
Linux OS	/var/www/cgi-bin/cbgrn

To change the file:

1 Stop the Web server service on the server where Garoon is installed.

2 Open the common.ini file.

3 Specify the log retention period in days in "retention_period" under [Logging] section.

The log retention period must be specified between 1 and 365 days.

Example to change the log retention period to 180 days:

- Before

```
[Logging]
rotation = "100000"
retention_period = "90"
```

- After

```
[Logging]
rotation = "100000"
retention_period = "180"
```

4 Save the common.ini file.

If Garoon is in operation on multiple servers, repeat the steps 2 to 4 on all of the servers.

5 Start the Web server service on the server where Garoon is installed.

3.10.4 Changing Archival Settings

Change the log archival settings, such as the archive retention period and the archive format.

To change the settings:

1 Click **Basic system administration** > **Logging** > **Log archival**.

2 On the **"Log archival"** screen, set the required items, and then click **Save**.
- Archive retention period:

  Specify the retention period for archived files.
- Archive format:

  Select archive file format.

  The maximum amount of logs that can be saved in one archive varies depending on the archive file format.

Archive format	Amount of logs that can be saved in one archive	Remarks

	Default	Maximum amount	
XLSX	100,000 lines	100,000 lines	You cannot change the number of lines.
CSV(UTF-8) **CSV (Shift-JIS)**	100,000 lines	500,000 lines	The maximum amount when the configuration file is changed.

- Archive schedule:
  Archival is performed weekly. Specify the day and the time at which archival is performed.

Example of Archival
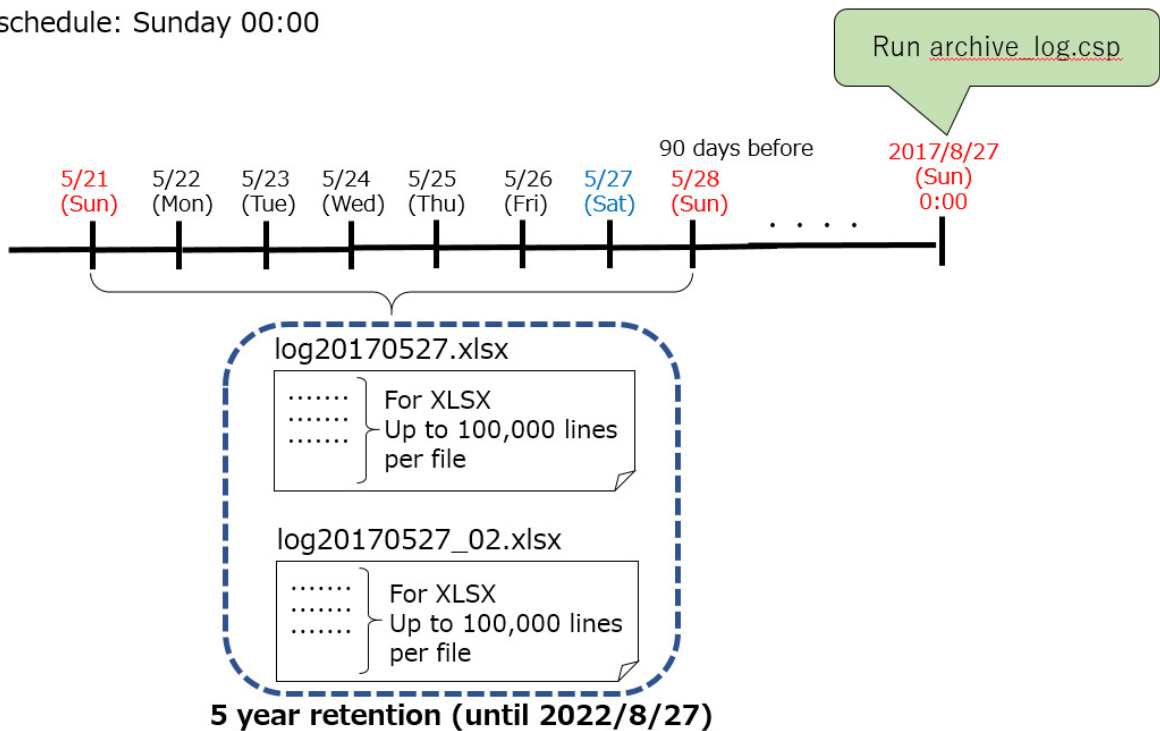
Tip

- For log archive specifications, see the following section:
  "Log Archive Specifications" on page 104.

Changing the Maximum Amount of Logs That Can Be Saved in One Archive

The maximum amount of logs that can be saved in one archive varies depending on the archive file format.

The maximum amount of logs that can be saved in archives can be increased to a maximum of 500,000 lines by changing the configuration file (common.ini), but only when the archive format is CSV.

Archive format	Amount of logs that can be saved in one archive		Remarks
	Default	Maximum amount	
XLSX	100,000 lines	100,000 lines	You cannot change the number of lines.

CSV(UTF-8) **CSV (Shift-JIS)**	100,000 lines	500,000 lines	The maximum amount when the configuration file is changed.

Location Where the "common.ini" File Is Created

The "common.ini" file is created in the following directory when Garoon is installed in the default directory:

Environment	Location where common.ini is created
On Windows	C:\Inetpub\scripts\cbgrn
On Linux	/var/www/cgi-bin/cbgrn

To change the file:

1 Stop the Web server service where Garoon is installed.

2 Open the "common.ini" file.

3 Enter the value of the maximum amount of logs that can be saved in one archive in "rotation" in the **Logging** section.

Example to change the maximum log to 500,000 lines:

- Before changing:

```
[Logging]
rotation = "100000"
retention_period = "90"
```

- After changing:

```
[Logging]
rotation = "500000"
retention_period = "90"
```

4 Save the "common.ini" file.

If Garoon is running on multiple servers, do steps 2 through 4 on all of the servers.

5 Start the Web server service where Garoon is installed.

3.10.5 Log Archive Specifications

Garoon regularly (weekly) checks whether logs from more than 90 days before are saved in the database and archives any existing old logs.

- Logs that were output more than 90 days before are archived by archive_log.csp on the day and time specified on the **"Log archival"** screen.

  For details, see the following section:

  "Changing Archival Settings" on page 101.
- Archived logs are deleted from the database.
- When the amount of logs is large, two or more archives are created. A sequential number such as "_2" and "_3" is added to the end of the archive names of the second and subsequent archives.

- The maximum amount of logs that can be saved in one archive varies depending on the archive file format.

Archive format	Amount of logs that can be saved in one archive		Remarks
	Default	Maximum amount	
XLSX	100,000 lines	100,000 lines	You cannot change the number of lines.
CSV(UTF-8) CSV (Shift-JIS)	100,000 lines	500,000 lines	The maximum amount when the configuration file is changed. "Changing the Maximum Amount of Logs That Can Be Saved in One Archive" on page 103.

archive_log.csp

archive_log.csp is the command used for archival.

The following limitations apply:

- Up to three weeks of logs can be retrieved in one archiving run.
- The maximum amount of logs that can retrieved in one archiving run is 500,000 lines. You cannot change this value.

> **Tip**
>
> - You can also run archive_log.csp manually. When you manually run the command, you can archive up to 50 weeks of older logs.
>
>   For details, see the following section:
>
>   " Archiving logs " on page 425.

Example Archive Creation 1

This section contains an example of an archive that was created based on the following conditions:

Archive format	XLSX
Archive schedule	Sunday 00:00
Archive date and time	Sunday, August 27, 2017, 00:00
Logs output from May 21 to 27	150,000 lines
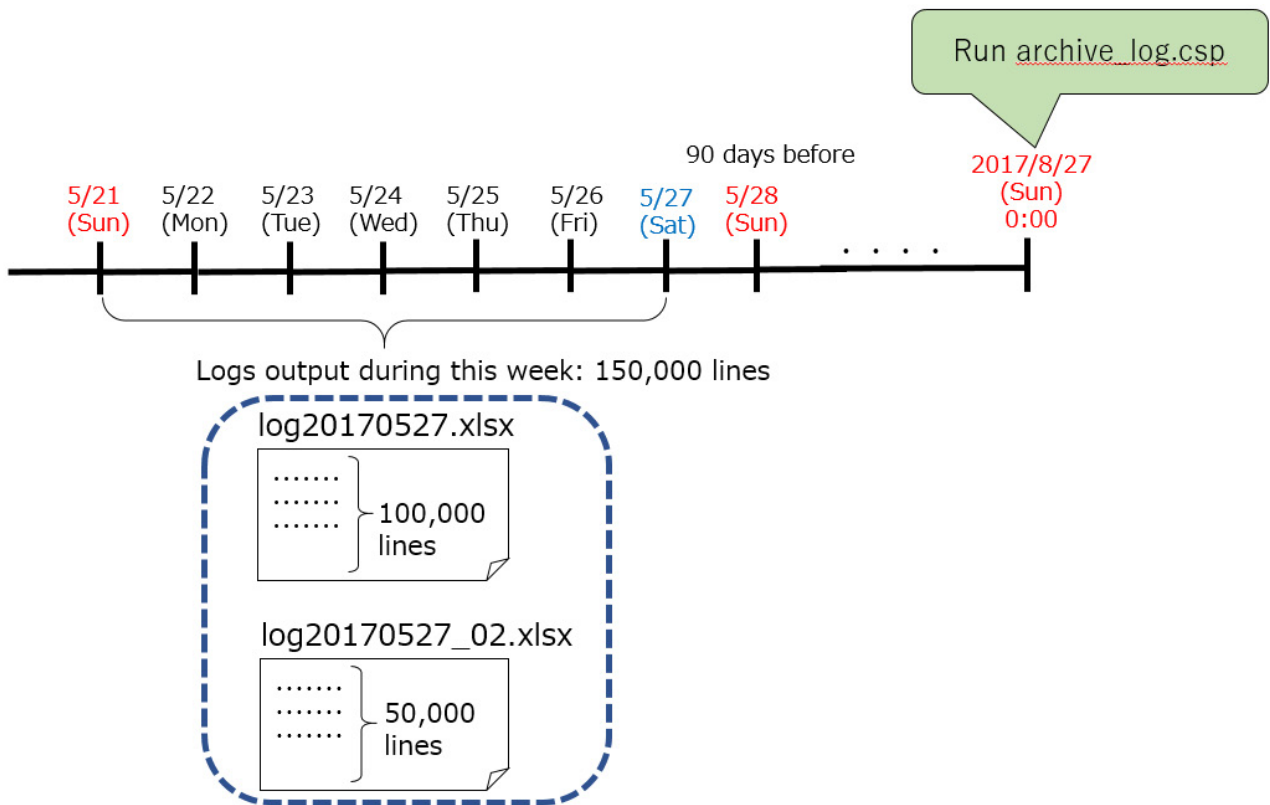
Logs from more than 90 days before the archive date of Sunday, August 27, 2017, are searched for and archived on a weekly basis.

When the file format is XLSX, up to 100,000 lines of logs can be saved in one archive.

When 150,000 lines of logs are output during the week of May 21 to 27, two archives are created.

Example Archive Creation 2

This section contains an example of an archive that was created based on the following conditions:

Archive format	XLSX
Archive schedule	Sunday 00:00
Archive date and time	Sunday, August 27, 2017, 00:00
Amount of logs output	From May 7 to 13: 50,000 lines
	From May 14 to 20: 600,000 lines
	From May 21 to 27: 150,000 lines
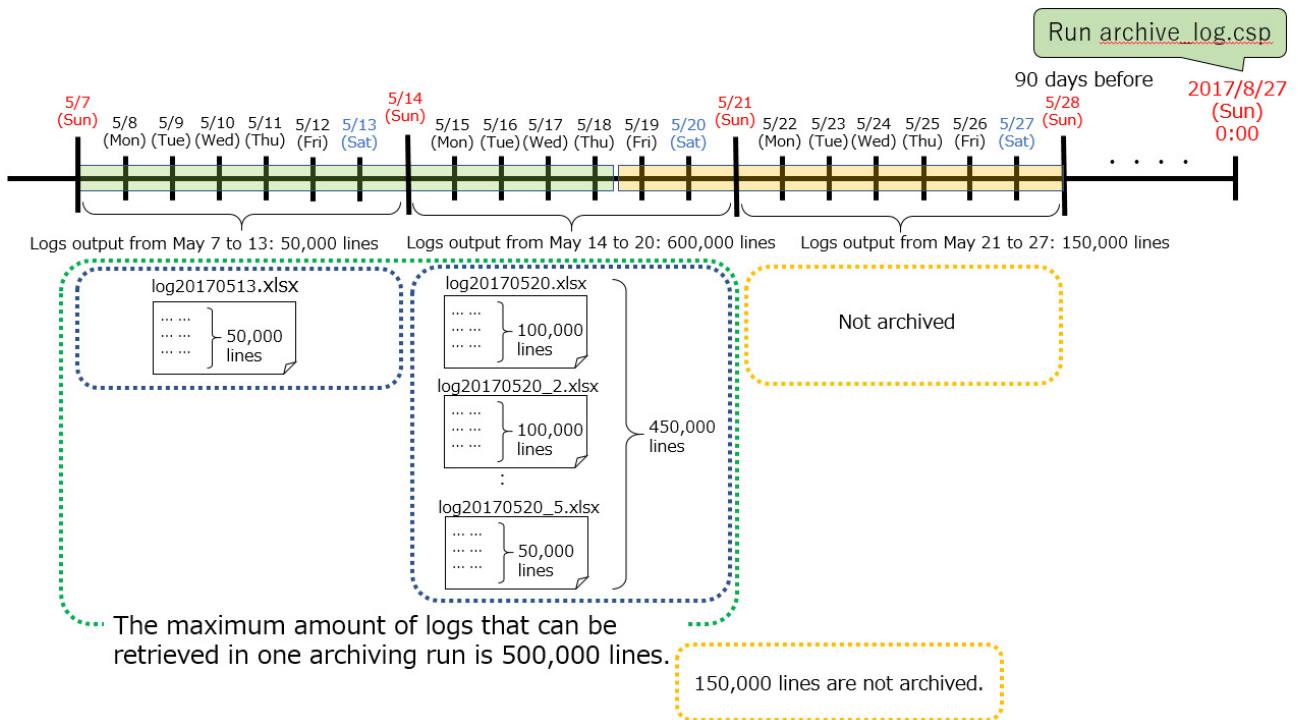
Logs from more than 90 days before the archive date, August 27, 2017, are searched for and archived on a weekly basis.

When the archive format is CSV with the default setting, up to 100,000 lines of logs can be saved in one archive.

When logs after May 6 remain without being archived and the number of logs output from May 6 to 12 is 50,000 lines, logs during this period are saved in one archive.

When the number of logs output from May 13 to 19 is 600,000 lines, logs during this period are saved in five archives.

However, the maximum amount of logs that can be retrieved in one archiving run is limited to 500,000 lines. Since 50,000 lines of logs have already been retrieved from the period of May 6 to 12, the number of logs that can be retrieved from the period of May 13 to 19 is 450,000 lines.

150,000 lines of logs that could not be retrieved from the period of May 13 to 19 and the logs output from May 20 to 27 are not archived in the regular archiving run on August 27.

Handling of Old Logs Output with a Garoon Version Prior to 3.7.0

Garoon version 3.7.0 or later archives logs regularly (weekly), but Garoon versions prior to 3.7.0 do not have a function of archiving regularly.

When an earlier version of Garoon is upgraded to version 3.7.0 or later, the upgraded Garoon archives all of the logs saved in Garoon prior to 3.7.0, due to differences in specifications. This task continues every week until there are no old logs.

This section contains an example of an upgrade based on the following conditions:

Date when upgraded to Garoon 4.6	August 20, 2017
Archive schedule	Sunday 00:00
Date and time of the oldest saved log	April 2, 2017, 09:00
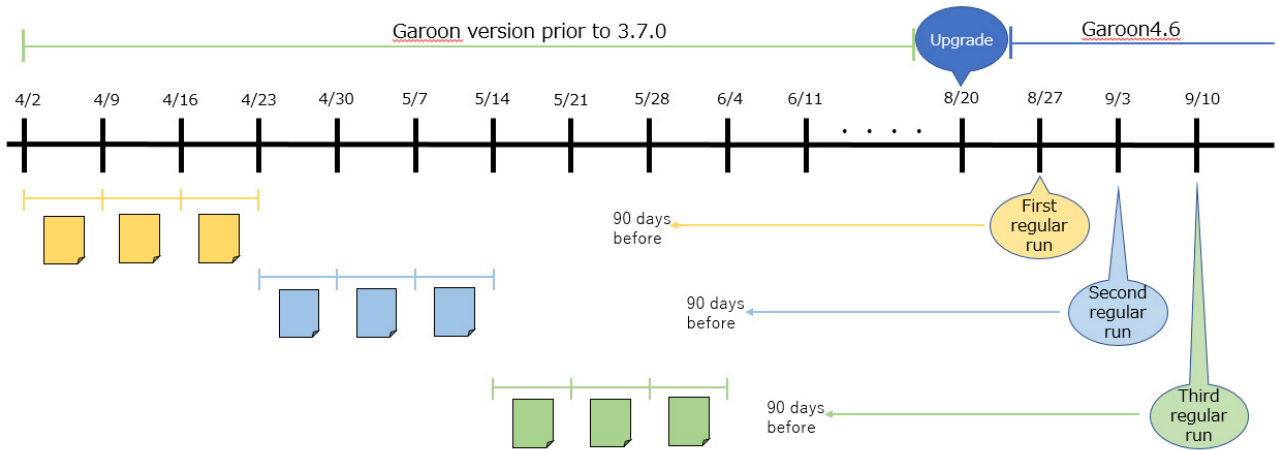
The ranges of logs that are archived in the regular archiving runs after upgrading are as follows:

Archive date and time	Reference date (90 days before the archive date and time)	Range of logs being archived	Archive name
2017/8/27 0:00	2017/5/28	2017/4/2 09:00 – 2017/4/8 23:59	log20170408.csv
		2017/4/9 00:00 – 2017/4/15 23:59	log20170415.csv
		2017/4/16 00:00 – 2017/4/22 23:59	log20170422.csv
2017/9/3 00:00	2017/6/4	2017/4/23 00:00 – 2017/4/29 23:59	log20170429.csv
		2017/4/30 00:00 – 2017/5/6 23:59	log20170506.csv
		2017/5/7 00:00 – 2017/5/13 23:59	log20170513.csv
2017/9/10 00:00	2017/6/11	2017/5/14 00:00 – 2017/5/20 23:59	log20170520.csv
		2017/5/21 00:00 – 2017/5/27 23:59	log20170527.csv
		2017/5/28 00:00 – 2017/6/3 23:59	log20170603.csv

3.10.6 Deleting Logs

Delete logs that are saved in the database and log archives. Deleted log entries cannot be recovered. Logs saved in system logs cannot be deleted.

Deleting Selected Logs

Individually delete logs that were output within the past three months.
Deleted log entries cannot be recovered.

To delete logs:

1 Click **Basic system administration** > **Logging** > **View log**.

2 On the **"View log"** screen, select the check box next to the log you want to delete and then click **Delete**.
You can filter the logs for deletion by category and type.

3 Click **Yes** on the confirmation screen.
To cancel the deletion, click **No**.

> **Tip**
>
> - You can also delete logs by selecting the contents of the log you want to delete in Step 2 and clicking **Delete** on the "**Log entry details**" screen.

Deleting Logs by Specifying the Category and Period

Delete all logs saved in the selected category before the specified date.
Deleted log entries cannot be recovered.

> **Note**
>
> - This action may place a high load on the server that runs Garoon. We recommend that you perform this action during a period when fewer users access Garoon.

To delete logs:

1 Click **Basic system administration** > **Logging** > **View log**.

2 Click **Delete entries from specified period** on the **"View log"** screen.

3 Specify the log category and the period from which to delete logs, and click **Delete**.
Logs that were output before the specified date are deleted.

4 Click **Yes** on the confirmation screen.
To cancel the deletion, click **No**.

Deleting Archived Logs

Delete each archived log file individually.
Deleted archives cannot be recovered.

To delete a log archive:

1 Click **Basic system administration** > **Logging** > **View log**.

2 Click **Log archives** on the **"View log"** screen.

3 On the **"Log archives"** screen, select the check box next to the archive you want to delete and then click **Delete**.
You can search for an archive by the year the logs were output.

4 Click **Yes** on the confirmation screen.
To cancel the deletion, click **No**.

3.10.7 Exporting Log Data to CSV Files

Export the Garoon logs to CSV files.
Only logs that are not archived can be exported to CSV files.

> **Note**
> • This action may place a high load on the server that runs Garoon. We recommend that you perform this action during a period when fewer users access Garoon.

To export log data:

1 Click **Basic system administration** > **Logging** > **View log**.

2 Click **Export logs** on the **"View log"** screen.

3 Set the required items, and then click **Export**.
You can specify the following conditions:
- Category
- Type
- Period to export
- Character encoding
- Include header row

4 Save the file.

3.11 License

To continue using Garoon, you must register your license.

Trial period

The trial period for Garoon is 60 days after installation. If you do not register your license key after the trial period has expired, the users can no longer use Garoon.

In addition, administrators can perform the following operations only:

* If you have either the role of administrator or the administrative privilege for License, you can access only the following screen:
  * The **Notices** screen
* If you have either the role of administrator or the administrative privilege for License, you can access the following screens:
  * The **Notices** screen
  * The **Manage licenses** screen in **Basic system administration**

> **Tip**
>
> * The display language may vary depending on the user's language option set in their Personal settings, if you are not registered with a valid service license after the trial period has expired.
>   * The display option is set to Japanese, English, or Simplified Chinese:
>   The set language will be displayed.
>   * The display option is set to "Use browser settings":
>   Web browser's display language will be displayed. If the language that is set to the Web browser is not supported by Garoon, Japanese, English, or Simplified Chinese will be displayed depending on the user's OS.

Service license expiration

You must register your service license key within 30 days after the service license expiration date. Otherwise, the following service will be suspended:

* Upgrade service
* Cybozu Online Service available only in Japanese
* Technical support service available only in Japanese
* Archive library service
* Notices from Cybozu service available only in Japanese
* Additional applications:
  * Workflow
  * MultiReport
  * Full Text Search
  * Mobile view
  * Keitai
  * Cybozu Desktop 2
  * Cybozu Mobile KUNAI
  * Cooperative API

> **Tip**
>
> * If any of the services is unavailable, a notification will be displayed on the **Important notices** screen.

- Multi language service is available even after your service license expires.
- For more details about the service license, please visit our website at:
  https://garoon.cybozu.co.jp/price/package/service.html
  The page listed above is currently available only in Japanese.

3.11.1 Registering Licenses

To register your licenses:

1 Click **Basic system administration**.

2 Click **License**.

3 Click **Manage licenses**.

4 Click **Register license**.

5 Enter the required fields, and then click **Register**.

> **Tip**

- The license cannot be deleted once registered.

3.11.2 Confirming License Registration

To confirm your license registration:

1 Click **Basic system administration**.

2 Click **License**.

3 Click **Manage licenses**.

4 Click **License registration history**.

5 Confirm the information of the registered license.

3.12 External Server

3.12.1 Preparing E-mail Notifications

This section describes what system administrators need to do for e-mail notifications.

To enable users to receive e-mail notifications of Garoon, system administrators need to do the following preparation steps:

- Confirming that the mail server at the office is available.
- Setting up system mail account.

What is System Mail Account?

The system sends some information to users, such as phone messages and login URL for Garoon Keitai, using the system mail account.

You must have a mail server to send e-mail notifications using the system mail account.

Functions that require system mail account

Forward appointment notifications	Sends the e-mail notifications to e-mail addresses specified by users when appointments are added or updated.
Forward phone messages	Sends the e-mail notifications to e-mail addresses specified by users when phone messages are added.
E-mail notifications of Workflow	Sends the e-mail notifications of Workflow to e-mail addresses specified by users.
Sending Login URL for Keitai	Sends the login URL for Garoon Keitai to mobile e-mail addresses specified by users.

Each user needs to enable the features through the personal settings if they want to use.

What System Administrators Need to Do

System administrators need to do the followings for e-mail notifications:

- Confirming you have an active mail server.
- Setting up system mail account.

To set up e-mail notifications:

1 Confirm you have an active mail server.

Check whether you have an active mail server or not.

Have an active mail server	Check that Garoon can access the mail server without any problems.
	Enter an e-mail account and an e-mail address to be used as the system mail account to the mail server.
No mail server	Prepare your mail server.
	If you do not have a mail server, you cannot set up e-mail notifications.

2 Write down the e-mail account and e-mail address that were entered at Step 1 so that you can use Step 4.

3 Click **"Basic system administration", "External server",** and then **"System mail account settings".**

4 On the **System mail account settings** screen, enter the server information such as system e-mail address and mail server name, then click **"Save"**.
For details on each item, see the following page:
"Items for Setting Up System Mail Account" on page 114.

5 Tell users how to change e-mail address to receive e-mail notifications through the personal settings if they want.

3.12.2 Items for Setting Up System Mail Account

The following settings are available on the **System mail account settings** screen:
- System mail account: Select whether activate the system mail account.
- System e-mail address: The account that sends e-mails from the system.
- Outgoing mail server information
  - Outgoing mail server (SMTP) name
  - Outgoing port number
  - Encryption:
    Encryption method: Select "Use SSL/TLS" to use SSL/TLS to encrypt communications, or select "STARTTLS" to use STARTTLS to encrypt communications.
  - Time-out period
  - SMTP authentication type
  - Account for sending:
    Enter an account for sending system mails. This field is displayed when **Encryption** is enabled or **SMTP authentication type** is set to other than **(Not set)**.
  - Password for sending:
    Enter the password for the account for sending system mails.
    This field is displayed when one of the following conditions is met:
    - **Use SSL/TLS** is selected for **Encryption**.
    - **Use STARTTLS** is selected for **Encryption** and one of the followings is selected for **SMTP authentication type**:
      - PLAIN
      - LOGIN
      - CRAM-MD5
      - DIGEST-MD5
  - **POP before SMTP**: Authenticates before sending e-mail. You must set up POP before SMTP on the outgoing mail server.
- Incoming mail server settings:
  This field is displayed when **Set** is selected for **Authenticate before sending e-mail**（**POP before SMTP)**.
  - Incoming mail server
  - Incoming port number

- Use of SSL/TLS
  To use encrypted connection to the mail server, select one of the followings:
  - Use SSL/TLS
  - Use STARTTLS
- Enable APOP authentication
- Account for receiving
- Password for receiving
- Time-out period

> **Tip**

- Port number must be entered using single-byte alphanumeric characters.

3.12.3 Setting Up Web Proxy

Once you set up web proxy, you can access servers via a web proxy.

Activating Web Proxy

To activate web proxy:

1 Click **Basic system administration**.

2 Click **External server**.

3 Click **Web proxy settings**.

4 Select **Active** on **Web proxy**.

5 Set the desired options.

6 Click **Save**.

> **Note**

- To use SSL to access an LDAP server, you must modify the configuration of Garoon. See the
  following page on our website for details:
  http://manual.cybozu.co.jp/en/tech/sslsetup.html

> **Tip**

- Several addresses can be specified in the **Proxy exceptions** field by separating them with
  semicolons (;).

3.13 Localization

3.13.1 Settings Up Localization

The following options are available on the **General settings** screen for Localization.

- Selectable languages:
  Specifies the languages that are available to users.
- Frequently-used time zones:
  Adds frequently-used time zones to help users easily select a time zone. The setting is applied to the Time zone drop-down list.
- Locale for printing:
  Sets the display format, such as language, date, and time, which is used for printing Timesheet and Scheduler.
  On the **Printable version** screen, the logged-in user can select whether to print the date by using the Personal setting or the system setting.
  Set the following options:
  - Language
  - Long date
  - Short date
  - Time format
- Personal settings:
  Allows users to change the locale settings or the office settings in their Personal settings.
- User information: Allow users to use the "English spelling" field for their user names.
- Default locale: Select the default language and time zone for users.

To set up localization:

1 Click **Basic system administration**.

2 Click **Localization**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

Setting Priority

The priority of display formats such as language, date, and time, is as follows:
1st. Language, date, and time formats that are set in the user's Personal settings
2nd. Language, date, and time formats of the Web browser's display language:
This is applicable only if Japanese, English, or Simplified Chinese is set to the display language.
3rd. Language, date, and time formats that are set on the **General settings** screen for Localization.

The language option is set to "Use browser settings":

If you select **Use browser settings** from the Language list, the display format of time and date will be set up according to the Web browser's display language.

The display formats are as follows:

Option \ Language	Japanese (ja)	English (en)	Simplified Chinese (zh)
Long date	2012 年 3 月 6 日（火）	Tuesday, March 6, 2012	2012 年 3 月 6 日(星期二)
Short date	3/6(火)	Tue. Mar. 6	3/6(二)
Time format	13:25	13:25	13:25

Tip

- The display format of the date and time is as outlined above, even when using the settings on the **General settings** screen for Localization.
- If English fonts are mapped correctly to display fonts, the yen sign will appear as "\"(backslash).

Notices To use Japanese and Chinese on the same screen:

Some characters may be garbled if you display both Japanese and Chinese on the same screen in Internet Explorer 6.

You can prevent garbling by mapping English fonts to display fonts. To map fonts, edit the "common.ini" file, which is a type of configuration files.

The "common.ini" file is saved to the following directory when Garoon is installed in the default directory.

- On Windows OS:
  C:\Inetpub\scripts\cbgrn
- On Linux OS:
  /var/www/cgi-bin/cbgrn

To map fonts:

1 Stop the web server where Garoon is installed

2 Open the "common.ini" file.

3 Add the following line to the "I18N" section.
   force_en_ie6 = "1"

4 Save the "common.ini" file.

5 Start the web server where Garoon is installed.

Tip

- If English fonts are mapped correctly to display fonts, the yen sign will appear as "\"(backslash).

Display names and users' languages

The administrators can specify organization names, category names, and some other items in multiple languages. The default name is displayed if the name is not set in the language specified by the user.

The following items can be added in multiple languages:

- Application menu
  - Subjects of Link to application
  - Subjects of Link to URL
- App menu
  - Subjects of Link to application
  - Subjects of Link to URL
- Office names
- Portal names
- HTML portlet names
- PHP portlet names
- Office names
- Category names in Space
- Shared bookmark subjects in Bookmarks
- Organization names
- Facility names
- Facility group names
- Category name in Bulletin Board
- Folder names in Cabinet
- Book names in Address Book
- Category names in Workflow
- Category names in MultiReport

What is a "Default" name?

The name set to Default is displayed if no name is set in the language that each user uses.

Organization name settings:

Names set in each language				Names to be displayed (Language: Name)
Default	**Japanese**	**English**	**Simplified Chinese**	
Tokyo headquarters	本社	head office	总公司	Japanese: 本社 English: head office Simplified Chinese: 总公司
Tokyo headquarters	(N/A)	head office	总公司	Japanese: Tokyo headquarters English: head office Simplified Chinese: 总公司
Tokyo headquarters	本社	(N/A)	总公司	Japanese: 本社 English: Tokyo headquarters Simplified Chinese: 总公司
Tokyo headquarters	本社	head office	(N/A)	Japanese: 本社 English: head office Simplified Chinese: Tokyo headquarters

3.13.2 Setting Up Locales

The display formats of date and time may vary depending on the location or the language.
You can use locales to define information of a certain location or language.

The following options are available for each locale:

- Language
- Long date
- Short date
- Time format

Date and time on the screen:

a): Time format
b): Short date
c): Long date

| Tip |

- The formats that you set to locales are not applied to the following items:
  - Years and months in the calendars that are used to select a date
  - Dates that are used to specify a period on the **New appointment** screen or the **Search appointment** screen
- Date and time in CSV files
- For setting priority for locales, see the following section:
  "Setting Priority" on page 116.

Adding Locales

To add a locale:

1 Click **Basic system administration**.

2 Click **Localization**.

3 Click **Locale settings**.

4 Click **Add locale**.

5 Set the desired options to add a locale.

6 Click **Save**.

| Tip |

- The locale code must be unique.

Editing Locale Details

To edit locale details:

1 Click **Basic system administration**.

2 Click **Localization**.

3 Click **Locale settings**.

4 Click the locale name that you want to edit.

5 Click **Edit**.

6 Edit the options for the locale.

7 Click **Save**.

Tip

- The changes in the locale settings, which are made by the system administrators, are applied to users' Personal settings.

Removing Locales

To remove a locale:

1 Click **Basic system administration**.

2 Click **Localization**.

3 Click **Locale settings**.

4 Click the locale name that you want to remove.

5 Click **Remove**.

6 Click **Yes**.

Tip

- To remove multiple locales at once, in step 4, select the check boxes for all locales that you want to remove.

3.14 Queue monitoring

You can check and delete queues in the Full text search server through the System administration screen in Garoon.

This feature is available only for the Full text search server version 2.0.0 or later.

For details about the Full text search server, see the following Japanese manual:

Full text search server guide

https://help.cybozu.com/ja/g4/guide/index.html#guide_index_07

4 Managing Applications

4.1 Portal

Portal provides easy access to Garoon applications and functions.

A portal consists of one or more portlets.

The following types of portals are available:

- System portals:
  Portals that are set up by system administrators. System portals can be created for each organization.
  You can grant user rights for the portals and the portlets on portals. Setting user rights allows you to restrict users and organizations from using specific portals and portlets.
- My portals:
  Portals that are set up by individual users. Users can arrange necessary portlets and frequently-used portlets on personal portals for their own convenience.
  Personal portals are available only to the users who created the portals, and cannot be shared with anyone else.

> **Tip**

- System portals cannot be edited or hidden by users.
  Users can easily create personal portals based on personal portal templates. The personal portal templates are prepared either by system administrators or application administrators.

4.1.1 Managing Portals

By default, the following built-in portlets can be added:

Application menu:

Application icons are displayed.

Clicking an icon starts, the application corresponding to the icon.

Notices:

Notices such as information among company members are displayed in this portlet.

You can enter announcement by clicking "Setting" and format it using the rich text editor.

Calendars:

Calendar is displayed in this portlet.

If the calendar to display in this portlet is changed, the display of the Scheduler portlet allocated on the same portal is also changed according to the calendar.

Quick send:

This portlet is used to send e-mails or messages.

Shared To-Dos (Assigned to me):

The Shared To-Dos (Assigned to me) portlet displays the uncompleted To-Do tasks assigned to you.
Click a portlet name to display the **To-Do List (Shared To-Dos)** screen.

Shared To-Dos (Created by me):

The Shared To-Dos (Created by me) portlet displays the To-Do tasks created by you. Completed To-Dos are also displayed.

Bookmarks:

Links are displayed in this portlet. Users can specify the category to display.

Scheduler (Group day view):

Daily planner of users in a group.

Scheduler (Group week view):

Weekly planner of users in a group.

Scheduler (Day view):

Daily planner of a user.

Scheduler (Week view):

Weekly planner of a user.

Scheduler (Month view):

Monthly planner of a user.

Scheduler (Year view):

The annual planner of the login user is displayed in this portlet. This portlet cannot display the annual
planners of other users.

Scheduler search:

Search appointments by user name or facility name.

Messages:

Messages are displayed in this portlet. Users can specify the folder to display.

Unacknowledged Messages:

Messages to be confirmed are displayed in this portlet. Clicking **Acknowledge** removes the message
from the list.

Messages Acknowledgement status:

This portlet is used to check view status of messages. Clicking the title of the message displays the details of that message.

Bulletin Board:

Topics are displayed in this portlet. Users can specify the category to display.

Cabinet:

Files on Cabinet are displayed in this portlet. Users can specify the folder to display.

Memo:

This portlet is used to create a memo. Users can save a memo by clicking **Save**.

> **Tip**
>
> • Only the latest memo saved in portlets are displayed. Memos added in Memo are not displayed in memo portlets.

Phone Messages:

Phone messages are displayed in this portlet. Users can check if phone message is added.

Timesheet:

Time sheets are displayed in this portlet. Users can record "In" time or "Out" time to Timesheet.

To-Do List:

Uncompleted To-Dos are displayed in this portlet.
To-Dos that are past due date are displayed in bold red.
To-Dos that are due today are displayed in bold blue.

User list:

User list is displayed in this portlet. Users can view user information by clicking the user name.
Users can edit the status of users who designated them as proxies by selecting to show presence information.
See "4.17.1 Setting Up Presence Indicators" on page 326.

Address book search:

This portlet is used to search entries in the selected address book on Address Book.

Presence indicator:

This portlet is used to view or change your presence information.

Newly arriving E-mail:

The number of new e-mail is displayed in this portlet. Users can specify the account to display.

E-mail:

E-mails are displayed in this portlet. Users can specify the account and folder to display.

Workflow:

A list of the requests that are stored in the specified folder is displayed in this portlet.
Users can specify one of the following folders:
- Inbox
- Sent items
- Drafts

| Tip |
- The "Workflow" portlet is available during the trial period and after adding a Workflow user to Garoon.

MultiReport:

A list of the reports that are stored in folders or categorized in filters is displayed in this portlet.
Users can specify one of the following folders or filters:
- Inbox
- Sent items
- Drafts
- One of the filters

| Tip |
- The "MultiReport" portlet is available during the trial period and after adding a MultiReport user.

Weather forecast:

Weather forecast is displayed in this portlet. Users can select the area to display.

| Tip |
- This service is currently available only in Japanese.
- Only the weather forecast in Japan can be displayed.

RSS Reader sites list:

RSS feeds added to RSS Reader are displayed in this portlet.

RSS Reader latest list:

Latest articles of the specified sites are displayed in this portlet.

Presence information:

The user's presence information is displayed. Users can edit their status using the portlet.

Favorite:

Favorite items are displayed in this portlet. Users can filter the favorite items by application.

Updates:

Notifications are displayed in this portlet. Users can check modifications of the files, topics, or appointments, which are set for Notification.
If you have more than 99 updates, the number of updates is displayed as "99+".

Unacknowledged topics:

Unread topics that meet the following conditions are displayed:
- The "Request recipient's acknowledgment" check box is selected.
- You have been set as a recipient of the topic.

Once you display the **Topic details** screen of an unread topic, the topic will be removed from the Unacknowledged topics portlet.

Confirmed notifications:

Confirmed notifications are displayed in this portlet. Users can check the notifications that were removed from Updates.

Creating a Portal

Portals can be created as the following procedures:
Step 1. Adding a portal
Step 2. Allocating new portlets
Step 3. Changing portlet settings
Step 4. Setting user rights for the portlet
Step 5. Changing the allocation of the portlet
Step 6. Making portlet public
Step 7. Setting user rights for the portal
Step 8. Previewing the portal
Step 9. Making the portals public

> **Tip**
- Before creating a portal, each application corresponding to portal must be configured.
- You can set user rights as follows:
  - User rights for each portal
  - User rights for each portlet
- You can change the contents displayed in each portlet.

1. Adding a Portal

To add a portal:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Portals**.

4 Click **New**.

5 Enter the portal name.

6 Click **Add**.

> **Tip**
> - To add portal names in multiple languages, click **Add localized name** in **Portal name**.

2. Allocating New Portlets

Allocate a portlet to the portal.
You can allocate a portlet using drag-and-drop.

To allocate a portlet to the portal:

1 On the Portals screen, select the portal where you want to allocate portlets.

2 Select a layout from the "Layout" drop-down list on the **Portal details** screen, and click **Apply**.
You can select the number of columns and their width ratio.

If you select **Not specified**, the column width is automatically set according to the allocated portlets.

The number and width of columns in the upper row cannot be specified.

3 Select a portlet and drag to the column where you want to allocate the portlet.

4 If required, repeat steps 1 through 2 to allocate portlets to columns.

Filtering Portlets

You can filter the portlets to be displayed in a list.
To filter portlets, click **Filter name** on the screen left and select the desired filter.

3. Changing Portlet Settings

To change the portlet settings:

1 On the **Portal details** screen, click **Settings** on the portlet that you want to change the setting.

2 Change the desired options for the portlet.

3 Click **Save**.

> **Tip**
> • Items that can be set for a portlet are different depending on the type of portlets.

Changing Display Name

To change a portal name:

1 On the **Portal details** screen, click **Edit**.

2 Enter the new portal name.

3 Click **Save**.

> **Tip**
> • To add portal names in multiple languages, click **Add localized name** in **Portal name**.

To change a portlet name:

1 On the **Portal details** screen, click the ⚙ icon for the portlet to be renamed and then click **Rename**.

2 Enter the new display name for the portlet.
   You can set only the category name or the folder name to the display name for the following portlets:
   - Bulletin Board portlet
   - Cabinet portlet
   - E-mail portlet
   - Workflow portlet
   - MultiReport portlet
   - Messages portlet
   - Bookmarks portlet
   - RSS Reader portlet

3 Click **Save**.

> **Tip**
> • To add portlet display names in multiple languages, click **Add localized name** in **Display name**.
> • You cannot change the display name for the following portlets:
>   - Application Menu portlet
>   - Notices portlet
>   - Calendars portlet
>   - Quick Send portlet
>   - HTML portlet portlet
> • On the user screen, only the display name appears on the portlets. If the display name is not changed, the portlet name appears as the display name.

4. Setting User Rights for Portlets

To set user rights for portlets:

1 On the **Portal details** screen, click the ⚙ icon for the portlet whose access rights are to be set and then click **Edit user rights**.

2 Click **Add**.

3 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

4 Click **Add**.

> **Tip**
>
> • You can remove the user rights on the **User rights** screen that appears after step 1.

5. Changing the Allocation of the Portlet

Move a portlet allocated to the portal.
Move the portlet to the desired position by dragging the portlet on the **Portal details** screen.

6. Making Portlet Public

Set whether each portlet is public to users.
To make a portlet public, click "Private" on a private portlet on the **Portal details** screen.
Private portlets are not displayed on the user screen.

> **Tip**
>
> • Portlets that are public or can be made public show a **Public** button. If **Public** is clicked, the portlet becomes private.
> • By clicking **Make all portlets public** on the top part of the screen, all portlets allocated to a portal are made public.

7. Setting User Rights for Portals

To set user rights for the portal:

1 On the **Portal details** screen, click **Edit user rights**.

2 Click **Add**.

3 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

4 Click **Add**.

> **Tip**
>
> • If you set Portal user rights for an organization, those user rights are not inherited to its child organizations.
> • To edit or remove the user rights, navigate to the **User rights** screen that appears after the step 2.

8. Previewing the Portal

Prior to making a portal public, you can preview how the portal will be displayed on the user screen.
Confirm the following points:
- Is the portal layout appropriate?
- Does the portal work correctly?
- Are the portals and portlets whose browsing is permitted displayed?
- Are the portals and portlets whose browsing is restricted not displayed?

Confirm the display of the portal using either of the following methods:
- Preview by specifying a user
- Preview without specifying a user

Previewing the Portal for Each User

Specify a user to preview the portal displayed on that user's screen.
The preview screen shows e-mail and messages of the user being previewed not the specified user.
Only applications for which the specified user holds access rights are displayed in the Application menu.

To preview the portal for each user:

1 Click "Preview for each user" on the **Portal details** screen.

2 Select the user that will use the portal on the **Preview** screen.
The portal is displayed on the Preview screen.

3 On the Preview screen, confirm that the layout and portlets for which the user has access rights are displayed appropriately.
Only portlets that the specified user is permitted to browse are displayed.

Previewing the Portal

A preview of the e-mail and messages of the user executing the preview is displayed on the Preview screen.
Only applications for which the user has access rights are displayed in the application menu.

To preview the portal:

1 Click **Preview** on the **Portal details** screen.

2 On the **Preview** screen, confirm that the layout and portlets for which the user has access rights are displayed appropriately.
Only portlets that the operating user is permitted to browse are displayed.

9. Making Portals Public

Make the portal public to users.

Click **Private** in front of the portal name displayed on the top left of the **Portal details** screen.

Private portals are not displayed on the user screen. When a portal is private, portlets allocated in the portal will not be displayed on the user screen even if the portlets are public.

> **Tip**
> - On public portals the button description is "Public". If "Public" is clicked, the portal is made private.
> - Only public portals are displayed on the user screen.

Changing Display Settings

Setting Default Portal

You can specify the default portal that appears after a user logs in. The default portals can be set for each organization.

To set a default portal:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Default portal**.

4 Select an organization.

5 Click **Edit**.

6 Select the default portal that you want to set.

7 Click **Save**.

> **Tip**
> - In the step 4, if "(Top)" is selected, the setting will affect all organizations. However, the setting for each organization has higher priority.
> - In the step 6, if "(Not set)" is selected, the top of portal will be displayed as a default.

Reordering Portals

To reorder portals:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Reorder portals**.

4 Change the display order of the portals.

5 Click **Save**.

Removing Portals

To remove portals:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Portals**.

4 Select the portals that you want to remove.

5 Click **Delete**.

6 Click **Yes**.

4.1.2   Managing HTML Portlets and PHP Portlets

Creating Portlets

Following portlets can be added:
- HTML portlet
  Use HTML to create portlets.
- PHP portlet
  Use PHP to create portlets.

<div style="background:gray">**Note**</div>

- Due to the changing of the error levels of Garoon, errors may occur when you use PHP portlets that use old versions of PHP.
  Compatible versions of Garoon and PHP are as follows:
  - Older than version 3.1.0 of Garoon: PHP4
  - Version 3.1.0 or later of Garoon: PHP5
- PHP portlets are set to private after upgrading Garoon from versions older than 3.5.0 to the latest version. If you use the same PHP portlets after upgrading, confirm that there are no errors before making the portlets public.

Adding Portlet Group

You can categorize HTML portlets and PHP portlets into groups by usage.

To add a portlet group:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Portlet groups**.

4 Click **New**.

5 Enter the portlet group name.

6 Click **Add**.

> **Tip**
> - To add group names in multiple languages, click **Add localized name** in **Group name**.
> - Once you have added a portlet, you can select the added portlet group in **Portlets**.

Adding HTML Portlet

To add an HTML portlet:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **HTML portlet**, and then click **New**.

4 Set the desired options to add an HTML portlet.

5 Click **Add**.

> **Tip**
> - The following tags are not needed:
>   - <html> and </html>
>   - <head> and </head>
>   - <body> and </body>
> - To add portlet names in multiple languages, click **Add localized name** in **Portlet name**.
> - To allow users to allocate this HTML portlet to their personal portals, select the **Allow use of this portlet for personal portal** check box in **My portals**.

Adding PHP Portlet

To add a PHP portlet:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **PHP portlet**.

4 Click **New**.

5 Set the desired options to add a PHP portlet.

6 Click **Add**.

> **Tip**
>
> - To add portlet names in multiple languages, click **Add localized name** in **Portlet name**.
> - To allow users to allocate this PHP portlet to their personal portals, select the **Allow use of this portlet for personal portal** check box in **My portals**.

Valid Keywords

You can use keywords in HTML portlet and PHP portlet.
Keywords are replaced with the user information of the users who are using portlets.

The valid keywords are as follows:
- %Name%:
  User name
- %ID%:
  User ID used on Garoon
- %Account%:
  Login name
- %Mail%:
  E-mail address registered on "User profile"
- %Password%:
  Password
- %session_password%:
  Password
- %Tel%:
  Contacts registered on "User profile"
- %URL%:
  URL registered on "User profile"

> **Tip**
>
> - If the some symbols are used in your password, an error may occur in HTML portlets and PHP portlets, and key words may do not work correctly.
>   See the following page for details:
>   See "Restrictions on Passwords" on page 40
> - If a custom item is added to the user profile, you can add the custom item in an HTML portlet with the following format:
>   - Format: %grn.common.login.login.extension.*Code of custom item in user profile*%
>   - Example: %grn.common.login.login.extension.item_01%

Editing Portlets

Editing Portlet Groups

To edit portlet group:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Portlet groups**.

4 Select the portlet group that you want to edit.

5 Click **Edit**.

6 Edit the portlet group.

7 Click **Save**.

Editing HTML Portlet

To edit an HTML portlet:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **HTML portlet**.

4 Select the portlet that you want to edit.

5 Click **Edit**.

6 Edit the HTML portlet.

7 Click **Save**.

Editing PHP Portlets

To edit PHP portlets:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **PHP portlets**.

4 Select the portlet that you want to edit.

5 Click **Edit**.

6 Edit the PHP portlet.

7 Click **Save**.

Removing Portlets

The following portlet groups or portlets can be removed:
- Portlet groups that are added on the system administration screen
- Portlet that is allocated to a portal
- HTML portlet
- PHP portlet

Removing Portlet Groups

To remove portlet groups:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Portlet groups**.

4 Select the portlet groups that you want to remove.

5 Click **Delete**.

6 Click **Yes**.

Removing Portlets Allocated to Portals

To remove a portlet:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Portals**.

4 Select the portlet where you want to remove a portlet.

5 Click **Remove** on the portlet that you want to remove.

6 Click **Yes**.

Removing HTML Portlets

To remove HTML portlets:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **HTML portlet**.

4 Select the HTML portlet that you want to remove.

5 Click **Delete**.

6 Click **Yes**.

Removing PHP Portlets

To remove PHP portlets:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **PHP portlet**.

4 Select the portlet you want to remove.

5 Click **Delete**.

6 Click **Yes**.

4.1.3   Changing Personal Portal Template

Change the template for personal portal to help users to create a personal portal easily.
You can allocate frequently-used portlets in Personal portal template.
The created template will be displayed as a default for creating a personal portal.

To change the personal portal template:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Personal portal template**.

4 Edit the template.

> **Tip**
> • You can set only one template.
> • The method to add or edit personal portal template is the same with the method for shared portlets.

Initializing Personal Portal Template

To initialize the template for personal portal:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Personal portal template**.

4 Click **Initialize**.

5 Click **Yes**.

4.1.4　Managing Privileges

You can set permissions and user rights to portals.

> **Tip**
> • If you set Portal user rights for an organization, those user rights are not inherited to its child organization.

Setting Personal Portal Permissions

To set personal portal permissions:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Personal portal permissions**.

4 Click **Add**.

5 Select the organizations, users, or roles to which you want to grant the permission, and click
↓ **Add**.

6 Click **Add**.

> **Tip**

- Once the personal portal permission is removed, the users can no longer use the personal portal that has been currently created.
- You can remove the permissions on the **Personal portal permissions** screen that appears after step 3.

Granting Operational Administrative Privilege to Users

To grant operational administrative privilege for the portal to users:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Portal administrators**.

4 Select the portal for which you want to grant operational administrative privilege.

5 Click **Add**.

6 Select the organizations, users, or roles to which you want to grant the privilege, and click ↓ **Add**.

7 Click **Add**.

> **Tip**

- The menu to manage portals for only users who have operational administrative privilege is displayed on the **Portal** screen.
- You can remove the privileges on the **Portal administrators** screen that appears after step 4.

Setting Portlet Group Operational Administrative Privilege

To set operational administrative privilege for portlet groups:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Portlet group administrators**.

4 Select the portlet group to which you want to set operational administrative privilege.

5 Click **Add**.

6 Select the organizations, users, or roles to which you want to grant the privilege, and click ↓ **Add**.

7 Click **Add**.

> **Tip**

- The HTML portlet menu appears on the Portal screen for the added operational administrators..
- To edit or remove the privileges, navigate to the **Portlet group administrators** screen that appears after the step 4.

4.1.5 Managing Data with CSV Files

You can manage the following portlet data using XML files:

- HTML portlets
- PHP portlets

You can manage the following name data using CSV files:

- HTML portlet names
- PHP portlet names

Importing Portlet Data from XML Files

To import HTML or PHP portlet data from XML files:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Import from file**.

4 Select the data type that you want to import.

5 Specify the file to upload, and click **Import**.

Exporting Portlet Data to XML Files

To export HTML or PHP portlet data to XML files:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Export to file**.

4 Select the data type that you want to export.

5 Select the portlets to export, and click ←**Add**.

6 Click **Next**.

7 Click **Export**.

8 Save the file.

Importing Portlet Name Data from CSV Files

To import HTML or PHP portlet name data from CSV files:

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Import from file**.

4 Select the data type that you want to import.

5 Set the desired options, and click **Next**.

6 Confirm the preview of the file contents, and click **Import**.

> **Tip**
> • If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

Exporting Portlet Name Data to CSV Files

To export HTML or PHP portlet name data to CSV files.

1 Click **Application settings**.

2 Click **Portal**.

3 Click **Export to file**.

4 Select the data type that you want to export.

5 Set the desired options and click **Export**.

6 Save the file.

4.2 Space

Space is an application that facilitates collaborative projects by cross-organizational members. The team or group members can use spaces to effectively collaborate and share information regardless of their organization.

The following functions are available to space members:

- Discussion:
  Discussions allow members to communicate and discuss with each other. Add discussions whenever a topic arises in the project implementation process so that the members can organize their comments and ideas.

- Shared To-Do:
  Shared To-Dos are used to assign tasks to members and track the progress. A To-Do task can be shared by multiple assignees. All To-Do tasks can be displayed in a list where the number of tasks is presented by status and assignee for quick reference. Change the assignees and due dates to carry out your projects more smoothly and effectively.

4.2.1 Setting Up Space

On the "General settings" page, you can set some options, such as the default visibility of spaces and whether to enable kintone connector.

The following options are available:

- Default visibility:
  Set the default value of "Visibility" on the "Add space" page. You can select "Public" or "Private".

To set up Space:

1 Click **Application settings**.

2 Click **Space**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

4.2.2 Managing Spaces

Administrators on your Garoon can edit, move, and delete all spaces.

Spaces and categories are managed on the **Edit categories** screen.

> **Note**
>
> - Once a space becomes private, non space members are removed from followers of discussions in the space. They remain non-followers even when the space becomes public again. The non space members need to start following the discussions again.

- **Total space size in this category** on the **Edit categories** screen indicates the total disk usage of the selected categories. The data of spaces, discussions, shared To-Dos, comments, and attachments are included in this size.
- The key icon indicates that the space is private. Only the system administrators, space application administrators, and space members can view this space.

Administrative Privileges for Space

The following users have administrative privileges for a space:

- System administrators:
  Users who belong to an Administrators role (group).
  See "2.3.1Administrators" on page 20.

- Space application administrators:
  Users who have been granted administrative privileges for Space by the system administrators.
  They have the same privileges for Space as the system administrators.
  See "2.3.1Administrators" on page 20.

- Space administrators:
  Users who are assigned as space administrators in the **Settings** screen under "Space details".
  The space administrators must be the member of that space.

The users with the space administrative privileges can do the following:

Operation \ User	System administrator	Space application administrator	Space administrator
Managing categories	✓	✓	
Managing folders	✓	✓	✓
Viewing non-member private spaces	✓	✓	
Editing space details	✓	✓	✓
Setting join and leave permissions for spaces	✓	✓	✓
Editing notes	✓	✓	✓
Moving spaces	✓	✓	✓
Adding discussions	✓	✓	✓
Adding shared To-Dos	✓	✓	✓
Editing discussions	✓	✓	✓
Editing shared To-Dos	✓	✓	✓
Deleting the space	✓	✓	✓
Deleting discussions	✓	✓	✓
Deleting shared To-Dos	✓	✓	✓
Deleting comments of all members	✓	✓	
Deleting attachments of all members	✓	✓	

✓: Allowed

- Not assigning a space administrator sets all the space members as the space administrators.
- You cannot delete a folder that contains one or more discussions.
- The space administrators can move discussions within spaces where they have permissions.

> **Tip**
> • In mobile views, no users including the system administrators can delete comments posted by other users.

Adding Categories

To add a category:

1 Click **Application** settings.

2 Click **Space**.

3 Click **Edit categories**.

4 Select a category.

5 Click **Add**.

6 Set the desired options to add a category.

7 Click **Add**.

> **Tip**
> • Category codes must be unique.
> • To add subjects in multiple languages, click **Add localized name** in Subject.

Editing Categories

To edit a category:

1 Click **Application** settings.

2 Click **Space**.

3 Click **Edit categories**.

4 Select a category.

5 Click **Category details** or **Details**.

6 Click **Edit**.

7 Edit the options for the category.

8 Click **Save**.

Reordering Subcategories

To reorder subcategories:

1 Click **Application** settings.

2 Click **Space**.

3 Click **Edit categories**.

4 Select a category.

5 Click **Reorder subcategories**.

6 Change the display order of the subcategories.

7 Click **Save**.

Moving Categories

To move a category:

1 Click **Application** settings.

2 Click **Space**.

3 Click **Edit categories**.

4 Select a category.

5 Click **Category details** or **Details**.

6 Click **Move**.

7 Select the category to which you want to move the category.

8 Click **Move**.

> **Tip**
- You cannot move the Root category.

Moving Spaces

To move a space:

1 Click **Application** settings.

2 Click **Space**.

3 Click **Edit categories**.

4 Select the category with the space that you want to move.

5 Select the check boxes of the spaces that you want to move.

6 Click **Move**.

7 Select the category to which you want to move the space.

8 Click **Move**.

Deleting Categories

Category deletions are permanent.
To delete a category:

1 Click **Application** settings.

2 Click **Space**.

3 Click **Edit categories**.

4 Select a category.

5 Click **Category details** or **Details**.

6 Click **Delete**.

7 Click **Yes**.

> **Tip**

- You cannot delete categories with a space or a subcategory.
- You cannot delete the Root category.

Deleting Spaces

The system administrator can delete any spaces. Space deletions are permanent.
To delete a space:

1 Click **Application** settings.

2 Click **Space**.

3 Click **Edit categories**.

4 Select the category with the space that you want to delete.

5 Select the check boxes of the spaces that you want to delete.

6 Click **Delete**.

7 Click **Yes**.

> **Tip**

- Alternatively, on the user screen, you can delete a space by clicking **Delete** on the **Space details** screen.

4.2.3   Setting Respond Feature

By using the respond feature, users can make a quick response to a message and comment quickly.
Users can show their intension by clicking a link such as "Like" and "Acknowledged" without posting any comment.
The following settings can be configured on the **Management** screen in the system administration:

- Activating or deactivating the respond feature
- Changing the label of "Like"

For details, see the following section:

Example screen:

a)
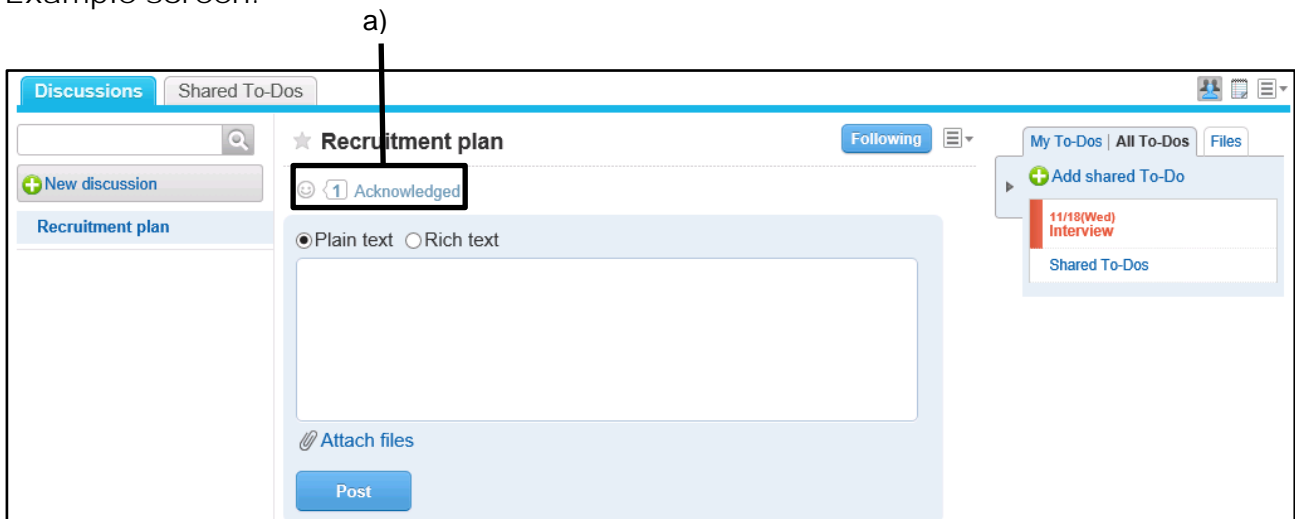
a): Example where "Like" is replaced by "Acknowledged"

4.2.4   Managing Categories with Files

The following data can be managed using CSV files:
- Categories
- Category names

Importing Data from CSV Files

To import category data from CSV files:

1   Click **Application** settings.

2   Click **Space**.

3   Click **Import from CSV file**.

4   Select the data type that you want to import.

5   Set the desired options, and click **Next**.

6   Confirm the CSV file contents and click **Import**.

> **Tip**
> - If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

Exporting Data to CSV Files

To export category data to CSV files:

1 Click **Application** settings.

2 Click **Space**.

3 Click **Export to CSV file**.

4 Select the data type that you want to export.

5 Set the desired options and click **Export**.

6 Save the file.

4.3   Bookmarks

Bookmarks can be configured as the following procedures:

1. Setting how open a link
2. Setting shared bookmarks
3. Setting access rights for a category
4. Granting operational administrators for a category to users

4.3.1   Managing Shared Bookmarks

Setting How to Open a Link

To set how to open a link:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **General settings**.

4 Select **Subject or URL** or **Icon** on **Link to new window**.

5 Click **Save**.

> **Tip**
> - A website will be displayed depending on the selection in the step 4:
>   - When selecting "Subject or URL":
>   - By clicking the subject or URL of the link, a website opens in a new tab or a new window.
>   - By clicking the icon, a website opens in the same window.
>   - When selecting "Icon":
>   - By clicking the icon, a website opens in a new tab or a new window.
>   - By clicking the subject or URL of the link, a website opens in the same window.

Setting Shared Bookmarks and Shared Categories

Adding a Link

To add a link to shared bookmarks:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category where you want to add a link.

5 Click **New**.

6 Set the desired options to add a link.

7 Click **Add**.

Valid characters for the URL for a link are as follows:

- a to z
- A to Z
- 0 to 9
- Symbols:
  % : / ? # [ ] @ ! $ & ' ( ) * + , ; = - . _ ~

Add a Divider

To add a divider to shared bookmarks:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category where you want to add a divider.

5 Click **Add divider**.

6 Click **Yes**.

Adding a Category

To add a category:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category where you want to add a category.

5 Click **Add category**.

6 Set the desired options to add a category.

7 Click **Add**.

<div style="background:#ccc">Tip</div>

- Category code must be unique.
- To add a subject in multiple languages, click **Add localized name** in **Subject**.

Editing Links or Categories

Editing a Link

To edit a link:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category in which you want to edit a link.

5 Click **Details** of the link that you want to edit.

6 Click **Edit**.

7 Edit the options for the link.

8 Click **Save**.

Editing a Category

To edit a category:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category that you want to edit.

5 Click **Details**.

6 Click **Edit**.

7   Edit the options for the category.

8   Click **Save**.

Reordering Items

Reordering Links

To reorder links:

1   Click **Application settings**.

2   Click **Bookmarks**.

3   Click **Shared bookmarks**.

4   Select the category in which you want to reorder links.

5   Click **Details**.

6   Click **Reorder links or dividers**.

7   Change the display order of the links and dividers.

8   Click **Save**.

Reordering Subcategories

To reorder subcategories:

1   Click **Application settings**.

2   Click **Bookmarks**.

3   Click **Shared bookmarks**.

4   Select the category in which you want to reorder subcategories.

5   Click **Details**.

6   Click **Reorder subcategories**.

7   Change the display order of the subcategories.

8 Click **Save**.

Moving Links or Categories

Moving a Link

To move a link:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category in which you want to move a link.

5 Click **Details** of a link you want to move.

6 Click **Move**.

7 Select the category to which you want to move the link.

8 Click **Move**.

Moving a Category

To move a category:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category that you want to move.

5 Click **Details**.

6 Click **Move**.

7 Select the category to which you want to move the category.

8 Click **Move**.

> **Tip**
> - You cannot move the "(Root)" category.

Removing Links or Categories

Removing Links or Dividers

To remove links or dividers:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category in which you want to remove a link or a divider.

5 Select the links or dividers that you want to remove.

6 Click **Delete**.

7 Click **Yes**.

Removing a Category

To remove a category:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category that you want to remove.

5 Click **Details** of a category.

6 Click **Remove**.

7 Click **Yes**.

> **Note**
> - Once the category is removed, all the links in the category are also removed.
> - Once removed, the links or categories cannot be restored.

> **Tip**
> - You cannot remove categories with 15 or more nested levels of subcategories. Reduce the number of nested levels to 14 before deleting the category.
> - You cannot remove the "(Root)" category.

4.3.2 Managing Privileges for Shared Bookmarks

Setting User Rights for a Category

The following privilege can be set for each organization, user, and role:
- View

> **Tip**
> - The user rights of Bookmarks that are set for a category are not inherited to its sub categories.

To set user rights for a category:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **User rights**.

4 Select the category for which you want to set user rights.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant user rights, and click ↓ **Add**.

8 Click **Add**.

> **Tip**
> - You can remove the user rights on the **User rights** screen that appears after step 5.

Granting Operational Administrators for a Category to Users

To grant operational administrative privileges for a category to users:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Operational administrators**.

4 Select the category for which you want to grant operational administrative privileges.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant the privilege, and click ↓ **Add**.

8 Click **Add**.

> **Tip**
- The menu to manage links is displayed only for users who have operational administrative privilege on the **Bookmarks** screen.
- You can remove the privileges on the **Operational administrators** screen that appears after step 5.

4.3.3 Managing Data with CSV Files

The following data can be managed using CSV files:
- Links and dividers
- User rights

> **Tip**
- If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

Managing Data with CSV Files

To manage data with a CSV file:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Shared bookmarks**.

4 Select the category in which you want to import or export data.

5 Click **File import** or **File export**.

6 To import a file: Specify the file to upload and then click **Next**.
To export data: Set the options for exporting.

7 Click **Import** or **Export**.

Managing User Right Data with CSV File

To manage user right data with a CSV file:

1 Click **Application settings**.

2 Click **Bookmarks**.

3 Click **Import user rights data** or **Export user rights data**.

4 To import a file: Specify the file to upload and then click **Next**.
    To export data: Set the options for exporting.

5 Click **Import** or **Export**.

> **Tip**
> - If the categories that are in the CSV file are not found in Garoon, an error occurs.

4.4   Scheduler

Scheduler can be configured as the following procedures:

1. Setting appointment functions
2. Adding appointment types
3. Setting additional appointment notes
4. Setting facility reservations
5. Setting facility groups
6. Setting facilities
7. Setting user rights for appointments
8. Granting operational administrative privileges to users

> **Tip**
> * Appointment type is a text displayed next to the title of an appointment.
> * Additional appointment note is a function that affects the **Appointment details** screen with the appointment type.

4.4.1   Managing Scheduler

The following options are available on the **General settings** screen for Scheduler:

* Units of time
* Range of repeating appointments
* Whether to allow users to add private appointments and the default value of "Visibility" on the "New appointment" page. When the "Allow" check box is selected, users can add private appointments. Select one of the following options to set the default visibility of an appointment:
  * Public
  * Private
  * Set private watchers
* Visibility of private appointments:
  When **Hide private appointments** is selected, only the users who are appointed as viewers of the appointment can know the appointment exists.
* Specifying organizations or roles for private watchers
  You can select whether to allow users to specify organizations or roles for private watchers of appointments. To allow users to specify roles for private watchers, you also need to allow the users to select roles on the **Role settings** screen.
  "Allowing Users to Select Roles" on page 50.

  Users who do not have the permission to view the appointments cannot view the appointments even though they are members of the organizations or roles that are specified as private watchers of the appointments. When you specify organizations or roles for private watchers, use smaller organizations or roles.
* Notifications to the "Watchers" users:
  Select whether to send update notifications of an appointment, which is public to the specific users, to users who are not attendees of the appointment.
  When the "Do not send notifications to the "Watchers" users" check box is selected, the update notifications will be sent to only attendees. The update notifications will not be sent to the users who are listed in the "Watchers" field.

> **Note**
>
> - If an appointment has a large number of private watchers, the processing of adding, editing, and deleting the appointment may delay. We recommend to select "Do not send notifications to the "Watchers" users" in the General settings if a large number of users will exist as private watchers when you allow users to select roles.

- Whether to show membership schedules:
  Select the Show check box to allow users to arrange appointments of organizations.
- Whether to show holidays
- Whether to show (All facilities):
  We recommend that you do not display the "(All facilities)" link, if you have registered a large number of facilities and facility groups. Displaying the "(All facilities)" link may cause your server to slow down.
- Whether to show facility names next to appointment subjects
- Whether to allow users to enable drag and drop moving of appointments:
  Select "Allow users to use drag and drop moving of appointments" to allow users to drag and drop appointments in the following portlets and screens:
  - **Day view** screen
  - **Week view** screen
  - "Scheduler (Group day view)" portlet
  - "Scheduler (Group week view)" portlet
- File attachments
  Select whether to allow users to attach files to appointments. If you allow file attachments, users can attach files on the **New appointment** and **Edit appointment** screens.
  However, users cannot attach files on the following screens:
  - The new repeating appointment and edit repeating appointment screens
  - The new tentative appointment and edit tentative appointment screens
  - The new appointment screen using appointment arrangement
  - The new appointment and edit appointment screens in Keitai

  Switching the setting to disable the file attachment function will hide the attachment option but not delete existing attachments.
  If you re-enable the file attachment function, the attached files will become visible again.
- Attendance:
  Select whether to allow users to use the response request feature.
  The response request feature allows users to check attendance of attendees of an appointment and is available only for regular appointments.
  If this feature is allowed, then the "Request responses" check box is displayed on the **New appointment** screen and the **Edit appointment** screen. If the "Request responses" check box is selected, an organizer of an appointment can request responses for attendance to attendees of the appointment.
  Users can check the status of their responses to attendance requests and the status of attendee responses to attendance requests created by themselves.

To set up Scheduler:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

> **Tip**

- "Private appointment" at a subject indicates that this appointment is a private appointment that can be viewed by only the specified users.
- The following limitations apply, if "Set private watchers" is selected as the initial setting of private appointments:
  - Keitai:
    Private appointments and the feature to select users who are allowed to view the private appointment are not supported. Only public appointments can be added on Keitai.
  - KUNAI:
    The feature to select users who are allowed to view the private appointment is not supported. "Public" is set as the initial setting of a new appointment on KUNAI.
- On the Keitai screen, users can see only the file names of the appointment file attachments, and cannot attach, update, download, or delete files.
- Users cannot attach files on the new appointment or edit appointment screens in KUNAI.

4.4.2 Managing Appointments

Adding Appointment Types

To add an appointment type:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Appointment type**.

4 Enter appointment types.

5 Click **Save**.

> **Tip**

- Enter one appointment type per line.
- Once you have added an appointment type, users can use the following functions:
  - Selecting an appointment type on "Subject" to add an appointment.
  - Affecting the **Appointment details** screen using the additional appointment note.
- Users can add appointment types in Personal settings.
- The appointment types that users added are displayed above the appointment types that the system administrators have been added.
- Appointment types will be provided in Japanese if you install default data.

Appointment type example:

a): Appointment types added by the system administrators.

Editing Appointment Types

To edit appointment types:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Appointment type**.

4 Edit the appointment types.

5 Click **Save**.

Removing Appointment Types

To remove appointment types:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Appointment type**.

4 Clear the appointment type you want to remove.

5 Click **Save**.

Adding Additional Appointment Notes

You can edit additional instructions for each appointment type using HTML tags. The additional appointment notes are displayed on the **Appointment details** screen if the appointment type is specified.

To add an additional appointment note:

1   Click **Application settings**.

2   Click **Scheduler**.

3   Click **Additional appointment note**.

4   Click **Add**.

5   Edit the additional appointment note. Enter one note per line.

6   Click **Add**.

> **Tip**
- Before adding an additional appointment note, the appointment types must have been added.
- The following tags are not needed:
    - <html> and </html>
    - <head> and </head>
    - <body> and </body>
- To place line breaks in a note, insert <br> at the end of each line.

Valid Keywords

You can use keywords in **Additional appointment type**.
Keywords are replaced with the user information of users who are using Scheduler.

The valid keywords are as follows:
- %Name%:
  User name
- %ID%:
  User ID used on Garoon
- %Account%:
  Login name
- %Mail%:
  E-mail address registered on "User profile"
- %Password%:
  Password
- %session_password%:
  Password
- %Tel%:
  Contacts registered on "User profile"

- %URL%:
URL registered on "User profile"

> **Tip**

- If a custom item is added to the user profile, you can add the custom item in an HTML portlet with the following format:
  - Format: %grn.common.login.login.extension.*Code of custom item in user profile*%
  - Example: %grn.common.login.login.extension.item_01%

Editing Additional Appointment Note

To edit an additional appointment note:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Additional appointment note**.

4 Select the appointment type name that you want to edit.

5 Click **Edit**.

6 Edit the options for the additional appointment note.

7 Click **Save**.

Reordering Additional Appointment Notes

To reorder additional appointment notes:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Additional appointment note**.

4 Click **Reorder**.

5 Change the display order of the additional appointment notes.

6 Click **Save**.

Removing Additional Appointment Notes

Additional appointment notes can be removed as follows:

Removing additional appointment notes

To remove additional appointment notes:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Additional appointment note**.

4 Select the appointment types that you want to remove.

5 Click **Delete**.

Removing all additional appointment notes

To remove all additional appointment notes:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Additional appointment note**.

4 Click **Delete all additional appointment notes**.

4.4.3   Managing Facilities

Adding Facility Group

To add a facility group:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facilities/Facility groups**.

4 Select the facility group where you want to add a facility group.

5   Click **Add child facility group**.

6   Set the desired options to add a facility group.

7   Click **Add**.

> **Tip**

- Once you have added a facility group, you can select the added facility group on "Facility" for an appointment.
- Up to three levels of hierarchy can be included in the facility group.
- Facility group code must be unique.
- To add facility group names in multiple languages, click **Add localized name** in **Facility group name**.
- You can enter HTML tags to "Memo".

Editing Facility Group Details

To edit a facility group details:

1   Click **Application settings**.

2   Click **Scheduler**.

3   Click **Facilities/Facility groups**.

4   Select the facility group that you want to edit the details.

5   Click **Details**.

6   Click **Edit**.

7   Edit the options for the facility group.

8   Click **Save**.

Reordering Facility Groups

To reorder facility groups:

1   Click **Application settings**.

2   Click **Scheduler**.

3   Click **Facilities/Facility groups**.

4 Select the facility groups that you want to reorder.

5 Click **Reorder child facility groups**.

6 Change the display order of the child facility groups.

7 Click **Save**.

Moving Facility Groups

To move facility groups:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facilities/Facility groups**.

4 Select the facility group you want to move.

5 Click **Details**.

6 Click **Move facility group**.

7 Select the group where you want to move the facility group.

8 Click **Move**.

> **Tip**

- If the facility group has one or more child facility groups, its child facility groups will also be moved.

Removing Facility Group

To remove a facility group:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facilities/Facility groups**.

4 Select the facility group that you want to remove.

5   Click **Details**.

6   Click **Remove**.

7   Click **Yes.**

| Tip |

- Once the parent facility group is removed, all child facility groups of the parent group are also removed.
- Removing a facility group does not remove the facilities that belong to that group.
- The facilities that belong to the removed facility group are no longer members of any facility group.

Adding Facilities

To add facilities:

1   Click **Application settings**.

2   Click **Scheduler**.

3   Click **Facilities/Facility groups**.

4   Select the facility group where you want to add the facility.

5   Click **Add facility**.

6   Set the desired options to add a facility.

7   Click **Add**.

| Tip |

- Facility code must be unique.
- A facility can belong to only one facility group.
- To add facility names in multiple languages, click **Add localized name** in **Facility name**.

Editing Facility Details

To edit a facility details:

1   Click **Application settings**.

2   Click **Scheduler**.

3   Click **Facilities/Facility groups**.

4 Select the facility group of which you want to edit the details of a facility.

5 Select the facility that you want to edit the details.

6 Click **Edit**.

7 Edit the options for the facility.

8 Click **Save**.

Changing Facility Group Membership

To change a facility group membership:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facilities/Facility groups**.

4 Select the facility group in which you want to change the membership.

5 Select the facility that you want to move to another facility group.

6 Click **Change facility group**.

7 Select the facility group to which you want to move the facility.

8 Click **Save**.

Removing Facilities from Facility Group

To remove facilities from a facility group:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facilities/Facility groups**.

4 Select the facility group from which you want to remove facilities.

5 Select the facilities that you want to remove.

6 Click **Remove**.

7 Click **Yes**.

Reordering Facilities

To reordering facilities:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facilities/Facility groups**.

4 Select the facility group in which you want to reorder facilities.

5 Click **Reorder facilities**.

6 Change the display order of the facilities.

7 Click **Save**.

Removing Facilities

To remove a facility:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facilities/Facility groups**.

4 Select the facility group in which you want to remove the facility.

5 Select the facility you want to remove.

6 Click **Remove**.

7 Click **Yes**.

4.4.4   Managing Facility Reservations

The following options are available:

- Inherit settings:
  Allows the facility or the facility group to inherit the settings of its parent facility group.
- Maximum reservation period
- Maximum duration per reservation
- Users allowed to edit reservations
- Notes:
  Displays notes in the facility list or in the facility group list.
- Repeating appointments:
  Allows users to reserve facilities for repeating appointments.
- Facility usage request:
  You can select whether the approval of the operational administrators is required to use facilities. Only operational administrators for a facility group, assigned by the system administrator, can approve or reject the facility usage requests.

> **Tip**

- The operational administrators are allowed to add or edit reservations regardless of the facility reservation settings, if they are granted the privileges for the facility groups or facilities.
- Even if you disable Repeating appointments, the existing facility reservations for repeating appointments will remain until the end date.
- If you add a facility, the facility will inherit the settings of its parent group as the default value for facility reservation settings.

Editing Facility Reservation Settings

To edit facility reservation settings:

1   Click **Application settings**.

2   Click **Scheduler**.

3   Click **Facility reservation settings**.

4   Select the facility group.

5   Select facility name or facility group name that you want to edit the settings.

6   Edit the reservation options for the facility or the facility group.

7   Click **Save**.

What is inheritance of settings?

- The settings are inherited as follows, if a facility group or a facility is placed under multiple-hierarchies of facility groups:
  - The facility group or the facility inherits the settings of one-upper-level group.

- • The facility group or the facility inherits the settings of two-upper-level group, if the one-upper-level group is inheriting the settings of its parent group.
- • The facility group or the facility inherits the default value, if there is no group in the upper level.
- • If you move facility groups or facilities, the facility group or the facility inherits the settings of the destination parent group.
- • If you change the settings of the parent group, the change will be reflected in the facility groups or the facilities that are inheriting the settings.
- • If you add a facility, the facility will inherit the settings of its parent group as the default value for facility reservation settings.

> **Tip**
>
> - • Even if you disable **Repeating appointments**, the existing reservations for repeating appointments will not be affected.

Updating All Facility Reservation Settings

To update the facility reservation settings of all facilities and all facility groups:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facility reservation settings**.

4 Select the facility group where the facility that you want to initialize the settings belongs.

5 Click **Update all facility settings**.

6 Edit the options to initialize the facility reservation settings.

7 Click **Save**.

Setting Whether to Display Notes on Facilities List

To set whether to display notes on the facilities list:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facility reservation settings**.

4 Select the facility group.

5 Select the facility name or the facility group.

6 Select **Show** on **Notes**.

7 Click **Save**.

Adding Facility Reservation Custom Item

To add a facility reservation custom item:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facility reservation item**.

4 Click **Add custom item**.

5 Set the desired options to add a custom item.

6 Click **Add**.

7 Click **Save**.

Editing Facility Reservation Custom Item

To edit a facility reservation custom item:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facility reservation items**.

4 Select the custom item that you want to edit.

5 Click **Edit**.

6 Edit the options for the custom item.

7 Click **Save**.

Reordering Facility Reservation Custom Items

To reorder facility reservation custom items:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facility reservation items**.

4 Click **Reorder custom items**.

5 Change the display order of the facility reservation items.

6 Click **Save**.

Deleting Facility Reservation Custom Items

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facility reservation items**.

4 Select the item that you want to delete from **Custom items**.

5 Click **Delete**.

6 Click **Yes**.

4.4.5 Changing Display Settings

Editing Facility Reservation Items

To edit facility reservation items:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facility reservation items**.

4   Select the item that you want to edit.

5   Click **Edit**.

6   Edit the item details.

7   Click **Save**.

| Tip |

- For built in items, you can set only whether to display the item by a default.
- You can set directly by selecting the following items and then clicking **Save** on the **Facility reservation items** screen:
  - "Status"
  - "List view"
  - "Show item name"

4.4.6   Managing Privileges for Schedule

Setting User Rights for Scheduler

The following privileges can be set for each organization, user, role, facility, and facility group:
- View
- Add
- Edit
- Delete

You can set multiple user rights for Scheduler of a single user. The following user rights are available:
- User rights for organizations
- User rights for organization members
- User rights for roles

| Note |

- The users who have only the privilege to view in Scheduler can edit or remove the appointments if they are set as attendees for the appointments.

| Tip |

- When both a user and an organization or a role of which the user is a member have been granted user rights for Scheduler of a single user, user rights granted to the user have more priority.
  See the following section for information about the user right priority when the user rights are granted both to facilities and member facilities:
  "4.23 User Right Priority" on page 345.

To set user rights for Scheduler:

1   Click **Application settings**.

2 Click **Scheduler**.

3 Click **Edit user rights**.

4 Select the organization or user that you want to set the user rights for their Scheduler.

5 Click **Add**.

6 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

7 Select the check boxes of the user rights that you want to add.

8 Click **Add**.

> **Tip**
> - You can remove the user rights on the **User rights** screen that appears after step 4.
> - You can edit the user rights by clicking **Edit** on the **User rights** screen that appears after step 4.

Granting Operational Administrative Privileges for Facility to Users

To grant operational administrative privilege for the facility to users:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Facilities/Facility groups**.

4 Select the facility group for which you want to grant operational administrative privilege.

5 Click **Set operational administrative privileges**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant the privilege, and click ↓ **Add**.

8 Click **Add**.

> **Tip**
> - The menu to manage facilities or facility groups for only users who have operational administrative privilege is displayed on the **Scheduler** screen.
> - Users who have operational administrative privileges can add or edit the reservation of facilities or facility groups, regardless of the setting of "Facility reservation settings".
> - You can remove the privileges on the **Operational administrators** screen that appears after step 5.

- Operational administrators can process the facility usage requests, if the "Facility usage request" feature is enabled for the facilities that the administrators have the operational administrative privileges.

4.4.7 Setting Up the Default Watchers of Private Appointments

You can specify users, organizations, or roles as the default private watchers for the private appointment.

This is useful when you want to use Scheduler as follows:

- Example 1:
  The directors or the higher managers and secretaries always view the appointments of the president. Others can only know the president has a private appointment.

- Example 2:
  Users belong to the same company view the details of the appointments of each other. Users belong to the different company can only know the users who belong to another company have a private appointment.

> **Tip**

- Users can change the private watchers when adding the private appointment.

Setting Up the Default Private Watchers

You can set the default watchers of the private appointments for each user.

> **Note**

- If an appointment has a large number of private watchers, the processing of adding, editing, and deleting the appointment may delay. We recommend to set the following if a large number of users will exist as private watchers when you allow users to select roles:
  - General settings for Scheduler
  - Select "Do not send notifications to the "Watchers" users".

To set up the default private watchers:

1 To set roles to the default private watchers the following setting is required:

"Allowing Users to Select Roles" on page 50.

If you do not want to set roles to the default watchers, start from step 2.

2 On the **General settings** page for Scheduler, set your desired options.

"Managing Scheduler" on page 160.

- Private appointments:
  To set "Watchers" as default on the **New appointment** screen, select "Allow" in the "Private appointments" field, then select "Set private watchers".

- Visibility of private appointments:
  To display "Private appointment" as a private appointment on Scheduler, clear the "Hide private appointments" option.

- Private watchers:
  Select "Allow users to specify organizations or roles for private watchers" to allow users to select organizations or roles for private watchers.

3 Click **Application settings**.

4 Click **Scheduler**.

5 Click **Default watchers**.

6 On the **Default watchers** screen, select the organization containing the user you want to set the default watchers and then select that user.
  - You can filter the organizations by selecting an organization from the organization tree when searching users. The followings can be searched:

	User search
	User name
	Log in name
Scope	Pronunciation of the user name
	E-mail address
	Job title

7 On the **Default watchers list** screen, click **Add**.

8 On the **Add default watchers** screen, select the users, organizations, or roles that you want to add to the default watchers list, and click **Add**.
  - If you did not select "Allow users to specify organizations or roles for private watchers" in the step 2, the default watchers of organizations or roles are disabled.
  - You cannot select the "Administrators", "Everyone", and "LoginUser" roles.
  - You can filter the organizations by selecting an organization in the "User/Organization" tab when searching users.
  - The followings can be searched in the "User/Organization" and "Role" tabs:

	User search in the "User/Organization" tab:	User/Role search in the "Role" tab:
	User name	User name
	Log in name	Log in name
Scope	Pronunciation of the user name	Pronunciation of the user name
	E-mail address	E-mail address
	Job title	Job title
		Role name

9 Confirm the details of the Selected field then click **Add**.

Confirm that the default watchers you have added are displayed on the **Default watchers list** screen.

Reordering Default Watchers

You can reorder the default watchers of the private appointments for each user.
Users can reorder the default watchers when adding the private appointment.

To reorder the default watchers:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Default watchers**.

4 On the **Default watchers** screen, select the organization containing the user you want to reorder the default watchers and then select that user.

5 On the **Default watchers list** screen, click **Reorder default watchers**.

6 Change the order of users, organizations or roles, then click **Save**.

Deleting the Default Watchers

You can delete the default watchers of the private appointments for each user.

To delete the default watchers:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Default watchers**.

4 On the **Default watchers** screen, select the organization containing the user you want to delete the default watchers and then select that user.

5 On the **Default watchers list** screen, select the check box of the watcher you want to delete and then click **Delete**.
To cancel the deletion, click "No" on the confirmation screen.
To delete all default watchers, click "Delete all" then click "Yes" on the confirmation screen.

4.4.8   Deleting Old Appointments in Bulk

Once deleted, the appointments cannot be restored.

To delete old appointments in bulk:

1 Click **Application settings**.

2   Click **Scheduler**.

3   Click **Delete appointments**.

4   Specify the threshold date.

5   Click **Delete**.

6   Click **Yes**.

> **Tip**

- All appointments before the specified date are deleted.

4.4.9   Managing Data of Scheduler or Facilities with File

If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

The following data can be managed using CSV files:

Data managed using CSV files	Notes
Appointments	- Repeating appointments are exported as regular appointments. - You cannot export the following appointments: - All day appointments - Private appointments - Appointments whose start dates do not fall in the export period specified for the export operation - Items that are provided from V-CUBE Meeting cannot be exported to or imported from a CSV file.
Facility details	
Facility names	
Facility group details	
Facility group names	
User rights	
Default watchers	

Importing Data from CSV Files

To import appointment data from CSV files:

1   Click **Application settings**.

2   Click **Scheduler**.

3   Click **Import from CSV file**.

4   Select the data type that you want to import.

5 Set the desired options, and click **Next**.

6 Confirm the CSV file contents and click **Import**.

> **Tip**

- If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.
- You can export the registrant information data but you cannot import it.

Exporting Data to CSV Files

Facility group details will be exported along with facility data, if the facility group information is defined in the CSV file.

To export appointment data to CSV files:

1 Click **Application settings**.

2 Click **Scheduler**.

3 Click **Export to CSV file**.

4 Select the data type that you want to export.

5 Set the desired options and click **Export**.

6 Save the file.

> **Tip**

- You can export the registrant information data but you cannot import it.

4.5 Messages

4.5.1 Managing Messages

The following options are available on the **General settings** screen for Messages:

- Acknowledgement status:
  Sets the default value for the **Request recipient's acknowledgement** option that users specify on the **Compose Messages** screen.
- Rich text:
  Allows users to use rich text format when they compose messages or post comments on the user screen.
- Acknowledgement mode:
  You can select one of the following modes:
  - Manual:
    Once the user clicks **Acknowledge** on the **Message details** screen, the message is marked as a read message.
  - Automatic:
    Once the user views the **Message details** screen, the message is marked as a read message.
- Anchor links:
  Allows users to use anchor links when they post comments.
  Anchor links is a feature to automatically replace the string to hyper link to the comment. If a user enter the string ">>" with the existing comment number in the comment, the link to the comment with the corresponding number will be generated automatically.

To set up Message:

1 Click **Application settings**.

2 Click **Messages**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

4.5.2 Setting Respond Feature

By using the respond feature, users can make a quick response to a message and comment quickly.

Users can show their intension by clicking a link such as "Like" and "Acknowledged" without posting any comment.

The following settings can be configured on the **Management** and the **General settings** screens in the system administration:

- Activating or deactivating the respond feature
- Changing the label of Like

- Allowing to use the respond feature in Messages

For details, see the following section:
"Respond" on page 343.

4.5.3 Searching Messages

You can search messages to view the details of each message. You can also access the attachments in a message.

To search messages:

1 Click **Application settings**.

2 Click **Messages**.

3 Click **Message search**.

4 Specify search conditions, and then click **Search**.

5 In the search results, select the message that you want to view the details.

4.5.4 Deleting Old Messages in Bulk

You can delete all messages that have not been updated since the specified date.
Once deleted, the messages cannot be recovered.

To delete old messages in bulk:

1 Click **Application settings**.

2 Click **Messages**.

3 Click **Delete messages**.

4 Specify the threshold date.

5 Click **Delete**.

6 Click **Yes**.

4.6   Bulletin Board

Bulletin Board can be configured as the following procedures:

1. Adding categories
2. Enabling optional functions for Bulletin Board
3. Setting user rights for categories
4. Granting operational administrators for categories to users
5. Setting notifications for categories

4.6.1   Enabling Optional Functions for Bulletin Board

The following options are available on the **General settings** screen for Bulletin Board:

- Allow to post comments by default:
  Sets the default value for the **Comment** option that users specify on the **Post new topic** screen.
- Rich text:
  Allows users to use rich text format when they post topics or comments on the user screen.
- Anchor links:
  Allows users to use anchor links when they post comments.
  If a user enter the string ">>" with the existing comment number in the comment, the link to the comment with the corresponding number will be generated automatically.
- Acknowledgment status
  Sets the default value for the Comment option that users specify on the **Post new topic** screen.
  See "What is an Acknowledgement Status?" on page 186.
- Allow to manually enter "From" name:
  Select whether to allow manually enter "From" name for topics.
  When users are allowed to manually enter "From" name, any name, such as an organization name, can be assigned to the sender instead of the user name.
  The creator of the topic can select which of the user name or any other name as the sender.
  When users are not allowed to manually enter "From" name, the creator's name whose posted a new topic will be displayed as the sender of the topic.
- Allow to check access permissions and notification recipients:
  You can select whether to allow users to check the following:
  - Who can view the topic?
  - Who received notification of the topic?

When **Access permissions and notification recipients** is allowed, the following link will be displayed on the Options menu on the Bulletin Board displayed by users:
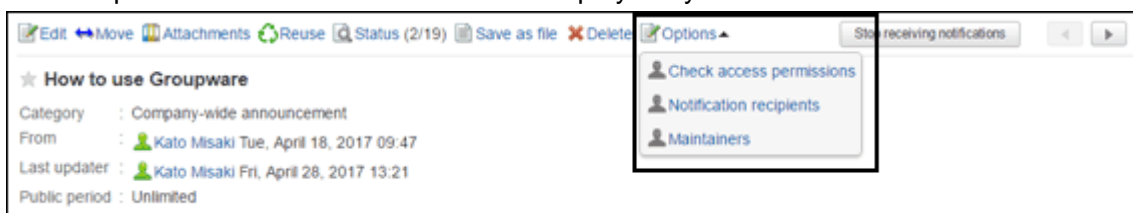
Tip

- In the **Check access permissions** dialog box, the user rights settings for the Bulletin Board category are applied.
  When the security model is set to GRANT, targets to which permission to view is given are

displayed. When the security model is set to REVOKE, targets to which permission to view is not given are displayed.

- The following users are not displayed in the **Check access permissions and Notification recipients** dialog boxes:
  - Users not allowed to access Bulletin Board
  - Deleted users

To set up Bulletin Board:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

What is an Acknowledgement Status?

The acknowledgement status indicates that whether a user who has been set as a recipient of the topic has read the topic.

The date when a user opened the topic is displayed in the "Acknowledged" column in the **Acknowledgement status** screen. Only the users who have the right to view the topic can view the acknowledgement status.

Acknowledgment status is displayed as "(a/b)".

a: Number of users who viewed the topic

b: Number of users who have been set as notification recipients for the category where the topic exits, at the time when the topic was posted.

The acknowledgement status is displayed only on the user screen. In the system administration or the operational administration settings, the acknowledgement status is not displayed on the **Topic details** screen.

Acknowledgment status:

Showing Acknowledgment Status:
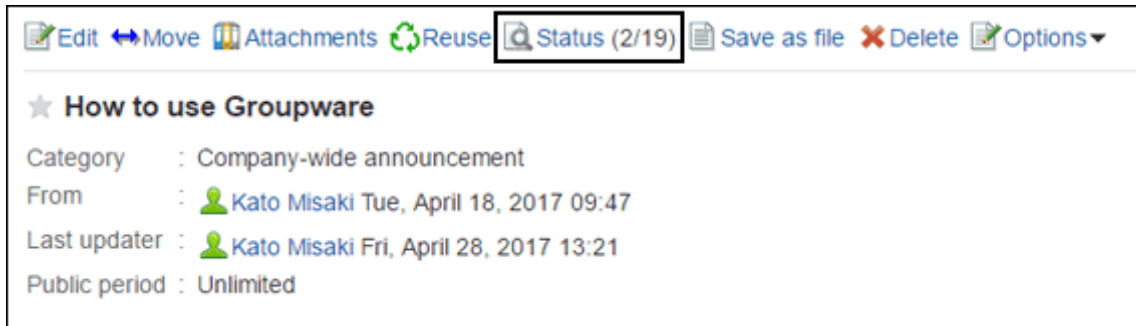
Tip

- If the notification setting for a topic is changed after the topic has been posted, users set as the viewers are not changed.

4.6.2 Setting Respond Feature

By using the respond feature, users can make a quick response to a message and comment quickly.

Users can show their intension by clicking a link such as "Like" and "Acknowledged" without posting any comment.

The following settings can be configured on the **Management** and the **General settings** screens in the system administration:

- Activating or deactivating the respond feature
- Changing the label of "Like"
- Allowing to use the respond feature in Bulletin Board

For details, see the following section:

"Respond" on page 343.

4.6.3 Managing Bulletin Board

Adding Categories

To add a category:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Edit categories**.

4 Select the category where you want to add a subcategory.

5 Click **Add category**.

6 Set the desired options to add a category.

7 Click **Add**.

> **Tip**
> - Category code must be unique.
> - To add a subject in multiple languages, click **Add localized name** in **Subject**.

Applying the Parent or Sibling Category Settings

You can apply user rights and notification settings of a parent or a sibling category on the **Add category** or **Category details** screen.

The following options are available:

- User rights settings:
  Apply user rights of a parent or a sibling category to the selected category.
  To verify user rights of the parent or the sibling category, click **Verify the current setting**.
- Notification settings:
  Apply notification settings of a parent or a sibling category to the selected category.
  To verify notification recipients of the parent or the sibling category, click **Verify the current setting**.

> **Tip**
> - Once you save the settings of the destination category, they will remain unchanged even if the parent or sibling category's setting is changed.

Editing Category Information

To edit category information:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Edit categories**.

4 Select the category that you want to edit.

5 Click **Category details**.

6 Click **Edit**.

7 Edit the options for the category.

8 Click **Save**.

Reordering Subcategories

To reorder subcategories:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Edit Categories**.

4 Select the category in which you want to reorder subcategories.

5 Click **Reorder subcategories**.

6 Change the display order of the subcategories.

7 Click **Save**.

Moving Categories or Topics

Moving Categories

To move a category:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Edit categories**.

4 Select the category that you want to move.

5 Click **Details**.

6 Click **Move**.

7 Select the category where you want to move the category.

8 Click **Move**.

> **Tip**
- You cannot move the "(Root)" category.

Moving Topics

To move topics:

1   Click **Application settings**.

2   Click **Bulletin Board**.

3   Click **Manage topics**.

4   Select the category in which you want to move topics.

5   Select the topics that you want to move.

6   Click **Move**.

7   Select the category where you want to move the topic.

8   Click **Move**.

> **Tip**
> * The value of "b" in "(a/b)" that is displayed in **Acknowledgment status** is not changed even though the topic is moved.
> a: Number of users who viewed the topic
> b: Number of users who have been set as notification recipients for the category where the topic exits, at the time when the topic was posted.

Removing Categories

Once removed, the categories cannot be restored.
To remove categories:

1   Click **Application settings**.

2   Click **Bulletin Board**.

3   Click **Edit categories**.

4   Select the category that you want to remove.

5   Click **Category details**.

6   Click **Remove**.

7   Click **Yes**.

> **Tip**
> - You cannot remove categories that contain topics or subcategories.
> - You cannot remove the "(Root)" category.

Editing Topics as an Administrator

Edit a topic on the Topic details screen.
The Topic details screen enables you to delete attachments or comments.

To edit a topic:

1 Click **Application settings** > **Bulletin Board** > **Manage topics**.

2 Select a topic to edit.

3 On the **Manage topics** screen, edit the topic.
Select **Notify this update**, if you want a notification to be sent when the topic is updated.

4 Review your changes to the topic and click **Save**.

Deleting Topics

Once deleted, the topics cannot be restored.

To delete topics:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Manage topics**.

4 Select the category in which you want to delete topics.

5 Select the topics that you want to delete.

6 Click **Delete**.

7 Click **Yes**.

> **Tip**
> - To display a certain type of topics on the **Manage topics** screen, select a topic status and click **Filter**. The following filters are available:
>   - Public topics

- Topics waiting to be published
- Expired topics

Deleting Topics Waiting to Be Published in Bulk

To delete all topics waiting to be published:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Manage topics**.

4 Select the category in which you want to delete topics.

5 Click **Delete topics waiting to be published**.

6 Click **Yes**.

Deleting Expired Topics in Bulk

To delete all expired topics:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Manage topics**.

4 Select the category in which you want to delete topics.

5 Click **Delete expired topics**.

6 Click **Yes**.

Deleting Public Topics in Bulk by Specifying Date

To delete all public topics that have been updated prior to the specified date:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Manage topics**.

4 Select the category in which you want to delete topics.

5 Click **Delete public topics**.

6 Specify the threshold date for deletion.
The topics that have been updated prior to the specified date will be deleted.

7 Click **Delete**.

Deleting All Topics in the Specific Category in Bulk

To delete all topics in the specific category:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Manage topics**.

4 Select the category in which you want to delete all topics.

5 Click **Delete topics in category**.

6 Click **Yes**.

4.6.4　Managing Notifications for Bulletin Board

The two types of notifications which an administrator can set on Bulletin Board are update notifications and forced notifications. Set either for each category.

When a topic is created or updated within the categories for which update notifications or forced notifications are set, notifications will be sent to the specified recipients.

Since notifications received by users are displayed on the Notifications and Updates portlet, this prevents users from overlooking topics.

The difference between update notifications and forced notifications is as follows:

	Update notifications	Forced notifications
Overview of functions	Notifications are sent to the specified recipients when a topic is created or updated. Users can stop receiving update notifications set by the administrator if notifications are not needed. Users can also set update notifications themselves.	Notifications are sent to the specified recipients when a topic is created or updated. Users cannot stop receiving forced notifications set by the administrator.
When the administrator operates	Notifications can be set or stopped by category. Operation by topic is not available.	

	Update notifications	**Forced notifications**
When the user operates	Notifications can be set or stopped by category. In categories where update notifications are set, notifications can be switched ON and OFF by topic.	Operation is disabled.

Tip

- Notifications are not sent to unauthorized users if the notification recipients do not have permission to view the category.
- If Notify this update is cleared when the topic editor updates the body of the topic, notifications will not be sent.

Setting Notification for Category

To set notification for the category:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Notification settings**.

4 Select the category for which you want to set notification.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles that you want to specify as notification recipients, and click ↓ **Add**.

8 Click **Add**.

Tip

- Notifications are not sent to the notification recipients if the notification recipients do not have the permissions to view the category.
- Once you select **ON (Don't allow to stop notification)**, users cannot stop notifications of each topic in the category.
- To change or delete the notification recipients, navigate to the **Notification recipients** screen that appears after the step 5.
- You can apply the notification recipients to other categories.
  See "Applying Notification Settings to Other Categories" on page 194.

Applying Notification Settings to Other Categories

You can apply the notification settings of a selected category to other categories.

Once you save the settings, the previous settings of the destination categories will be overwritten.
To apply notification settings:

1 Click **Application setting**.

2 Click **Bulletin Board**.

3 Click **Notification settings**.

4 Select a source category.

5 Click **Edit**.

6 Click **Copy notification settings to another category**.

7 Select destination categories with check boxes.

8 Click **Apply**.

> **Tip**
> - You cannot apply the notification settings to the Root category.
> - To clear all the check boxes, click **Root**.
> - Once you save the notification settings of the destination categories, they will remain unchanged even if the source category's setting is changed.

Changing Notification Settings

You can set notifications for each category.

To set whether to allow notifications or not:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Notification settings**.

4 Select the category for which you want to change the security model.

5 Click **Edit**.

6 Click **Change** on **Notifications**.

7 Select **"OFF (Allow to stop notification)"** or **"ON (Don't allow to stop notification)"**.

8 Click **Save**.

> **Tip**
> • If you set **Notifications** to "ON (Don't allow to stop notification)", users can not stop update notifications for all topics in the category.

4.6.5 Managing Privileges for Bulletin Board

Setting User Rights for Category

The following privileges can be set for each organization, user, and role:
• Read
• Write
• Comment

> **Tip**
> • User rights for Bulletin Board categories are not inherited to subcategories.

To set user rights for the category:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Edit user rights**.

4 Select the category for which you want to grant user rights.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

8 Select the check boxes of the user rights that you want to add.

9 Click **Add**.

> **Tip**
> • You can remove the user rights on the **User rights** screen that appears after step 5.
> • You can edit the user rights by clicking **Edit** on the **User rights** screen that appears after step 5.

Applying User Rights to Other Categories

You can apply user rights of a selected category to other categories.
Once you save the settings, the previous user rights of the destination categories will be overwritten.

To apply user rights:

1 Click **Application setting**.

2 Click **Bulletin Board**.

3 Click **Permission**.

4 Select a source category.

5 Click **Edit**.

6 Click **Copy user right setting to another category**.

7 Select destination categories with check boxes.

8 Click **Apply**.

> **Tip**
>
> - Once you save the user rights of the destination categories, they will remain unchanged even if the source category's user rights are changed.
> - You cannot apply the user rights to the Root category.
> - To clear all the check boxes, click "Root".

Granting Operational Administrators for Category to Users

To grant users operational administrative privilege for the category:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Operational administrators**.

4 Select the category for which you want to grant operational administrators.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant the privilege, and click ↓ **Add**.

8 Click **Add**.

> **Tip**
> - The menu to manage categories or topics is displayed only for users who have operational administrative privilege on the **Scheduler** screen.
> - Users who have operational administrative privilege can edit any topics posted by users.
> - You can remove the privileges on the **Operational administrators** screen that appears after step 5.

4.6.6 Managing Data with CSV Files

If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

The following data can be managed using CSV files:

- Categories
- Category names
- User rights
- Notification settings

Importing Data from CSV Files

To import Bulletin Board data from CSV files:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Import from CSV file**.

4 Select the data type that you want to import.

5 Set the desired options, and click **Next**.

6 Confirm the CSV file contents and click **Import**.

> **Tip**
> - If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.
> - Be aware of the followings when importing user rights from CSV files:
>   - If the categories that are in the CSV file are not found in Garoon, an error occurs.
>   - The difference from existing user rights data will be imported.

Exporting Data to CSV Files

To export Bulletin Board data to CSV files:

1 Click **Application settings**.

2 Click **Bulletin Board**.

3 Click **Export to CSV file**.

4 Select the data type that you want to export.

5 Set the desired options and click **Export**.

6 Save the file.

4.7   Cabinet

Cabinet can be configured as the following procedures:

1. Adding folders

2. Setting user rights for folders

4. Granting operational administrators for folders to users

5. Setting notifications for folders

4.7.1   Managing Cabinet

The following options are available on the **General settings** screen for Cabinet:

- File & folder retention period:
  Set the retention period for files and folders in Trash.
  Files can be restored within the retention period.
  Only the system administrator and the application administrator can restore the files in Trash.

- Maximum download size per time:
  Sets the file size limitation to download multiple files as a single ZIP file. A maximum download size is the total size of files before being compressed into a ZIP file.

To set up Cabinet:

1   Click **Application settings**.

2   Click **Cabinet**.

3   Click **General settings**.

4   Set the desired options.

5   Click **Save**.

4.7.2   Managing Folders and Files

Adding Folders

To add a folder:

1   Click **Application settings**.

2   Click **Cabinet**.

3   Click **Folder settings**.

4 Select the folder where you want to add a subfolder.

5 Click **Add folder**.

6 Set the desired options to add a folder.

7 Click **Add**.

> **Tip**

- Folder code must be unique.
- To add a subject in multiple languages, click **Add localized name** in **Subject**.

Applying the Parent or Sibling Folder Settings

You can apply user rights settings and notification settings of a parent or a sibling folder on the **Add folder** or **Folder details** screen.
The following options are available:

- User rights settings:
  Apply user rights of a parent or sibling folder to the selected folder.
  To verify the user rights of the parent or the sibling folder, click **Verify the current setting**.
- Notification settings:
  Apply notification settings of a parent or a sibling folder to the selected folder.
  To verify notification recipients of the parent or the sibling folder, click **Verify the current setting**.

> **Tip**

- Once you save the settings of the selected folder, they will remain unchanged even if the parent or the sibling folder's setting is changed.

Editing Folder Information

To edit folder information:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Folder settings**.

4 Select the folder that you want to edit.

5 Click **Folder details**.

6 Click **Edit**.

7 Edit the options for the folder.

8 Click **Save**.

Reordering Subfolders

To reorder subfolders:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Folder settings**.

4 Click **Reorder subfolders**.

5 Change the display order of the subfolders.

6 Click **Save**.

Configuring Display Order of Files

You can configure the default display order of files to be displayed on user screens.

To configure the display order, specify a sort key and a sort order in either ascending or descending per folder.

Select one of the following items for the sort key:

- Subject
- File name
- Updated time

>
> **Tip**

- When you first install Garoon, the initial display order is set to sort by updated time in descending order.
- Once a user sorts files, the sorted display order continues to apply until the user logs out (session becomes invalid).

Moving Folders or Files

Moving a Folder

To move a folder:

1 Click **Application settings**.

2 Click **Cabinet**.

3   Click **Folder settings**.

4   Select the folder that you want to move.

5   Click **Folder details**.

6   Click **Move**.

7   Select the folder where you want to move the folder.

8   Click **Move**.

Moving a File

To move a file:

1   Click **Application settings**.

2   Click **Cabinet**.

3   Click **Folder settings**.

4   Select the folder in which you want to move a file.

5   Select the file you want to move.

6   Click **Move**.

7   Select the folder where you want to move the file.

8   Click **Move**.

Deleting Folders or Files

Deleting a Folder

To delete a folder:

1   Click **Application settings**.

2   Click **Cabinet**.

3   Click **Folder settings**.

4 Select the folder that you want to delete.

5 Click **Folder details**.

6 Click **Remove**.

7 Click **Yes**.

> **Note**

- Once removed, the folders cannot be recovered.

> **Tip**

- Once the folder is removed, all files and subfolders in the folder are also removed.
- You cannot delete the "(Root)" folder.

Deleting a File

The files in the folders other than in Trash are moved to Trash when a user deletes them.

The files in Trash will be deleted automatically after a specified period.

You can delete the files in Trash immediately by selecting the files that you want to delete and then clicking **Delete** on the **Trash** screen.

> **Note**

- The following files cannot be recovered:
  - The files deleted automatically after a specified period
  - The files deleted in Trash

To delete a file:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Folder settings**.

4 Select the folder in which you want to delete the file.

5 Select the files that you want to delete.

6 Click **Delete**.

7 Click **Yes**.

Recovering Deleted Files

You can recover the files from Trash to the folder where they are saved.
To recover deleted files:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Folder settings**.

4 Click **Trash**.

5 Select the files that you want to recover.

6 Click **Restore**.

> **Tip**

- Retention periods for deleted files will vary depending on the settings.

Permanently Deleting Folder

Permanently delete the deleted folder that are in Trash. All subfolders and files in the selected folder will also be permanently deleted.
This deletion is permanent.

To permanently delete a folder:

1 Click **Application settings.**

2 Click **Cabinet.**

3 Click **Folder settings.**

4 On the **Folder settings** screen, select the folder that you want to permanently delete.

5 Click **Permanently delete**.

6 Click **Yes** on the confirmation screen.
To cancel the deletion, click **No**.

Restoring Deleted Folder

Restore the deleted folder that are in Trash. When a folder is restored, any files in the folder are also restored.

Only the system administrator and the application administrator can restore the files in Trash.

To restore deleted folder:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Folder settings**.

4 Select the folder that you want to restore.
The word "Deleted" appears next to the name of the folder that has been moved to Trash.

5 Click **Restore**.

6 Click **Yes** on the confirmation screen.
The restored folder is moved to its original folder.

All subfolders and files in the selected folder will be restored even if the subloders and files have been stored in the folder before the deletion.

Tip

- You cannot specify the files to be restored. You need to specify the folder where the files that you want to restore are stored.

Setting Notifications for a Folder

You can apply the notification recipients to other folders.
See "Applying Notification Settings to Other Folders" on page 207.

To set notifications for a folder:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Set notifications**.

4 Select the folder for which you want to set notifications.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles that you want to specify as notification recipients, and click
↓ **Add**.

8 Click **Add**.

> **Tip**

- Notifications are not sent to the notification recipients if the notification recipients do not have the permissions to view the folder.
- On the **Set notifications** screen of users, an asterisk (*) after the folder name indicates that the folder has been set notification.
- To change or delete the notification recipients, navigate to the **Notification recipients** screen that appears after the step 5.
- Once you save the notification settings of the destination folder, they will remain unchanged even if the parent or the sibling folder's setting is changed.

Applying Notification Settings to Other Folders

You can apply the notification settings of a selected folder to other folders.
Once you save the settings, the previous settings of the destination folders will be overwritten.

To apply notification settings:

1 Click **Application setting**.

2 Click **Cabinet**.

3 Click **Set notifications**.

4 Select a source folder.

5 Click **Edit**.

6 Click **Copy notification settings to another folder**.

7 Select destination folders with check boxes.

8 Click **Apply**.

> **Tip**

- You cannot apply the notification settings to the Root category.
- To clear all the check boxes, click "Root".
- Once you save the notification settings of the destination folders, they will remain unchanged even if the source folder's setting is changed.

4.7.3   Checking Folder Size

To check folder size:

1 Click **Application settings**.

2   Click **Cabinet**.

3   Click **Folder settings**.

4   Select the folder of which you want to check the size.

5   Click **Folder details**.

6   Click **Folder size**.

7   Check the total size of the folder and subfolders.

4.7.4   Managing Privileges for Cabinet

Setting User Rights for a Folder

The following privileges can be set for each organization, user, and role:

- Read
- Write

The organizations, users, and roles that are not permitted to read the parent folders cannot access sibling folders, even if they are permitted to read the sibling folders.

> **Tip**
> - You can apply user rights to the parent and the sibling folders.
>   See "Applying User Rights to Other Folders" on page 209.

To set user rights for a folder:

1   Click **Application settings**.

2   Click **Cabinet**.

3   Click **Permission**.

4   Select the folder for which you want to set user rights.

5   Click **Edit**.

6   Click **Add**.

7   Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

8   Select the check boxes of the user rights that you want to add.

9 Click **Add**.

> **Tip**
> * You can remove the user rights on the **User rights** screen that appears after step 5.
> * You can edit the user rights by clicking **Edit** on the **User rights** screen that appears after step 5.

Applying User Rights to Other Folders

You can apply user rights of a selected folder to other folders.
Once you save the settings, the previous user rights of the destination folders will be overwritten.

To apply user rights:

1 Click **Application setting**.

2 Click **Cabinet**.

3 Click **Permission**.

4 Select a source folder.

5 Click **Edit**.

6 Click **Copy user rights settings to another category**.

7 Select destination folders with check boxes.

8 Click **Apply**.

> **Tip**
> * You cannot apply the user rights to the Root category.
> * To clear all the check boxes, click **Root**.
> * Once you save the user rights of the destination folders, they will remain unchanged even if the source folder's setting is changed.

Granting Operational Administrative Privileges to Users

To grant users operational administrative privileges for a folder:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Operational administrators**.

4 Select the folder for which you want to grant operational administrative privileges.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant the privilege, and click ↓ **Add**.

8 Click **Add**.

> **Tip**

- The menu to manage folders is displayed only for users who have operational administrative privilege on the **Cabinet** screen.
- Users who have operational administrative privilege can unlock files that are being edited by another user.
- You can remove the privileges on the **Operational administrators** screen that appears after step 5.

4.7.5 Managing Data with CSV Files

The following data can be managed using CSV files:
- Folders
- Folder names
- User rights
- Notification settings

Importing Data from CSV Files

If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

To import Cabinet data from CSV files:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Import from CSV file**.

4 Select the data type that you want to import.

5 Set the desired options, and click **Next**.

6 Confirm the CSV file contents and click **Import**.

Tip

- If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.
- Be aware of the followings when importing user rights from CSV files:
  - If the folders that are in the CSV file do not found in Garoon, an error occurs.
  - The difference from existing user rights data will be imported.

Exporting Data to CSV Files

To export Cabinet data to CSV files:

1 Click **Application settings**.

2 Click **Cabinet**.

3 Click **Export to CSV file**.

4 Select the data type that you want to export.

5 Set the desired options and click **Export**.

6 Save the file.

4.8   Memo

4.8.1   Managing Memo

The following options are available on the **General settings** screen for Memo:

- Maximum total file size:
  Maximum total file size is the total size of the following files:
  - Files added to Memo
  - Files attached to all memos
- Rich text:
  Allows users to use rich text format when they edit memos on the user screen.

To set up Memo:

1   Click **Application settings**.

2   Click **Memo**.

3   Click **General settings**.

4   Set the desired options.

5   Click **Save**.

4.9   Phone Message

Phone Messages can be configured as the following procedures:

1. Setting single sign-on for Phone Messages
2. Setting user rights for Phone Messages

4.9.1   Managing Phone Messages

You can set single sign-on to Phone Messages.

This setting allows users to log in to the specified application using single sign-on when they click user names on the **Phone Messages** screen.

To set single sign-on for Phone Messages:

1   Click **Application settings**.

2   Click **Phone Messages**.

3   Click **General settings**.

4   Select a single sign-on name on **Single sign-on**.

5   Click **Save**.

> **Tip**

- Single sign-on configurations for Phone Messages must be set in advance.

4.9.2   Setting User Rights for Phone Messages

You can set multiple user rights for phone messages of a single user.

The following user rights are available:

- User rights for organizations
- User rights for organization members
- User rights for roles

The following privileges can be set to organizations, users, and roles:

- View
- Edit
- Add

To set user rights for Phone Messages:

1   Click **Application settings**.

2 Click **Phone Messages**.

3 Click **Edit user rights**.

4 Select the organization, user, or role that you want to set the user rights for their phone messages.

5 Click **Add**.

6 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

7 Select the check boxes of the user rights that you want to add.

8 Click **Add**.

> **Tip**
> - For the duplication of user right, see the following:
>   "4.23 User Right Priority" on page 345.
> - You can remove the user rights on the **User rights** screen that appears after step 4.
> - You can edit the user rights by clicking **Edit** on the **User rights** screen that appears after step 4.

4.9.3 Managing Data with CSV Files

To manage user rights for Phone Messages with a CSV file:

1 Click **Application settings**.

2 Click **Phone Messages**.

3 Click **Import user rights data** or **Export user rights data**.

4 To import a file: Specify the file to upload and then click **Next**.
To export data: Set the options for exporting.

> **Tip**
> - Only the difference from the current user right data will be imported.
> - If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

4.10 Timesheet

You can check and edit a timesheet of each user. Also you can export the timesheet data to a CSV file.

You can select whether to show IP addresses to identify where times are recorded in the time columns on the **Timesheet** screen.

Each IP address is recorded automatically at the following times:

- When the start and end times are recorded.
- When one of the following buttons is clicked on the **Timecard** screen or on the timecard portlet:
  - Start
  - End
  - Out
  - In
- When the timesheet is edited.

4.10.1 Managing Timesheet

The following options are available on the **General settings** screen for Timesheet:

- Auto punch:
  The start and end times are automatically recorded by using the auto punch function. The times recorded in the timesheet differ between auto punch and manual punch.

	Start Time	End Time
Auto Punch	The first time when the user accesses Garoon at a time that is equal to or later than the time that is specified in "Auto date advance time"	The last time when the user accesses Garoon at a time that is earlier than the time that is specified in "Auto date advance time"
Manual Punch	The time when the user clicks "Start"	The time when the user clicks "End"

Garoon may recognize that the user accesses Garoon by one of the following actions is taken by the user:

- Clicking "Start" or "End"
- Clicking "Receive" or "Receive for all accounts"
- Displaying an application of Garoon
  Example: Displaying Bulletin Board
- Refreshing the page of Garoon

The time of "End" is not recorded in the timesheet by the following actions:

- Accessing Garoon via KUNAI
- Logging out from Garoon
- Closing Web bowser
- Shutting down the computer

- Tally start day:
  Sets the start day of fiscal months.

- Numerical month offset:
  The fiscal month on the timesheet is calculated by adding the offset value to the month of the tally start day.
  Example Timesheet calculation:
  - Timesheet settings:
    - "Numerical month offset": 1
    - "Tally start day": 15
  - Timesheet calculation:
    - The day of accessing Garoon: July 20
    - Month: August
    - Timesheet period: from July 15 to August 14
- Number of additional In and Outs:
  Sets the maximum number of times that a user can clock in and out within a day. If you enable the Number of additional **In** and **Out** option, "In" and "Out" are displayed on the user screen for Timesheet. Users can record the time when they clock in or out by clicking the **In** or **Out** icon.
- Auto date advance time:
  The date of the timesheet will automatically advance to the next day at the specified time.
- Allow users to update records:
  Disabling this option hides the following options on the **Edit time** screen for users:
  - Start/End
  - Out/In

> **Tip**
>
> - Application administrators can always edit time regardless of the **Allow users to update records** setting.
> - In Timesheet, the time is displayed in the format that each user has specified in their Locale settings.
> - In the Timesheet settings, the timezone of the office that the user specified is applied to the date and time.

To set up Timesheet:

1 Click **Application settings**.

2 Click **Timesheet**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

4.10.2 Editing Timesheets

You can edit the data recorded on timesheets, such as time and notes.
The recorded IP address cannot be edited.

To edit a timesheet:

1 Click **Application settings**.

2 Click **Timesheet**.

3 Click **Timesheets**.

4 Select the user whose timesheet you want to print.

5 Select the timesheet that you want to edit.

6 Click the icon in the **Notes and Modifications** column.

7 Edit the timesheet.

8 Click **Save**.

4.10.3 Printing Timesheets

To print the IP addresses, select the "Show IP address of each card punch" check box on the **Print settings** screen.

To print timesheets:

1 Click **Application settings**.

2 Click **Timesheet**.

3 Click **Timesheets**.

4 Select the user whom you want to print the timesheet.

5 Select the month that you want to print.

6 Click **Printable version**.

7 Set the desired options and click **Print**.

8 Print the timesheet.

4.10.4 Managing Data with CSV Files

Exporting Timesheet Data of Users

To export timesheet data of users:

1 Click **Application settings**.

2 Click **Timesheet**.

3 Click **Export timesheet data**.

4 Select the users whose timesheet data you want to export.

5 Click **Next**.

6 Set the desired options and click **Export**.

7 Save the file.

Exporting Timesheet Data for Each Month

You can export monthly timesheet data of the specified user to CSV files.
To export the IP address where times are recorded to CSV files, select "Show IP address of each card punch" check box before you click **Export to CSV file**.

To export monthly timesheet data:

1 Click **Application settings**.

2 Click **Timesheet**.

3 Click **Timesheets**.

4 Select the users whose timesheet data you want to export.

5 Select the month of which you want to export timesheet data of the users.

6 Click **Export** to CSV file.

7 Set the desired options and click **Export**.

8 Save the file.

4.11 Address Book

The following address books are available:

Screen image:
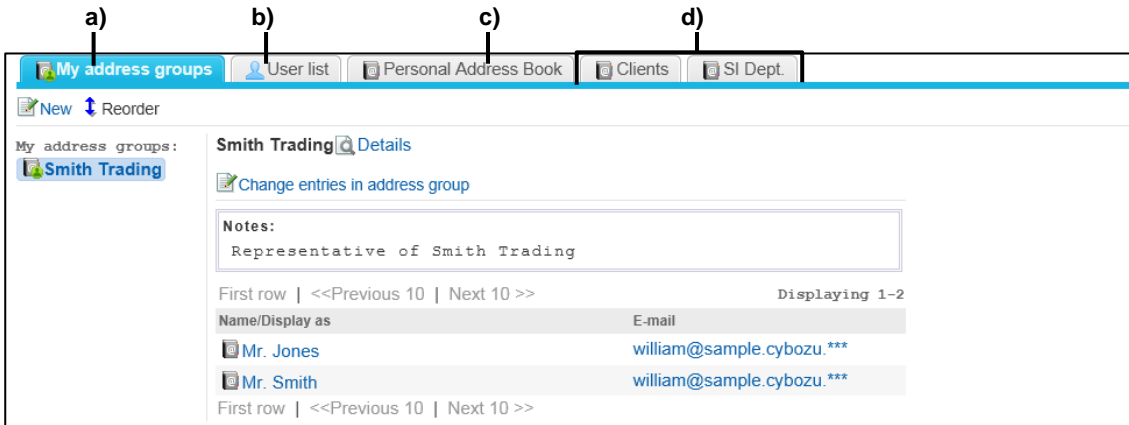
a) : My address groups
b) : User list
c) : Shared address books
d) : Personal address book

My address groups:

Contains groups created by the user using entries in other address books.

User list:

Contains user information registered on Garoon.
You cannot add, change, or delete data on the User list.
You cannot hide the User list.

Shared address books:

Contains addresses, such as clients and affiliated companies, which are shared among users. Only application administrators can create shared address books. Multiple address books can be created.

Personal address book:

Contains addresses for the user's personal use. This book is available only to the user who created it.

The Order of the Entries of User List and Address Book

Address Book	You cannot change the order of the address book entries. The order of the address book entries is sorted by the first character of **Name (Pronunciation)**. If **Name (Pronunciation)** is not set, the address book entries are sorted by the first character of the **Display name**.

User list	You cannot change the order of the user list entries. The user list entries are sorted by display order. If the display order is the same, it is sorted by the order in which users were registered.

How to Configure Address Book

Address Book can be configured as the following procedures:

1. Adding shared address book as needed
2. Setting custom items in an address book
3. Setting permissions for Address Book
4. Setting user rights for a shared address book
5. Granting operational administrative privileges for a shared address book to users

> **Tip**
>
> - The following menus will not be displayed if no books have been created:
>   - Operational administrators
>   - Edit user rights
>   - Import from CSV file
>   - Export to CSV file
> - The following menus will not be displayed if no shared address books have been created:
>   - Edit user rights
>   - Import shared address book
>   - Export shared address book
> - Setting permissions allows you to specify the users who can access address books.

Notes on Upgrading

The sort key of addresses in an address book has been changed to the following for versions 3.7.0 and later.

- For versions earlier than 3.5.x: Name
- For versions 3.7.0 or later: Pronunciation of names

To use the same display order as before the upgrade, change the pronunciation of the names.

4.11.1 Managing Address Book

Adding a Book

To add a book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Books**.

4 Click **New**.

5 Set the desired options to add a book.

6 Click **Add**.

Tip

- Book code must be unique.
- Valid characters for the book code are as follows:
  - Alphanumeric characters
- To add book names in multiple languages, click **Add localized name** in **Book**.

Editing a Book

To edit a book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Books**.

4 Select the book that you want to edit.

5 Click **Edit**.

6 Edit the options for the book.

7 Click **Save**.

Tip

- To change the item name or item code of a custom item set in a book, see the next page.
  See "Changing Details of Items" on page 223.

Reordering Books

To reorder books:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Books**.

4 Click **Reorder books**.

5 Change the display order of the books.

6 Click **Save**.

Deleting a Book

To delete a book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Books**.

4 Select the book that you want to delete.

5 Click **Delete**.

6 Click **Yes**.

> **Note**

- Once the book is deleted, all address entries in the address book are also deleted. The deleted address entries cannot be recovered.

4.11.2 Managing Address Items

Adding Custom Items to an Address Book

To add custom items to an address book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Items settings**.

4 Select the book to which you want to add items.

5 Click **Add custom item**.

6 Set the desired options to add a custom item to the specified book.

7 Click **Add**.

> **Tip**
- Item code must be unique.
- You can use alphanumeric characters in "Item code".
- To enable and display custom items on the user screen, you must activate the following options:
  - Active in Status
  - Show by default in List view

Changing Details of Items

The following options are available on the **Items** screen for address book entries:
- Active:
  Select the check box to use the item in Address Book.
- Show by default:
  Select the check box to include the item in the address lists that are displayed on the user screen.
- Make required:
  Select the check box to use the item as a required entry for Address Book.
- Prevent users from making changes:
  Select the check box to forbid users to edit the item on the user screen.

> **Tip**
- Check boxes are not displayed for non-editable items.

To change the details of the items:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Items settings**.

4 Select the address book in which you want to change the details of the items.

5 Select the check boxes that you want to enable.

6 Click **Save**.

Editing a Custom Item

To edit a custom item in an address book:

1 Click **Application settings**.

2 Click **Address book**.

3 Click **Items settings**.

4 Select the book in which you want to edit an item.

5 Select the item that you want to edit.

6 Click **Edit**.

7 Edit the options for the custom item.

8 Click **Save**.

> **Tip**

- You cannot edit the following built-in items:
  - Item name
  - Item code

Reordering Custom Items in an Address Book

To reorder custom items in an address book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Items settings**.

4 Select the address book in which you want to reorder custom items.

5 Click **Reorder custom items**.

6 Change the display order of the custom items.

7 Click **Save**.

> **Tip**

- You cannot reorder built-in items.

Removing Custom Item from an Address Book

To remove a custom item from an address book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Items settings**.

4 Select the address book from which you want to remove custom items.

5 Select the item that you want to remove.

6 Click **Delete**.

7 Click **Yes**.

> **Tip**
- You cannot remove the built-in items from an address book.

4.11.3 Managing Privileges for Address Book

Setting Permissions for an Address Book

You can specify the organizations, users, or roles that you want to allow or forbid to access shared address books and personal address books.

The following user rights are available:

When the security model is set to "GRANT (Only users on list have access)":
- Shared address book only is selected in **User rights**:
  - Only the organizations, users, and roles that have been granted the user rights can use shared address books.
  - No users can use personal address books.
- Personal address book only is selected in **User rights**:
  - Only the organizations, users, and roles that have been granted the user rights can use personal address books.
  - No users can use shared address books.
- Activate is selected in **User rights**:
  - The organizations, users, and roles that have been granted the user rights can use both shared address books and personal address books.

When the security model is set to "REVOKE (All users have access except users on list)":

- Shared address book only is selected in **User rights**:
  - The organizations, users, and roles that have been granted the user rights cannot use shared address books.
  - All users can use personal address books.
- Personal address book only is selected in **User rights**:
  - The organizations, users, and roles that have been granted the user rights cannot use personal address books.
  - All users can use shared address books.
- Deactivate is selected in **User rights**:
  - The organizations, users, and roles that have been granted the user rights cannot use either shared address books or personal address books.

To set permissions for an address book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Permission settings**.

4 Click **Add**.

5 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

6 Select the check boxes of the user rights that you want to add.

7 Click **Add**.

> **Tip**

- You can remove the user rights on the **Permission settings** screen that appears after step 3.
- You can edit the user rights by clicking **Edit** on the **Permission settings** screen that appears after step 3.

Granting Operational Administrative Privileges for a Shared Address Book to Users

To grant users operational administrative privileges for a shared address book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Operational administrators**.

4 Select the book for which you want to grant operational administrative privileges.

5 Click **Add**.

6 Select the organizations, users, or roles that you want to assign as operational administrators for the shared address book.

> **Tip**

- The menu to manage address books is displayed only for users who have operational administrative privilege on the **Address Book** screen.
- The **Operational administrators** menu is not displayed if no shared address books have been created.
- You can remove the privileges on the **Operational administrators** screen that appears after step 4.

Setting User Rights for a Shared Address Book

The following privileges can be set for organizations, users, and roles.
- View
- Edit

To set user rights for a shared address book:

1 Click **Application settings**.

2 Click **Address Book**.

3 Click **Edit user rights**.

4 Select the book for which you want to grant user rights.

5 Click **Add**.

6 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

7 Select the check boxes of the user rights that you want to add.

8 Click **Add**.

> **Tip**

- You can remove the user rights on the **User rights** screen that appears after step 4.
- You can edit the user rights by clicking **Edit** on the **User rights** screen that appears after step 4.

4.11.4   Managing Data with CSV Files

The following data can be managed using CSV files:
- Shared address books
- User rights

Importing Data from CSV Files

Only the data that are match with the data of the selected address book are imported.

To import Address Book data from CSV files:

1   Click **Application settings**.

2   Click **Address Book**.

3   Click **Import from CSV file**.

4   Select the data type that you want to import.

5   Set the desired options, and click **Next**.

6   Confirm the CSV file contents and click **Import**.

> | Tip |

- If the address entry in a CSV file and the address entry in the selected address book are the same, the address entry in a CSV file will be added to the selected address book.
- The difference from existing user rights data will be imported.
- If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

Exporting Data to CSV Files

To export Address Book data to CSV files:

1   Click **Application settings**.

2   Click **Address Book**.

3   Click **Export to CSV file**.

4   Select the data type that you want to export.

5   Set the desired options and click **Export**.

6 Save the file.

4.12 E-mail

E-mail can be configured as the following procedures:

1. Setting e-mail functions
2. Setting mail servers
3. Setting user accounts
4. Setting limits for E-mail

Mail server

Garoon does not provide mail server function. To send and receive e-mails on Garoon, you need to prepare a mail server in advance.

Garoon supports the following mail servers:

Protocol	SMTP, POP3, or IMAP4
	SMTP over SSL/TLS, POP3 over SSL/TLS, or IMAP4 over SSL/TLS
	SMTP STARTTLS[1]
Authentication Method	APOP
	SMTP Authentication

[1]: STARTTLS supports only SMTP.

Tip

- Incoming and outgoing e-mails are stored on Garoon.

Character encoding

The e-mail function for Garoon supports the following character encodings:

- Unicode (UTF-8)
- Japanese (Shift JIS)
- Japanese (JIS)
- Japanese (EUC)
- English (ASCII)
- Western European (ISO-8859-1)
- Simplified Chinese (GB2312)
- Thai (TIS-620)
  If character encoding for an incoming e-mail is Windows-874, it is automatically determined as Thai.

Incremental search

While typing in part of an e-mail address on the user screen, user display names and e-mail addresses that start with the inputted portion are displayed as suggestions. Display names are sorted before e-mail addresses, and only up to the first ten results appear.

The following address books are searched:

- User list
- Personal Address Book
- Shared address book to which the user has access rights

> **Tip**
> • Email addresses that are entered in the "Custom items" fields are not searched.
> • Searching is not case-sensitive.

4.12.1 Setting E-mail Functions

The following options are available on the **General settings** screen for E-mail:

- Common settings
  - Stop sending and receiving e-mail:
    It is useful when stopping e-mail transmissions temporarily during maintenance on the mail server or the like.
    You can view e-mails that were already received, even after the e-mail client function has been stopped.
    To activate the e-mail client, select **Do not set**.
    The following functions are disabled when **Stop sending and receiving e-mail** is set to **Set**:
    - Sending and receiving e-mails
    - Checking new e-mail
  - Check new E-mail when logging in:
    Checks new e-mails when the user logs in to Garoon.
  - Receive e-mail at specific time:
    Receives e-mails at a specified time or at a specified interval automatically. To prevent system overload during work hours, you must select the time period such as midnight and non-operating hours for receiving e-mails.
    You can receive e-mails up to 500 MB in size at a time per account.
    If you use multiple e-mail accounts, only e-mails of the account that is initially displayed on the E-mail page can be received automatically.
    Automatic e-mail checking is performed according to the time zone that is specified in the user profile of the administrator who has specified the checking time. When the time zone that the administrator using is in daylight-saving time, the automatic e-mail checking is performed at the time the daylight-saving is adjusted.
    The following two methods are available for automatic e-mail checking:
    - Receiving e-mails at a specified time:
      You can receive e-mails at a specified time every day. To specify multiple times, click **Add**.
    - Receiving e-mails at a specified interval:
      You can receive e-mails at an interval that is specified in the "E-mail check interval" field.
  - Incremental search:
    Select whether to enable or disable the incremental search for e-mail addresses.
    See "Incremental search" on page 230.
  - HTML E-mail image display:
    Set whether to allow users to display images on HTML e-mails.
  - Default HTML e-mail view:
    If you select the "Displays only text" check box, only text is displayed when a user displays the **E-mail details** screen of an HTML e-mail. The "Display in HTML format" link is displayed on the **E-mail details** screen. When this link is clicked, the e-mail is displayed in HTML format in a new window. When the HTML e-mail has an attachment, the attachment is displayed in the new window.
  - Has e-mail log:
    Set whether to allow users to use e-mail log function.
- User-editable settings
  - Operations for e-mail account:
    Select whether to allow users to add, edit, and delete their e-mail accounts.
    If allowed, users can add, edit, and delete their e-mail accounts in their Personal setting.

- Leave e-mail on incoming mail server:
  Set whether to allow users to change the setting of **Leave e-mail on incoming mail server**.
- Check for new e-mail:
  Set whether to allow use of the item **Check new Mails** on the **Portlet settings (Newly arriving Mails)** screen.
- Receive account's e-mail at once:
  Set whether to allow users to receive all e-mails of their user accounts at once.
- HTML E-mail creation:
  Set whether to allow users to use rich text editor to compose an e-mail.
- Automatic e-mail forwarding:
  Select whether to allow users to configure automatic e-mail forwarding. "Allow" is selected by default.
  Automatic e-mail forwarding lets users automatically forward incoming e-mail to another e-mail address.
  The forwarding e-mail address can be specified in Personal settings.
  If the sender address of the e-mail to be forwarded and the forwarding address specified in Personal settings are the same, the e-mail is not forwarded.
- Use read receipts:
  Set whether to allow use of read receipts.
- Manage e-mail by status:
  Set whether to allow users to manage e-mails by a status.
- Screen layout:
  Select screen layouts available for users in E-mail.
  Enabling both of the following modes allows users to select between hiding and showing the e-mail preview in the "Options" drop-down list in E-mail:
  - 2 panes (Hide preview):
    Displays a folder tree and a list of e-mails in a selected folder. Clicking the "+" icon to the left of an e-mail title displays the details of the e-mail.
  - 3 panes (Show preview):
    Displays a folder tree, a list of e-mails in a selected folder, and a preview of a selected e-mail.

<div style="background:gray">**Note**</div>

- Automatic e-mail receiving increases server loads. Set the time for automatically receiving e-mails to when user access is less, such as midnight.

<div style="background:gray">**Tip**</div>

- The "Show images" icon is not displayed in the new window, even though the "Display in HTML format" link is clicked.
- When an HTML e-mail is displayed as plain text, the format of the reply or forward of the e-mail is also plain text.
- To stop the repetition of the automatic e-mail receiving, select "(Normal)" in the "E-mail check interval" field.
- If you specify both the time and interval, both are available.
- The settings for filters and notifications are available for e-mails that are received automatically
- If incoming e-mail sizes are restricted, oversized e-mail cannot be received automatically.

Example screen layout of 2 panes (Hide preview):
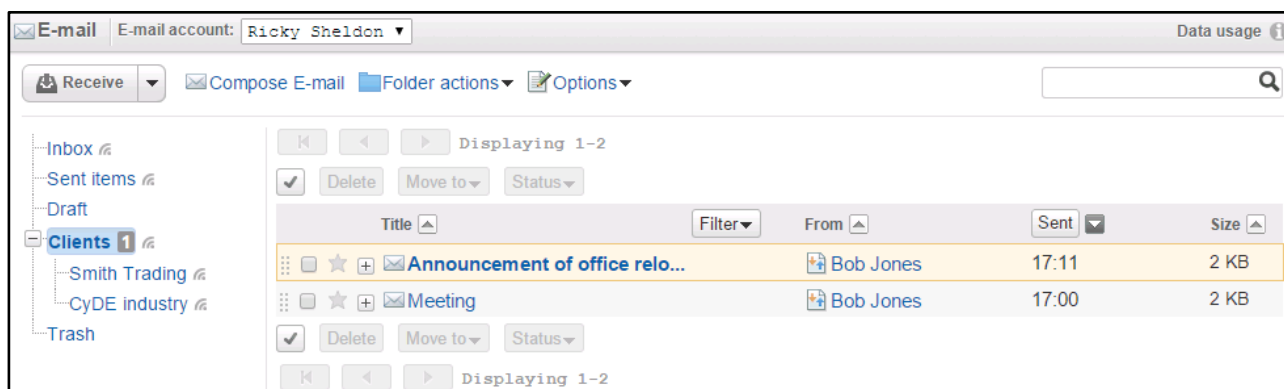
Example screen layout of 3 panes (Show preview):
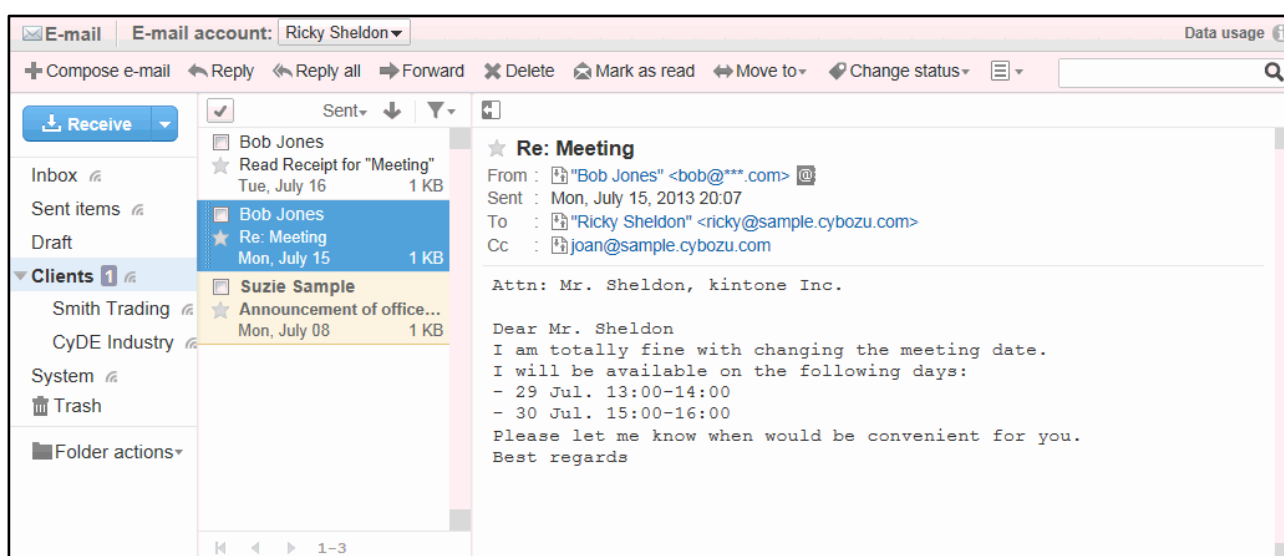
To activate e-mail functions:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

> **Tip**
> - E-mail filtering and notifications are available for automatic received e-mails as well as manually.
> - An e-mail that exceeds "Incoming E-mail maximum size" is not received.
> - You can specify the time to start receiving and multiple intervals.

4.12.2 Managing Mail Servers

Adding a Mail Server

To add a mail server:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **Mail server settings**.

4 Click **Add mail server**.

5 Set the desired options to add a mail server.

6 Click **Add**.

> **Tip**
>
> - To enable POP3 over SSL on the incoming mail server, select the "Use encrypted connection (SSL)" check box.
> - To use SSL/TLS to access an LDAP server, you must modify the configuration of Garoon. See the following page on our website for details:
>   http://manual.cybozu.co.jp/en/tech/sslsetup.html

Notice for IMAP Servers

If IMAP server is used to receive e-mails, you must enable **Leave e-mail on incoming mail server**. Otherwise, e-mails are removed from the mail server after being received when using other e-mail clients.

Editing a Mail Server

To edit a mail server:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **Mail server settings**.

4 Select the mail server that you want to edit.

5 Click **Edit**.

6 Edit the options for the mail server.

7 Click **Save**.

Reordering Mail Servers

To reorder mail servers:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **Mail server settings**.

4 Click **Reorder mail servers**.

5 Change the display order of the mail servers.

6 Click **Save**.

Removing a Mail Server

To remove a mail server:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **Mail server settings**.

4 Select the mail server that you want to remove.

5 Click **Remove**.

6 Click **Yes**.

Tip

- In step 4, clicking **Remove all mail servers** and then **Yes** removes all mail servers.

4.12.3 Managing User Account

Adding a User Account

To add a user account:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **User account**.

4 Select the organization where you want to add a user account.

5 Select the user for whom you want to add a user account.

6 Click **Add**.

7 Set the desired options to add a user account.

8 Click **Add**.

> **Tip**

- User account code must be unique.

Editing a User Account

To edit a user account:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **User account**.

4 Select the organization where you want to edit a user account.

5 Select the user to edit a user account.

6 Select the user account that you want to edit.

7 Click **Edit**.

8 Edit the options for the user account.

9 Click **Save**.

Reordering User Accounts

The user account that is displayed in the first line is the default user account.

To reorder user accounts:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **User account**.

4 Select the organization which has the user you want to reorder user accounts.

5 Select the user of which you want to reorder user accounts.

6 Click **Reorder user accounts**.

7 Change the display order of the user accounts.

8 Click **Save**.

> **Tip**

- Users can reorder e-mail accounts in their Personal settings.

Deactivating a User Account

To deactivate a user account:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **User account**.

4 Select the organization where you want to deactivate a user account.

5 Select the user to deactivate a user account.

6 Select the user account that you want to deactivate.

7 Click **Deactivate**.

8 Click **Yes**.

> **Tip**
> - Inactive user accounts are shown in gray on the **User account list** screen.
> - Click **Activate** to reactivate the inactive user accounts.

Removing a User Account

You can remove a user account for E-mail. Once removed, e-mails of the removed user account cannot be sent and received.

The e-mails that have been received before the user account is removed are kept in a folder.

The user accounts displayed in red on the **User account list** screen indicates that the e-mails of the user account remain on Garoon.

To remove a user account:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **User account**.

4 Select the organization where you want to delete a user account.

5 Select the user to delete a user account.

6 Select the user account that you want to delete.

7 Click **Remove**.

8 Click **Yes**.

> **Tip**
> - In step 4, clicking **Remove all user accounts** and then **Yes** removes all user accounts.
> - Alternatively, you can delete all e-mails of the user account by selecting **Delete all E-mails of the accounts**.
> - If you remove a user account by mistake, e-mails of the removed user account can be received again by adding a user account with the same name as the removed user account.
>   However, e-mails that were deleted when the e-mail account was removed cannot be restored any more.

4.12.4 Setting Limits for E-mail

Sending or receiving large size e-mails might cause heavy load on the mail server and degrade the performance.
To avoid degradation, limit the size of incoming and outgoing e-mail.

> **Note**
> - Users can import e-mail data less than 300 MB per file using their personal settings. Users can export e-mail data 300 MB or larger to a file. But the file cannot be import as an e-mail data.
> - If a POP3 server is used to receive e-mail as incoming server, the POP3 server must support the UIDL command to restrict the size of incoming e-mail.
> - The size restriction of outgoing e-mail is applied to e-mail after encoding.
>   E-mail attachments and e-mails that are written in other charsets than ASCII are encoded into ASCII when e-mails are sent.
>   When the actual size after the e-mail is encoded exceeds the limit, an error occurs, even though the size of the e-mail before sending is less than the limit.

> **Tip**
> - Oversized e-mails cannot be received or sent.
> - The message will be displayed on the **E-mail** screen if oversized e-mail cannot be received.
> - If a user wants to receive the oversized e-mail, one of the following is recommended:
>   - Receiving e-mails using other e-mail clients
>   - Deleting e-mails that have not been received

Setting Per-user Mailbox Quotas

To set per-user mailbox quotas:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **Per-user mailbox quotas**.

4 Click **Edit** of the user to set per-user mailbox quotas.

5 Specify a value for each field.

6 Click **Save**.

> **Note**
> - Once "E-mail quotas" is set, each value of "Per-user mailbox quotas" is initialized with the selected values.

> **Tip**
> - If a user has multiple user accounts, the value shown on "Total mailbox size" on the **Per-user mailbox quotas** screen is the total e-mail size for all user accounts.

Setting E-mail Quotas

To set e-mail quotas:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **E-mail quotas**.

4 Select a value on **Maximum E-mail quota per user**.

5 Click **Save**.

> **Note**
> • Once "E-mail quotas" is set, each value of "Per-user mailbox quotas" is initialized with the selected values.

Setting Size Restrictions for E-mail

To set the maximum size of incoming and outgoing e-mail:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **E-mail quotas**.

4 Select a value on **Incoming E-mail maximum size** or **Outgoing E-mail maximum size**.

5 Click **Save**.

> **Note**
> • Once "E-mail quotas" is set, each value of "Per-user mailbox quotas" is initialized with the selected values.

4.12.5 Managing Data with CSV Files

The following data can be managed using CSV files:
• Mail servers
• User accounts
• E-mail size limits

Importing Data from CSV Files

To import e-mail data from CSV files:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **Import form CSV file**.

4 Select the data type that you want to import.

5 Set the desired options, and click **Next**.

6 Confirm the CSV file contents and click **Import**.

> **Tip**
- If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

Exporting Data to CSV Files

To export e-mail data to CSV files:

1 Click **Application settings**.

2 Click **E-mail**.

3 Click **Export to CSV file**.

4 Select the data type that you want to export.

5 Set the desired options and click **Export**.

6 Save the file.

4.13 Workflow

Workflow is an application to submit, circulate, and approve requests required for your business on your Web browser.

Requests are processed through the following procedure:

Reject / Send back

| Applicant | Request | | Request route |
| Approval route |
| Approver 1 |
| Approve |
| Approver 2 |
| Withdraw |
| Last approver |
| Approve |
| Cancel |
| Acknowledgment route |
| Acknowledger 1 |
| Acknowledge |
| Acknowledger 2 |
| Last acknowledger |
| Acknowledge |

→ : Request route
→ : Operation of processors such as approvers and
     acknowledgers
▪▪▶ : Operation of the applicant
→ : Notifications
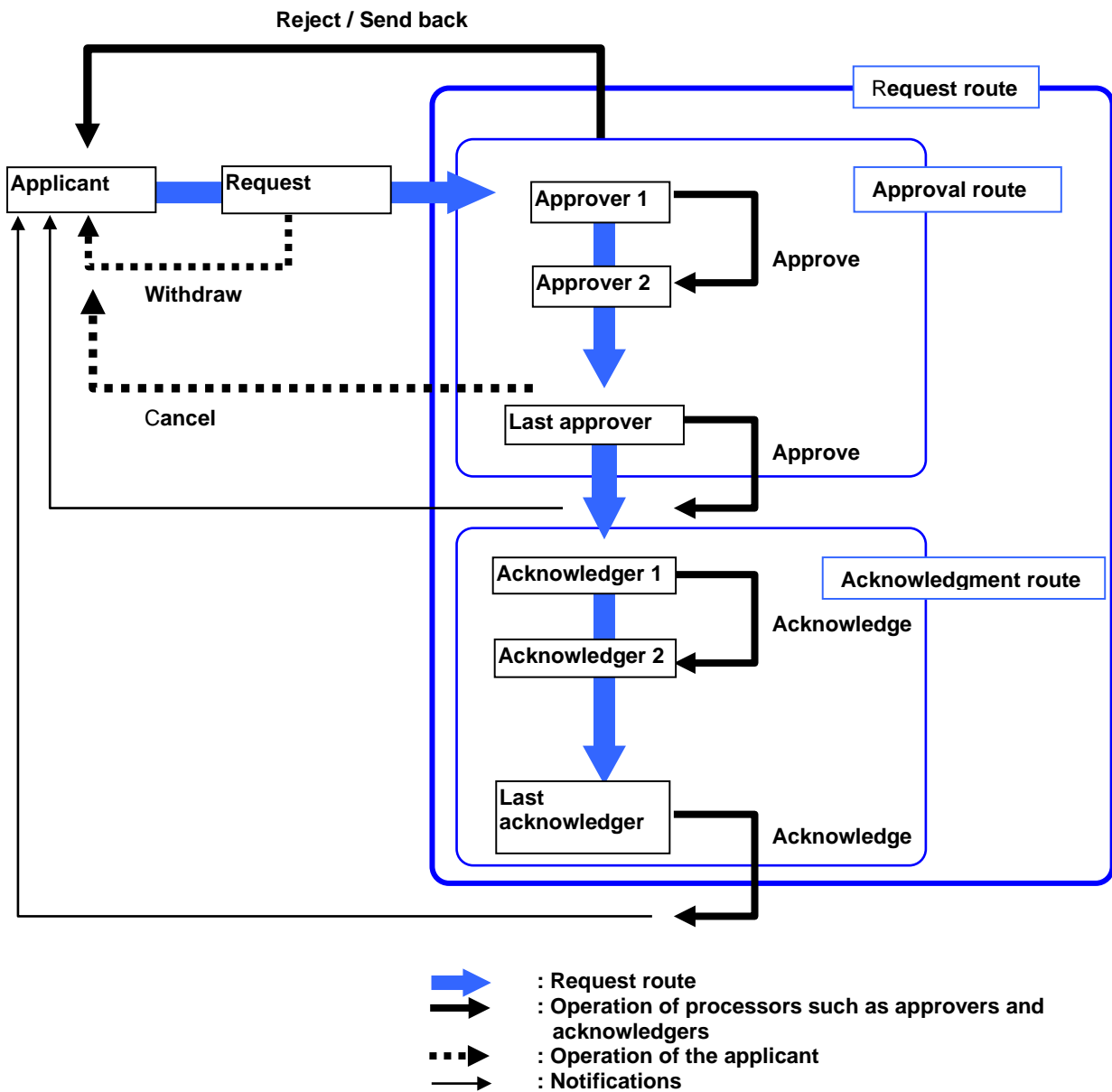
The following terms are used in Workflow:

Term	Description
Applicant	Submits a request.
Processor	Processes a request. A processor can approve, reject, send back, or acknowledge requests.
Last approver	The processor in the last step of approval routes. A last approver gives final approval.
Last acknowledger	The processor in the last step of acknowledgment routes. A last acknowledger gives final acknowledgement.
Proxy	A collective term for proxy applicants and proxy approvers.
Proxy applicant	Submits a request on behalf of a delegator.
Proxy approver	Processes a request on behalf of a delegator.
Delegator	The true applicant or approver who delegates their request task or approval task to a proxy.
Request form	A form for creating a request.
Request	The data that records the request details. A request is created for every submission.
Status	Indicates progress of the request. The status changes when an applicant or a processor processes the request.
Request route	A collective term for approval routes and acknowledgement routes. Also called "route". A request route consists of approval route steps and acknowledgment route steps.
Approval route	Approval route The route along which a request proceeds for approval. A route consists of one or more route steps.
Acknowledgment route	The route along which a request proceeds for acknowledgement. A route consists of one or more route steps.
Route step	Each process of approval or acknowledgement in a request route. The specified processors approve or acknowledge the request at each step.
Step requirement	A requirement to proceed to the next route step. Step requirements are categorized into Acknowledgment, Approval (all approvers), and Approval (any one approver). - Acknowledgment and Approval (all approvers): The request proceeds to the next step if all processors in the step approve or acknowledge the request. - Approval (any one approver): The request proceeds to the next step if any one processor in the step approves the request. The rest of the processors can only acknowledge the request.
Withdraw	To take a request back tentatively. Applicants can withdraw a request at any time before the first processor processes it.
Cancel	To cancel a request permanently. The process will be complete when the request is canceled. Applicants can cancel a request at any time before the last approver approves it.

Workflow can be configured using the following procedures:

Step 1. Setting up Workflow

Step 2. Creating categories

Step 3. Setting user rights for each category

Step 4. Granting operational administrative privileges

Step 5. Adding shared routes

Step 6. Adding request forms and making them public

4.13.1 Setting Up Workflow

The following options are available on the **General settings** screen for Workflow:

Request & approval number annual changeover:

Set the date and time on which request & approval numbers are initialized.
The request & approval numbers assigned to each request form are initialized when the year changes.
Cybozu scheduling service is required to be running on Garoon to enable the annual changeover.

Request & approval number annual changeover displays the following three date and time values:

a)	Date and time displayed in drop-down lists	Specifies the date and time when the annual changeover is made. The option values are displayed in the time zone of the administrator who performs this operation.
b)	Date and time displayed to the right of the drop-down list after a changeover time is selected in the drop-down lists	Indicates the date and time when the annual changeover is made in UTC standard time.
c)	Date and time displayed under the drop-down list after a changeover time is selected in the drop-down lists	Indicates the date and time when the annual changeover is made in the time zone of the default locale specified in Localization. If dates (%YYYY%, %YY%, %MM%, or %DD%) are used in the request number or the approval number format, the time zone of the default locale is applied to the dates.
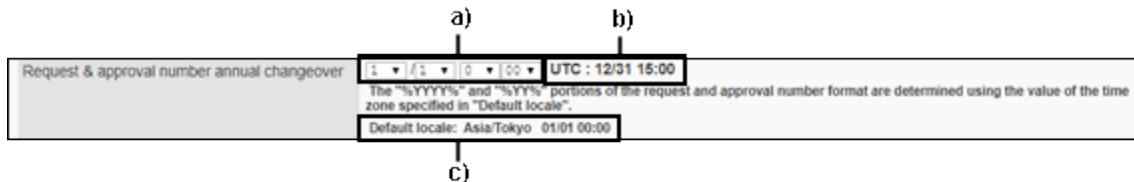
- **Example 1: When the annual changeover is made in September**

  The annual changeover and the format are set as follows:
  - Date and time when the annual changeover is made: 09/01 09:00 (UTC 09/01 00:00)
  - Request number format: %YYYY%-%00SN%

Date when the request is submitted	Displayed request number	Remark
2017/08/30	2016-228	The date is earlier than when the annual changeover is made. %YYYY% is replaced with "2016".
2017/09/05	2017-229	

- **Example 2: When the annual changeover is made in January**

  The annual changeover and the format are set as follows:
  - Date and time when the annual changeover is made: 01/10 09:00 (UTC 01/10 00:00)
  - Request number format: %YYYY%-%00SN%

Date when the request is submitted	Displayed request number	Remark
2017/12/20	2017-334	The date is earlier than when the annual changeover is made. %YYYY% is replaced with "2017".
2018/1/12	2018-335	

> **Tip**
> * To inactivate the annual changeover, select "--" in the month, day, hour, and minute fields.

Allow users to send requests back:

Allows processors to send request back.

Allow applicants to change routes:

Allows applicants to change request routes.

Allow operational administrators to change routes:

Allows operational administrators to change request routes.

Allow system administrator to change the routes:

Allows system administrators to change the request routes.

Allow use of "Pending approval":

Allows users to view the pending approval list on the user screen.

> **Tip**
> * If you enable the use of pending approval, users can view the progress of the requests to which they are assigned as processors on the **Workflow (Pending approval)** screen.
> * The requests are not displayed on the **Workflow (Pending approval)** screen for the users assigned only as processors of acknowledgement routes.

Allow proxy requests:

Allows users to submit requests as a proxy.

Allow proxy approval:

Allows users to approve requests as a proxy.

Allow users to set proxies:

Allows users to set their proxies.

Allow use of e-mail notifications:

Allows users to receive the contents of the Recent folder on the user screen via e-mail.
If e-mail notification is enabled, you can include a URL link to Workflow in the notification.

Tip	

- To use e-mail notification, the system mail account settings is required.
  "3.12.1 Preparing E-mail Notifications" on page 113.

Character encoding for automatic export:

Select the character encoding that is used to automatically export approved requests to CSV files.

Allow JavaScript and CSS Customization:

Use this function to customize workflow.
See the following help page for the details:
This page is available only in Japanese.
https://help.cybozu.com/ja/g/admin/application/workflow/customize_allow.html

To set up Workflow:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

4.13.2 Adding Request Forms

Request forms can be added using the following procedures:
Step 1. Adding request forms
Step 2. Editing administrative memos
Step 3. Adding items to request forms
Step 4. Previewing request forms
Step 5. Setting request routes
Step 6. Adding route steps in approval routes
Step 7. Setting initial processors for approval routes
Step 8. Adding route steps in acknowledgment routes
Step 9. Setting initial processors for acknowledgment routes
Step 10. Previewing routes of request forms
Step 11. Activating request forms

1. Adding Request Form

To add a request form:

1 Click **Application settings**.

2   Click **Workflow**.

3   Click **Request forms**.

4   Select the category in which you want to add a request form.

5   Click **Add request form**.

6   Enter the request form information.

7   Click **Add**.

>   **Tip**

- Request form code must be unique.
- See the following section for categories:
  "Adding Categories" on page 254.
- If you select **Export automatically** on **Automatic export**, the request data will be exported automatically after the last approver approves the request.
  See the following section for exporting requests automatically:
  "Exporting Request Data Automatically" on page 288.

2. Editing Administrative Memos

To edit an administrative memo:

1   Click **Application settings**.

2   Click **Workflow**.

3   Click **Request forms**.

4   Select the category containing the request form of which you want to edit the administrative memo.

5   Select the request form of which you want to edit the administrative memo.

6   Click **Edit** on **Administrative memo**.

7   Edit the notes about the request form.

8   Click **Edit**.

>   **Tip**

- Administrative memos appear only on the **Request form details** screen.

3. Adding Items to Request Forms

To add an item to a request form:

1 Click **Add item** on **Request form items** on the **Request form details** screen.

2 Set the desired options to add an item.

3 Click **Add**.

> **Tip**

- See the following section for request form items.
  "Request form items" on page 252.
- What is an item code?
  An item code is a unique code for identifying an item in a request form.
  Single-byte alphanumeric characters, hyphens (-), and underscores (_) can be used.
  When an item code is duplicated in one request form, an error occurs.
  Up to 100 characters can be entered in a code. If 101 or more characters are entered, the first 100 characters are registered.

4. Previewing Request Forms

To preview a request form:

1 Click **Preview** on **Request form items** on the **Request form details** screen.

2 Select an organization.

3 Select the user from whose viewpoint you want to preview the request form.

4 Confirm the preview of the request form.

5 Click **Close** to close the preview screen.

6 Click **Request form details**.

5. Setting Request Routes

You can set a request route for the request form. The following routes are available:

- **Dedicated routes**:
  Routes that are used by a specific request form.
- **Shared routes**:
  Routes that are shared among multiple request forms.

Setting Dedicated Route

To set a dedicated route as a request route:

1 Click **Set dedicated route** on **Route information** on the **Request form details** screen.

2 Enter the route information.

---

3 Click **Save**.

Setting Shared Route

To set a shared route as a request route:

1 Click **Set shared route** on **Route information** on the **Request form details** screen.

2 Select a shared route.

3 Click **Save**.

4 Proceed to the step 10.

> **Tip**
> - Route code must be unique.
> - A request route can be configured as an approval route or an acknowledgement route, or a combination of an approval route and an acknowledgement route. You can set one of either as a request route.
> - See the following section for adding, editing, and deleting shared routes:
>   "4.13.5 Managing Routes" on page 269.
> - A dedicated route can be changed to a shared route.
>   See "Changing Dedicated Routes to Shared Routes" on page 274.
> - Once overwritten, the dedicated route cannot be recovered.
> - A shared route cannot be changed to a dedicated route.

6. Adding Route Steps to Approval Routes

To add a route step to an approval route:

1 Click **Add** on **Approval route steps** on the **Request form details** screen.

2 Enter the route step information.

3 Click **Add**.

> **Tip**
> - Multiple approvers can be assigned to a single route step.
> - If you select **Allow** on **Allow changes to route**, the users assigned as the processors can change the processors of the route step.
> - The process for the given route step will be terminated in the following cases, if you specify **Approval (all approvers)** in **Step requirement**.
>   - Any one of the approvers sends the request back.
>   - Any one of the approvers rejects the request.
> - What is a step code?
>   A step code is a unique code for identifying a route step.
>   Single-byte alphanumeric characters, hyphens (-), and underscores (_) can be used.
>   When a step code is duplicated in one request form, an error occurs.

Up to 100 characters can be entered in a code. If 101 or more characters are entered, the first 100 characters are registered.

7. Setting Initial Processors for Approval Routes

To set the initial processors for an approval route:

1 Select a route step from **Approval route steps** on the **Request form details** screen.

2 Click **Set initial value**.

3 Click **Add**

4 Select the organizations, users, roles, or applicants you want to set as the default processors.

5 Click ↓ **Add**.

6 Click **Add**.

7 Click **Route step details**.

> **Tip**

- See the following section for the items on the **Initial value settings** screen:
  "Items on the Initial value settings screen" on page 271.

8. Adding Route Steps to Acknowledgment Routes

To add a route step to an acknowledgement route:

1 Click **Add** on **Acknowledgment route steps** on the **Request form details** screen.

2 Enter the route step information.

3 Click **Add**.

> **Tip**

- Multiple approvers can be assigned to a single route step.
- If you select **Allow** on **Allow changes to route**, the users assigned as the processors can change the processors of the route step.
- What is a step code?
  A step code is a unique code for identifying a route step.
  Single-byte alphanumeric characters, hyphens (-), and underscores (_) can be used.
  When a step code is duplicated in one request form, an error occurs.
  Up to 100 characters can be entered in a code. If 101 or more characters are entered, the first 100 characters are registered.

9. Setting Initial Processors for Acknowledgment Routes

To set the initial processors for an acknowledgment route:

1 Select a route step from **Acknowledgment route steps** on the **Request form details** screen.

2 Click **Set initial value**.

3 Click **Add**.

4 Select the organizations, users, roles, or applicants you want to set as the default processors.

5 Click ↓**Add**.

6 Click **Add**.

7 Click **Route step details**.

> **Tip**

- See the following section for the items on the **Initial value settings** screen:
  "Items on the Initial value settings screen" on page 271.

10. Previewing Routes of Request Forms

To preview a request route of a request form:

1 Click **Preview** on **Route information** on the **Request form details** screen.

2 Select an organization.

3 Select the user from whose viewpoint you want to preview the request form.

4 Confirm the preview of the request route.

5 Click **Close** to close the preview screen.

6 Click **Request form details**.

> **Tip**

- You can confirm if the user selected in the step 3 can specify processors according to their organizations or roles.

11. Activating Request Forms

To activate a request form:

1 Click **Activate** on **Request form information** on the **Request form details** screen.

> **Tip**

- You cannot activate request forms without route settings.
- Users can use only activated request forms.

- To edit a request form, we recommend that you inactivate the request form before editing.
- Click **Set to "Inactive"** to inactivate a request form.

Request form items

The following items can be added to a request form:

- **String (one line)**:
  Adds a single-line entry field. You can set field width, maximum input characters, and character restrictions, such as only single-byte characters are allowed.
- **String (multiple lines)**:
  Adds a multiple-line entry field. You can set maximum characters per line and lines per field.
- **Menu**:
  Adds a drop-down list. You can add items to the drop-down list and set its initial value.
- **Option buttons**:
  Adds radio buttons. You can set the radio button labels and set its initial value. Option buttons can be used as a route branching condition.
- **Check box**:
  Adds a check box. You can set the check box label and its initial value. Check box can be used as a route branching condition.
- **Numeric value**:
  Adds a numeric entry field. You can set maximum or minimum value, significant figures, and negative value format. Numeric value can be used as a route branching condition. The entered value can be used for an automated calculation.
- **Automated calculation**:
  Adds an item for an arithmetic operation using values of the items that are positioned above this item. You can set significant figures, negative value format, and calculation method. Values from "Numeric value", "Automated calculation", and "Route search" type items can be used for the automated calculation. Automated calculation can be used as a route branching condition.
- **Date**:
  Adds a date entry field. The two type of formats, "Date only" and "Date and time", are available. You can set its initial value and add description for the item.
- **Attachment**:
  Adds a field for attachments. You can set maximum number of attachments and how to display attachments.
- **Route Search**:
  Adds a field to enter the route and expense of travel by importing information from Route Search Service. You can set items to import from the service. Travel expense can be used as a route branching condition. This service is currently available only in Japanese. Only the transportation in Japan can be displayed.

Example settings:

Subject*	[ ] *
Applicant	👤 Zhou Shi Jie
Purpose	[ ] — a)
Address	[ ] — b)
Request type	[new ▼] — c)
Valid for	◯1 month ◯3 months ◯6 months — d)
Alternative route	☐ I can use another route to commute to work. — e)
Travel time to nearest station	[ ] # hours — f)
	Enter the duration in increments of 0.25 hours (15 minutes).
Travel time on public transportation	[ ] # hours
	Enter the duration in increments of 0.25 hours (15 minutes).
Travel time in total	(Automated calculation) hours — g)
Valid from	[Nov ▼] / [20 (Fri) ▼] / [2015 ▼] 📅 — h)
Attachments	📎 Attach files — i)
Valid between	[ ] [ ] # Yen [←Route search...] — j)

a): String (one line)
b): String (multiple lines)
c): Menu
d): Option buttons
e): Check box
f): Numeric value
g): Automated calculation
h): Date
i): Attachment
j): Route Search

> **Tip**
>
> - You cannot reorder or delete the subject, and cannot change the item type of the subject.
> - Applicant name is not displayed in the Request form items list.
> - Select the **To export** check box to include the item to request data when the data is automatically exported to a CSV file.
> - The following limitations are apply if multiple items are placed on the same row using **Row sharing**:
>   - Only the item name and the description of the leftmost item (the first item) appear in request forms.
>   - Only the item name of the leftmost item will be included in the error messages that appear when a wrong value is entered.
> - You can set user rights to the request form items. See the following section for the details: "Granting Access Privileges for Request Form Items" on page 266.

4.13.3 Managing Request Forms

Request forms can be organized using categories. You can set user rights and operational administrative privileges for each category.

Select a category to display a list of request forms that are categorized according to their purpose. Add dividers to the list to lay out request forms.

Adding Categories

To add a category:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category to which you want to add a category.

5 Click **Add category**.

6 Enter the category information.

7 Click **Add**.

> **Tip**
> • Category code must be unique.
> • To add titles in multiple languages, click **Add localized name** in **Title**.

Editing Categories

To edit a category:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category of which you want to edit the details.

5 Click **Details**.

6 Click **Edit**.

7 Edit the options for the category.

8 Click **Save**.

Moving Categories

To move a category:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category that you want to move.

5 Click **Details**.

6 Click **Move**.

7 Select the category to which you want to move the category.

8 Click **Move**.

Tip

• You cannot move the "(Root)" category or the "(Uncategorized)" category.

Removing Categories

To remove a category:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category that you want to remove.

5 Click **Details**.

6 Click **Delete**.

7 Click **Yes**.

Tip

• If the category is removed, all request forms in the category and in their subcategories are moved to the "(Uncategorized)" category. You cannot set user rights or operational administrative privileges for the request forms in the "(Uncategorized)" category.

- If the category is removed, all of their subcategories are also removed.
- You cannot remove the "(Root)" category or the "(Uncategorized)" category.
- You cannot remove the categories that have 15 subcategories or more.

Adding Dividers to a Request Form List

To add a divider:

1　Click **Application settings**.

2　Click **Workflow**.

3　Click **Request forms**.

4　Select the category in which you want to add a divider.

5　Click **Add divider**.
　　The dividers are added to the bottom of the request form list.

Removing Dividers from a Request Form List

To remove dividers:

1　Click **Application settings**.

2　Click **Workflow**.

3　Click **Request forms**.

4　Select the category from which you want to remove dividers.

5　Select the dividers that you want to remove.

6　Click **Delete**.

7　Click **Yes**.

Copying Request Forms

To copy request forms:

1　Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request forms that you want to copy.

5 Select the request forms that you want to copy.

6 Click **Copy**.

7 The copied forms are added to the bottom of the request form list.

>   **Tip**

- If you copy the request form that uses a dedicated route, the new request form will be set to inactive.
- When the copy source form is set to **Active** and uses a shared route, the new request form will also be set to **Active**.
- When the request numbering and approval numbering have been enabled in the copy source form, the numberings are also applied to the new form.
  The new request form is reset to the last approval number.
  The last request number is not reset.

Moving Request Forms

To move a request form to another category:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category from which you want to move a request form.

5 Select the request form that you want to move.

6 Click **Move** on **Request form information**.

7 Select the category to which you want to move the form.

8 Click **Move**.

Reordering Subcategories

To reorder subcategories:

1   Click **Application settings**.

2   Click **Workflow**.

3   Click **Request forms**.

4   Select the category of which you want to reorder the subcategories.

5   Click **Details**.

6   Click **Reorder subcategories**.

7   Change the display order of the subcategories.

8   Click **Save**.

Reordering Request Forms or Dividers

To reorder request forms or dividers:

1   Click **Application settings**.

2   Click **Workflow**.

3   Click **Request forms**.

4   Select the category in which you want to reorder the request forms.

5   Click **Details**.

6   Click **Reorder request forms/dividers**.

7   Change the display order of the forms and dividers.

8   Click **Save**.

Deleting Request Forms

To delete a request form:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category from which you wan to delete a request form.

5 Select the request form that you want to delete.

6 Click **Delete** on **Request form information**.

7 Click **Yes**.

> **Tip**
> - In step 5, clicking **Delete all request forms in category** and then **Yes** deletes all request forms in the selected category.
> - If you delete a request form, the requests that were created using the request form will remain in the category in which the request form was stored.
> - The "Deleted" label next to the request form name in the request list indicates that the request form was deleted.

4.13.4 Editing Request Forms

Edit the request form information and items in the form.
When you edit a request form, the changes affect the following requests:
- New requests
- New requests created by reusing
- Requests saved as draft

The changes do not affect the following requests:
- Requests in progress
- Requests already completed

Editing Request Form Information

To edit request form information:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form that you want to edit.

5 Select the request form that you want to edit.

6 Click **Edit** on **Request form information**.

7 Edit the request form information.

8 Click **Save**.

Setting Request Form Icon

To set a request form icon:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form for which you want to set an icon.

5 Select the request form for which you want to set an icon.

6 Click **Set** icon on **Request form information**.

7 Select the icon that you want to use.

8 Click **Save**.

Setting Request & Approval Numbers

You can set a sequential number in request data.

Both the request number and the approval number can be used for a sequential number. You can use both, or each one individually.

- Request number
  Number assigned to a request when it is submitted.
- Approval number
  Number assigned to a request when it is approved by the final approver. When both the request and approval numberings are available, the approval number is displayed to the right of the request number.

To set request and approval numbers:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form for which you want to set request and approval numbers.

5 Select the request form for which you want to set request and approval numbers.

6 Click **Request & Approval numbering** on **Request form information**.

7 Set the request and approval numbering scheme.
Request numbers can be arranged in the following schemes.

- Unique across all request forms: Sequential numbers that are common to all request forms are assigned to all requests.
- Unique within each form: Sequential numbers that are unique to each request form are assigned to requests created using the form.
- None: No request number is assigned to requests.

You can select one of the following formats for the approval numbers:

- Unique within each form: Sequential numbers that are unique to each request form are assigned to requests created using the form.
- None: No approval number is assigned to requests.

8 Click **Save**.
If you have selected either of the following request numbering schemes in step 7, you cannot set the format. Click **Save** without specifying anything for the format field.

- Unique across all request forms
- None

Format of Request Numbers and Approval Numbers

The following keywords can be used for the format of the request numbers and the approval numbers.
Use only single-byte alphanumeric characters for the keywords.
To use symbols or text, place them before or after the keyword.

Usable Keywords in Numbers

Keyword	Description	Example		Display example
		Request Number Format	Approval Number Format	
%SN%	Includes a sequential number of the request number.	A-%SN%		A-1, A-2...
%AN%	Includes a sequential number of the approval number.		B-%AN%	B-1, B-2...
%YYYY%	Includes the year with four digits.	%YYYY%-%SN%	%YYYY%-%AN%	2016-1, 2016-2...
%YY%	Includes the last two digits of the year.	%YY%-%SN%	%YY%-%AN%	10-1, 10-2...
%MM%	Includes the month.	%YY%-%MM%-%SN%	%YY%-%MM%-%AN%	10-07-1, 10-07-2...
%DD%	Includes the date.	%YY%%MM%%DD%-%SN%	%YY%%MM%%DD%-%AN%	160730-1, 160730-2...

Setting Number of Digits

You can set the number of digits for the request and approval numbers using the keyword.

Up to 10 digits can be used. Numbers other than "0" cannot be used.

This section assumes the number starts from "1".

Number of Digits	Number of Digits Format		Display of Numbers in Request Data	Notes
	Request Number	Approval Number		
The number of digits is not specified	%SN%	%AN%	1	
1 Digit	%0SN%	%0AN%	1	When the number of digits of an assigned number is greater than the number of zeros in the format, the number of digits of the displayed number exceeds the specified number of digits. • When the format is "%000SN%", which sets the number of digits to 3 • If the request number reaches "099", the next number is "100". • If the request number reaches "999", the next number is "1000".
2 Digit	%00SN%	%00AN%	01	
3 Digit	%000SN%	%000AN%	0001	
4 Digit	%0000SN%	%0000AN%	00001	
5 Digit	%00000SN%	%00000AN%	000001	
6 Digit	%000000SN%	%000000AN%	0000001	
7 Digit	%0000000SN%	%0000000AN%	00000001	
8 Digit	%00000000SN%	%00000000AN%	000000001	
9 Digit	%000000000SN%	%000000000AN%	0000000001	
10 Digit	%0000000000SN%	%0000000000AN%	00000000001	

Tip

- If "Request number annual changeover" is enabled, the setting will be applied to the keywords for dates such as %YYYY%, %YY%, %MM%, and %DD%.
- The time zone of the default locale is applied to the keywords for dates.
- If you change the number format after the request form has been activated, the change will be applied to the requests submitted or last approved after the form was changed. The change will not be applied to the requests that have a sequential number assigned.
- If an invalid number of digits is used, it will not be recognized as a keyword so that the value will appear as it is in the request data.
  Example of invalid number of digits: %F00SN%
  Display of numbers in request data: %F00SN%

Initializing Request & approval numbers of Request Forms

You can initialize the request numbers and approval numbers.
The request numbers can be initialized only if you have selected "Unique within each form" on the **Request numbering** screen.

To initialize request or approval numbers of a request form:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form that you want to initialize its numbers.

5 Select the request form that you want to initialize its numbers.

6 Click **Initialize** of which number you want to initialize on Request form information.
- To initialize request numbers:
  Click "Initialize" of "Last request number".
- To initialize approval numbers:
  Click "Initialize" of "Last approval number".

7 Specify the first number for the new request or approval number.
The request and approval numbering will start at the number following the specified request number.

8 Click **Initialize**.

9 Click **Yes**.

Enabling Auto Add to Scheduler

You can enable auto add an appointment, which is created when a request is approved, to Scheduler.

If this feature is enabled, an appointment that is created when a request is approved by the last approver with a date that has been mentioned in the request will be added to Scheduler of the applicant automatically. This feature is available only when the "Date" field exists in the request form.

The following types of appointments will be added to Scheduler:
- Regular appointments
- All day appointments

To enable auto add to Scheduler:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form that you want to enable auto add to Scheduler.

5 Select the request form that you want to enable auto add to Scheduler.

6 On the "Request form details" page, select "Set auto add to Scheduler".

7 On the "Set auto add to Scheduler" page, select the "Enable auto add to Scheduler" check box, then configure the details of the appointment to be added to Scheduler.

8 Click **Save**.

When the appointment is added to Scheduler, "An appointment was added to Scheduler. Check the appointment" appears on the user's "Request details" page. To display the appointment details page, click "Check the appointment".

This message appears only on the user's "Request details" page for the applicant.

Tip

- The default value of visibility of the appointment to be added to Scheduler automatically is always "Public".
- The URL link for the request that created the appointment is added to the Notes field.
- If it fails to add an appointment to Scheduler, a message "Failed to add an appointment to Scheduler." appears on the user's "Request details" page.
  The main causes of failure are as follows:
  - In the request form, the start date and time is later than the end date and time.
  - The approved date is not valid.
  - The applicant is not allowed to use Scheduler.
  - Scheduler is disabled in Basic system administration.

Adding Blank Lines in Request Forms

To add a blank line on the request form:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to add blank lines.

5 Select the request form in which you want to add blank lines.

6 Click **Add blank line** on **Request form items**.

7 Click **Yes**.
The blank lines are added to the bottom of the request form item list.

Reordering Request Form Items

To reorder request form items:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to reorder the items.

5 Select the request form in which you want to reorder the items.

6 Click **Reorder** on **Request form items**.

7 Change the display order of the request form items.

8 Click **Save**.

Granting Access Privileges for Request Form Items

You can grant item access privileges for each route step.
The item access privileges can be set only to approval routes.

Access privilege setting is available to the following item types:
- String (one line)
- String (multiple lines)
- Date
- Numeric value
  You cannot grant access privileges to the items if one of the following conditions met:
  - The item is specified as the route branching item.
  - The item is used for an automated calculation item, and the automated calculation item is specified as the route branching item.
- Attachment

To grant access privileges for a request form item:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to grant item access privileges.

5 Select the request form in which you want to grant item access privileges.

6 Click **Set item access privileges** on **Request form items**.

7 Click **Edit** on the item that you want to edit the privileges.

8 Select the check boxes for each route step to grant the privileges.

9 Click **Save**.

If a single user is granted multiple access privileges in different route steps, the privilege applied to the user is as follows:

- **Sent items**:
  Access privileges of the applicant
- **Results**:
  Access privileges of the applicant
- **Inbox**:
  Access privileges of the route step nearest to the current step
- **Unprocessed**:
  Access privileges of the current route step
- **Proxy approval**:
  Access privileges of the current route step
- **Pending approval**:
  Access privileges of the approval route step nearest to the last approval among the steps to which the user is assigned

| **Tip** |

- If you set access privileges for the Attachment item specified as required, applicants or processors must attach one or more files.
- The access privileges are not applied to the Public list.

Editing Request Form Items

To edit a request form item:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to edit the items.

5 Select the request form in which you want to edit the items.

6 Select the request form item that you want to edit.

7 Click **Change**.

8 Edit the options for the request form item.

9 Click **Save**.

Copying Request Form Items

To copy request form items:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to copy items.

5 Select the request form in which you want to copy items.

6 Select the request form items that you want to copy.

7 Click **Copy**.
The copied items are added to the bottom of the request form item list.

8 Click the new request form to display the "Request form details".

9 Click **Edit** on "Request form information" to edit the request name.

10 You can edit request form items and the request route if you want.

> **Tip**
> - When the request numbering and approval numbering have been enabled in the copy source form, the numberings are also applied to the new form. The value of "0" is set to the following numbers in the new form:
>   - Last request number
>   - Last approval number

Removing Request Form Items and Blank Lines

To remove request form items:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form from which you want to remove items.

5 Select the request form from which you want to remove items.

6 Select the items and blank lines that you want to remove.

7 Click **Delete**.

8 Click **Yes**.

> **Tip**

- In step 6, under "Request form items", clicking **Delete all items** and then **Yes** removes all request form items and blank lines.
- You cannot remove **Subject** or **Applicant**.
- If you remove the item used for **Route branch information**, the branch information is also removed.

4.13.5 Managing Routes

Adding Shared Routes

A request route is a path along which a request proceeds for approval or acknowledgement.
The following routes are available:

- Shared routes:
  Routes shared among multiple request forms.
- Dedicated routes:
  Routes used by a specific request form.

Adding shared routes in advance will help you to create new request forms easily.
Routes can be configured using the following procedures:
1. Adding request routes
2. Adding approval route steps
3. Setting default processors for each approval route step
4. Adding acknowledgment route steps
5. Setting default processors for each acknowledgment route step
6. Setting whether to allow applicants to change initial values of route steps

> **Tip**

- A dedicated route can be changed to a shared route.
- A shared route cannot be changed to a dedicated route.

1. Adding Request Routes

To add a shared route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Click **Add shared route**.

6 Enter the route information.

7 Click **Add**.

Tip

- Route code must be unique.

2. Adding Approval Route Steps

To add an approval route step to the shared route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Select the shared route to which you want to add a route step.

6 Click **Add** on **Approval route steps**.

7 Enter the route step information.

8 Click **Add**.

Tip

- You can add multiple approvers to a single route step.
- To allow processors to change the request route, select **Allow** on **Allow changes to route**.
- What is a step code?
  A step code is a unique code for identifying a route step.
  Single-byte alphanumeric characters, hyphens (-), and underscores (_) can be used.
  When a step code is duplicated in one request form, an error occurs.
  Up to 100 characters can be entered in a code. If 101 or more characters are entered, the first 100 characters are registered.

3. Setting Default Processors for Each Approval Route Step

To set the default processors for each approval route step:

1 Select a route step on approval route steps on the **Route details** screen.

2 Click **Set initial value**.

3 Click **Add**.

4 Select the organizations, users, or roles that you want to specify as initial values.

5 Click ↓ **Add**.

6 Click **Add**.

7 Click **Route step details**.

Items on the Initial value settings screen

The following options are available on the **Initial value settings** screen:

Setting (Omitted)

If you set **(Omitted)** in the step 3, the process of the route step will be omitted.
You cannot omit the last step of an approval route.

Setting superior selection

When "Select superior" is enabled, when an applicant submits a request, a superior for the applicant is selected as a processor in the route step automatically.

The selectable superiors are the users who have the target role in or above the applicant's organization.

When no superior for an applicant exists within "Priority organization", a superior in an organization located at the one upper level of "Priority organization" is set as a processor. When no superior exists in the one upper level organization, a superior in an organization located at the one more upper level of the organization is set as a processor.

To set superior selection:

1 Click **Edit** in **Select superior** on the **Initial value settings** screen.

2 Select **Only superiors of applicant are selectable**.

3 Click **Save**.

Allowing applicants to change the initial value

Applicants can change the default processors when they submit requests.

1 Click **Edit** on **Allow changes to initial value** on the **Initial value settings** screen.

2 Select **Allow** in **Allow applicant to change initial value**.

3 Click **Save**.

Forbidding applicants to change the initial value

Applicants can change the default processors when they submit requests.
To forbid applicants to change the default processors, edit the setting as follows:

1 Click **Edit** on **Allow changes to initial value** on the **Initial value settings** screen.

2 Clear the **Allow** check box in **Allow applicant to change initial value**.

Removing Initial values

You can remove all or selected initial values.
See the following section for removing default processors:
"Removing Default Processors for Route Step" on page 280.

4. Adding Acknowledgment Route Step

To add an acknowledgement route step:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Select the shared route to which you want to add a route step.

6 Click **Add** on **Acknowledgment route steps**.

7 Enter the route step information.

8 Click **Add**.

> **Tip**
>
> - You can add multiple approvers to a single route step.
> - To allow processors to change the request route, select **Allow** on **Allow changes to route**.
> - What is a step code?
>   A step code is a unique code for identifying a route step.

Single-byte alphanumeric characters, hyphens (-), and underscores (_) can be used.
When a step code is duplicated in one request form, an error occurs.
Up to 100 characters can be entered in a code. If 101 or more characters are entered, the first 100 characters are registered.

5. Setting Default Processors for Each Acknowledgment Route Step

To set the default processors for each acknowledgment route step:

1 Select a route step on **Acknowledgment route step** on the **Route details** screen or the **Request form details** screen.

2 Click **Set initial value**.

3 Click **Add**

4 Select the organizations, users, or roles that you want to specify as initial values.

5 Click ↓ **Add**.

6 Click **Add**.

7 Click **Route step details**.

> | Tip

- See the following section for the items on the **Initial value settings** screen:
  "Items on the Initial value settings screen" on page 271.

Adding Dividers to a Shared Route List

To add a divider to a shared route list:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Click **Add divider**.

6 Click **Yes**.

Reordering Items in a Shared Route List

To reorder routes and dividers:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Click **Reorder routes/dividers**.

6 Change the display order of the routes and dividers.

7 Click **Save**.

Viewing Request Forms Using the Same Route

To view the request forms using the same route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes** or **Dedicated routes**.

5 Select the route that you want to view the request forms.

6 Click **View request forms using this route** on **Route information**.

7 Confirm the number or names of the request forms by which the selected route is used.

Changing Dedicated Routes to Shared Routes

A dedicated route can be changed to a shared route. A shared route cannot be changed to a dedicated route.

Changing routes on the request form details screen

To change a dedicated route to a shared route on the **Request form details** screen:

1 Click **Application settings**.

2 Click **Workflow.**

3 Click **Request forms**.

4 Select the category containing the request form in which you want to change the route.

5 Select the request form in which you want to change a dedicated route to a shared route.

6 Click **Share route** on **Route information**.

7 Click **Yes**.

Changing routes on the route list screen

To change a dedicated route to a shared route on the **Route list** screen:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Dedicated routes**.

5 Select the dedicated route that you want to change to a shared route.

6 Click **Make shared route** on **Route information**.

7 Click **Yes**.

Removing Shared Route

To remove a shared route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Select the shared route that you want to remove.

6 Click **Delete** on **Route information**.

7 Click **Yes**.

> **Tip**
- If you remove shared routes, request routes are also removed from report forms that were created using the removed shared route.

4.13.6 Editing Routes

If you edit a request route, the changes are reflected in the following requests:
- Requests that are created from a draft
- Requests that are created by reusing another request

> **Tip**
- The changes are not reflected in the following requests:
  - Requests in progress
  - Requests that have been sent back
  - Requests that are created after withdrawal

Editing Administrative Memos for Routes

To edit an administrative memo on a route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes** or **Dedicated routes**.

5 Select the route of which you want to edit the administrative memo.

6 Click **Edit** on **Administrative memo**.

7 Edit the notes about the route.

8 Click **Save**.

> **Tip**
- Administrative memos are displayed on the **Route list** screen.

Editing Route Information

Editing shared route information

To edit shared route information:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Select the shared route that you want to edit the details.

6 Click **Edit** on **Route information**.

7 Edit the route information.

8 Click **Save**.

Editing dedicated route information

To edit dedicated route information:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Dedicated routes**.

5 Select the dedicated route that you want to edit the details.

6 Click **Edit** on **Route information**.

7 Edit the route information.

8 Click **Save**.

> **Tip**
> • You can also edit the route information on the **Request form details** screen.

Editing Route Steps

Editing route steps of shared routes

To edit a route step of a shared route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Select the shared route in which you want to edit the route steps.

6 Select the route step that you want to edit the details.

7 Click **Edit**.

8 Edit the route step information.

9 Click **Save**.

Editing route steps of dedicated routes

To edit a route step of a dedicated route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to edit the route steps.

5 Select the request form in which you want to edit the route steps.

6 Select the route step that you want to edit the details.

7 Click **Edit**.

8 Edit the route step information.

9 Click **Save**.

Reordering Route Steps

Reordering route steps in a shared route

To reorder route steps:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Select the shared route in which you want to reorder the route steps.

6 Click **Reorder** on **Approval route steps** or **Acknowledgment route steps**.

7 Change the display order of the route steps in the approval route or the acknowledgment route.

8 Click **Save**.

Reordering route steps in a dedicated route

To reorder route steps:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to reorder the route steps.

5 Select the request form in which you want to reorder the route steps.

6 Click **Reorder** on **Approval route steps** or **Acknowledgment route steps**.

7 Change the display order of the route steps in the approval route or the acknowledgment route.

8 Click **Save**.

Removing Default Processors for Route Step

Removing default processors for route steps in shared routes

To remove default processors for a route step in a shared route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Select the shared route in which you want to remove the default processors from a route step.

6 Select the route step from which you want to remove the default processors.

7 Click **Set initial value**.

8 Select the organizations, users, or roles that you want to remove.

9 Click **Remove**.

10 Click **Yes**.

> **Tip**
> • In step 8, clicking **Delete all** and then **Yes** removes all default processors for the selected route step.

Removing default processors for route steps in dedicated routes

To remove default processors for a route step in a dedicated route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to remove the default processors.

5 Select the request form in which you want to remove the default processors.

6 Select the route step from which you want to remove the default processors.

7 Click **Set initial value**.

8 Select the organizations, users, or roles that you want to remove.

9 Click **Remove**.

10 Click **Yes**.

> **Tip**

- In step 8, clicking **Delete all** and then **Yes** removes all default processors for the selected route step.

Removing Route Steps

Removing route steps of shared routes

To remove a route step of a shared route:

1 Click **Application settings**.

2 Click **Workflow.**

3 Click **Route list**.

4 Click **Shared routes**.

5 Select the shared route from which you want to remove a route step.

6 Select the route step that you want to remove.

7 Click **Delete**.

8 Click **Yes**.

Removing route steps of dedicated routes

To remove a route step of a dedicated route:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form from which you want to remove a request step.

5 Select the request form from which you want to remove a request step.

6 Select the route step that you want to remove.

7 Click **Delete**

8 Click **Yes**.

4.13.7 Managing Route Branches

A route branch is a function that allows requests to skip some of the route steps if a certain value is specified by the applicant.

A route branch can be configured if one of the following items is included in the request form:

- Menu
- Numeric value
- Option buttons
- Check box
- Numeric value
  You cannot set the item as the route branching item if one of the following conditions met:
  - Access privileges have been granted to the item.
  - The item is used for an automated calculation item, and access privileges have been granted to the automated calculation item.
- Automated calculation

Setting a Route Branch

To set a route branch for a request form:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to set a route branch.

5 Select the request form in which you want to set a route branch.

6 Click **Edit** on **Route branch information**.

7 Specify the request form item from which you want to branch the route.

8 Click **Save**.

> **Tip**
> * The route branch cannot be shared even if a route branch is configured in a shared route.
> * Once a route branch is set, you cannot edit the route branch information. To edit the route branch information, remove the exiting route branch and set a new route branch.

Removing a Route Branch

To remove a route branch from a request form:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form from which you want to remove a route branch.

5 Select the request form from which you want to remove a route branch.

6 Click **Delete** on **Route branch information**.

7 Click **Yes**.

Adding Branching Condition

To add a branching condition:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form to which you want to add branching conditions.

5 Select the request form to which you want to add branching conditions.

6 Click **Add** on **Route branch list**.

7 Enter the branching condition.

8 Click **Add**.

Tip

- Only one item can be used as a branching condition.
- If multiple branching conditions are specified, they are applied from the top of the list.

Editing Branching Condition

To edit a branching condition:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to edit branching conditions.

5 Select the request form in which you want to edit branching conditions.

6 On **Route branch** list, select the branching condition that you want to edit.

7 Click **Edit**.

8 Edit the branching condition.

9 Click **Save**.

Reordering Branching Conditions

To reorder branching conditions:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to reorder branching conditions.

5 Select the request form in which you want to reorder branching conditions.

6 Click **Reorder** on **Route branch list**.

7 Change the display order of the branching conditions.

8 Click **Save**.

Removing Branching Condition

To remove a branching condition:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form from which you want to delete branching conditions.

5 Select the request form from which you want to delete branching conditions.

6 On **Route branch** list, select the branching condition that you want to remove.

7 Click **Delete**.

8 Click **Yes**.

4.13.8 Managing Requests

Administrators are permitted to take the following actions according to their privileges:
- Viewing requests
- Deleting requests
- Editing request routes

Status of Requests

- **Draft**:
  The status when the request is saved as a draft by the applicant. When the applicant submits a draft, its status is changed to "In progress".
- **In progress**:
  The status after the applicant submits the request and before the last approver approves it. If an approver sends back the request, the process remains "In progress".
  If the request has an acknowledgement route only, "In progress" is displayed until the last acknowledger acknowledges the request.
- **Approved**:
  The status after the first approver approves the request and before the last approver approves it. If the request has an approval route and an acknowledgement route, "Approved" is displayed until the last acknowledger acknowledges the request.
- **Rejected**:
  The status when the request is rejected by an approver. The process terminates and the notifications are not sent to the processors in any subsequent route steps.

- **Cancelled**:
  The request status changes from "In progress" to "Cancelled" in the following cases:
  - The applicant withdraws the request before the first processor processes it.
  - The applicant cancels the request before the last approver processes it, if the request has an approval route.
  - The applicant cancels the request before the last acknowledger processes it, if the request has an acknowledgement route only.
- **Complete**:
  The status when all processes in all route steps are complete.

Filtering Requests by Status

To filter requests by status:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Manage requests**.

4 Select a category.

5 Select a request form.

6 Select the status to filter the requests.

7 Click **Filter**.

Printing Requests

To print a request:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Manage requests**.

4 Select a category.

5 Select a request form.

6 Select the request that you want to print.

7 Click **Printable version**.

8 Set the desired options such as text size and locale.

9 Click **Print**.

Viewing Route History of Request Data

To view the route history of a request data:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Manage requests**.

4 Select a category.

5 Select a request form.

6 Select the request of which you want to view the route history.

7 Click **Route history**.

8 Confirm the history of the changes made to the route.

Changing Processors of Route Steps

To change processors of a route step:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Manage requests**.

4 Select a category.

5 Select a request form.

6 Select the request of which you want to change the processors.

7 Select the route step that you want to change the processors.

8 Click **Edit**.

9 Change the processors of the route step.

10 Click **Save**.

> **Tip**

- The processors of a route step can be edited if all of the following conditions are met:
  - The status is "In progress".
  - Changes to the route are allowed for the route step.
- The route step cannot be changed if changes to routes are not allowed in General settings.

Exporting Request Data Automatically

If "Export automatically" on "Automatic export" is specified for the request form, each request is exported to a CSV file after its final approval.
These output files are saved in the directory where Garoon is installed.

This section assumes that Garoon is installed in the following environment:
- Install identifier: cbgrn
- Install directory:
  - On Windows: C:\Program Files\Cybozu
  - On Linux : /usr/local/Cybozu/

The directory to store request data and the CSV file name are as follows:
- On Windows OS:
  C: \Program Files\Cybozu\mysql-5.0\files\cbgrn\workflow\(Request data export directory)\(Internal ID).csv
- On Linux OS:
  /usr/local/Cybozu/mysql-5.0/files/cbgrn/workflow/(Request data export directory)/(Internal ID).csv

To set "Export automatically" enabled:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category containing the request form in which you want to set automatic export.

5 Select the request form in which you want to set automatic export.

6 Click **Edit** on **Request form information**.

7   Select **Export automatically** on **Automatic export**.

8   Enter the directory to export requests in Request data export directory.

9   Click **Save**.

> **Tip**

- Only single-byte alphanumeric characters, hyphens (-), and underscores (_) can be entered for the directory.
- If automatic export is set, you can also specify whether to include each request form item in the exported CSV files.

Making Requests Public

Once you make requests public, the following users can view the request details:
- The applicants
- The processors
- The specified organizations, users, and roles

You can configure the public settings in each category.

To make requests public in each category:

1   Click **Application settings**.

2   Click **Workflow**.

3   Click **Make request public settings**.

4   Select the category in which you want to make public requests.

5   Click **Edit**.

6   Click **Add**.

7   Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

8   Click **Add**.

> **Tip**

- Only the requests whose process has completed can be made public.
- When you configure public settings on a subcategory, all parent categories above that subcategory must be configured with the same public settings.
- Once you make requests public, the permitted users can view all details of the requests, regardless of access privileges of the request form items. If you have already granted access privileges for request form items, you must consider whether or not to make the request public.
- You cannot configure public settings in the "(Uncategorized)" category.

Deleting Requests

When a request is deleted, the data sent to applicants and processors is also deleted from their request lists such as Recent and Inbox.

The request deletion is permanent.

To delete a request:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Manage requests**.

4 Select a category.

5 Select the request form that is used for the request that you want to delete.

6 Select the request that you want to delete.

7 Click **Delete**.

8 Click **Yes**.

> **Tip**
> - In step 6, clicking **Delete all requests made using forms in this category** and then **Yes** deletes all requests made using the selected request form.
> - To delete multiple requests at once, in step 6, select the check boxes for all requests that you want to delete.

4.13.9 Setting Up Proxies

Delegators are permitted to take the following actions for the requests submitted by their proxies:
- Viewing the requests
- Withdrawing the requests
- Cancelling the requests
- Reusing the requests

To set proxies:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Proxy settings**.

4   Select the organizations of which the user is a member.

5   Click "Edit" on the user that you want to change the proxies.

6   Select a proxy approver or a proxy applicant, and click ←**Add**.

7   Click **Save**.

> **Tip**

- To set proxies, you must select **Yes** in the following options on the **General settings** screen:
  - Allow proxy requests
  - Allow proxy approval
    See "4.13.1 Setting Up Workflow" on page 244.
- When a proxy applicant submits a request, an e-mail notification is sent to both the proxy applicant and the actual applicant.
- The proxy approver does not receive an e-mail notification about the request.

4.13.10 Managing Privileges for Workflow

Setting User Rights for Categories

The following privileges are available for each organization, user, or role:
- View

Users can use all request forms in the categories where users are granted view rights.
To grant user rights for subcategories, you must grant user rights for all their parent categories.

To set user rights for a category:

1   Click **Application settings**.

2   Click **Workflow**.

3   Click **Edit user rights**.

4   Select the category where you want to grant user rights.

5   Click **Edit**.

6   Click **Add**.

7   Select the organizations, users, or roles to which you want to grant the user rights, and click ←**Add**.

8 Click **Add**.

> **Tip**
> - User rights for the category can be granted to organizations, users, or roles.
> - You cannot grant user rights for the "(Uncategorized)" category.
> - You can remove the user rights on the **User rights** screen that appears after step 5.

Granting Operational Administrative Privileges for Categories

To grant operational administrative privileges for a category:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Operational administrators**.

4 Select the category where you want to grant operational administrative privileges.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant the privilege, and click
↓ **Add**.

8 Click **Add**.

> **Tip**
> - The menus to manage categories and request forms appear only on the **Workflow** screen for the operational administrators.
> - You cannot grant operational administrative privileges for the "(Uncategorized)" category.
> - You can remove the privileges on the **Operational administrators** screen that appears after step 5.

4.13.11 Managing Workflow with Files

If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

Managing Request Form Data with XML Files

We recommend that you do not edit the exported XML files. Use the files only to back up and restore data.
If there are conflicting request form codes in the specified category and in the XML file, the imported data will overwrite the existing request form codes.

To manage request form data with an XML file:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Request forms**.

4 Select the category of which you want to manage the request form data.

5 Click **Import from XML file** or **Export to XML file**.

6 To import a file: Specify the file to upload and then click **Import**.
   To export data: Click **Export**.

> **Tip**
> - An error occurs in the following cases:
>   - There are conflicting request form codes in other categories and in the XML file.
>   - The shared route used in the XML file does not exist on Garoon.
>   - Both access privileges and route branching settings are set for the item whose item type is numeric value or automated calculation.
> - Individual codes for each item, route step, and item for JavaScript customization
>   - When an XML file for which a code has not been set is imported, a relevant code is set for the blank field.
>   - Up to 100 characters can be imported in a code. If a code contains 101 characters or more, the first 100 characters are imported.
>   - When a code is duplicated in an XML file, an error occurs.
>   - If characters other than single-byte alphanumeric characters, hyphens (-), and underscores (_) are set in the code, an error occurs.
> - If you import a request form that uses a shared route, the route branching conditions will be imported with no steps omitted. The check boxes of all steps will be selected on the imported form.

Managing Shared Route Data with XML Files

We recommend that you do not edit the exported XML files. Use the files only to back up and restore data.
If there are conflicting route codes in the existing shared routes and in the XML file, the imported data will overwrite the existing route codes.

To manage shared route data with an XML file:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Route list**.

4 Click **Shared routes**.

5 Click **Import from XML file** or **Export to XML file**.

6 Specify an XML file to import or export the data to an XML file.

> **Tip**

- If there are conflicting route codes in the existing dedicated routes and in the XML file, an error occurs.
- Step codes
  - When an XML file for which a code has not been set is imported, a relevant code is set for the blank field.
  - Up to 100 characters can be imported in a code. If a code contains 101 characters or more, the first 100 characters are imported.
  - When a code is duplicated in an XML file, an error occurs.
  - If characters other than single-byte alphanumeric characters, hyphens (-), and underscores (_) are set in the code, an error occurs.
- If you overwrite an existing shared route with XML file data, the route branching conditions will be imported with no steps omitted. The check boxes of all steps will be selected on the imported form.
- Only view rights will be set for all route steps, even if you have granted user rights for each route step.

Exporting Requests to CSV Files

To export requests to a CSV file:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Manage requests**.

4 Select a category.

5 Select the request form for exporting requests.

6 Click **Export to CSV file**.

7 Set the desired options such as conditions for the export, fields to be exported, and encoding for the export, and click **Export**.

8 Save the file.

> **Note**
> * When the **Include header row** option is selected, the column headings only of the first processor of the first route will be exported. The column headings of the second and subsequent processors of the first route and the column headings of the second and subsequent routes will not be exported.

Managing Data with CSV Files

The following data can be managed using CSV files:
* Categories
* Category names
* Category access privileges
* Proxies

Importing data

To import Workflow data:

1 Click **Application settings**.

2 Click **Workflow**.

3 Click **Import from CSV file**.

4 Select the data type that you want to import.

5 Set the desired options, and click **Next >>**.

6 Confirm the CSV file contents and click **Import**.

> **Tip**
> * The following login names must be registered on Garoon before importing a CSV file:
>   * Login names for application users
>   * Login names for proxy applicants
>   * Login names for proxy approvers
> * The users who do not exist in the CSV file and the members whose organization or role does not exist in the CSV file will not be able to use Workflow after the CSV file has been imported.
> * If a user has multiple login names in a CSV file, only the last login name will be imported.
> * Be aware of the followings when you import access privileges data from CSV files:
>   * If the categories described in a CSV file do not exist on Garoon, an error occurs.
>   * Only the difference from the current user right data will be imported.

Exporting data

To export Workflow data:

1 Click **Application settings**.

2   Click **Workflow**.

3   Click **Export to CSV file**.

4   Select the data type that you want to export.

5   Set the desired options and click **Export**.

6   Save the file.

4.14 MultiReport

MultiReport is an application to create and view reports such as minutes and daily reports on your Web browser.

MultiReport can be configured using the following procedures:

Step 1. Setting up MultiReport

Step 2. Adding report forms and activating them

Step 3. Setting user rights for each category

Step 4. Granting operational administrative privileges

4.14.1 Setting Up MultiReport

The following options are available on the **General settings** screen for MultiReport:

- Comments:
  Activates the **Allow to post comments** check box by default on the **Add report form** screen.
- Rich text:
  Allows users to use rich text format when they post comments or enter multiple lines in an entry field. The rich text editor for Garoon does not support Safari for Macintosh.
- Anchor links:
  Allows users to use anchor links when they post comments. Anchor links is a function to replace a string by a hyper link automatically. If you enter the string ">>" followed by the existing comment number, the hyper link to the corresponding comment can be generated automatically.
- Default visibility:
  Select either of the following to show visibility when a user prepares a report:
  - All users
  - Only attendees and notification recipients

To set up MultiReport:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **General Settings**.

4 Set the desired options.

5 Click **Save**.

4.14.2 Adding Report Forms

Report forms can be added using the following procedures:

Step 1. Adding report forms

Step 2. Editing administrative memos

Step 3. Adding items to report forms
Step 4. Previewing report forms
Step 5. Activating report forms

1. Adding Report Form

To add a report form:

1   Click **Application settings**.

2   Click **MultiReport**.

3   Click **Report forms**.

4   Select the category in which you want to add a report form.

5   Click **New**.

6   Enter the report form information.

7   Click **Add**.

> **Tip**
> - Report form code must be unique.
> - To activate the field to specify attendees, select the **Attendees** check box.

What is enabled fields?

- Attendees:
  The **Attendees** field is used to specify the users who attended the meeting, project, and so on.
  To activate the field to specify attendees, select the **Attendees** check box.
- Outside parties:
  The **Outside parties** field is used to divide the attendees into organizers and participants. To activate the field to specify participants, select the **Outside parties** check box.

> **Tip**
> - The outside parties on the **Report details** screen appear as the links to Address Book, when all of the following conditions are met:
>   - The addresses of the outside parties have been registered in shared address books.
>   - The user who is viewing the report has the user rights for the specified addresses.
>   - The user who is viewing the report has the permissions for Address Book.

2. Editing Administrative Memo

To edit an administrative memo:

1   Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category containing the report form of which you want to edit the administrative memo.

5 Select the report form of which you want to edit the administrative memo.

6 Click **Edit** on **Administrative memo**.

7 Edit the notes about the report form.

8 Click **Save**.

3. Adding Report Form Items

To add a report form item:

1 Click **Add item** on **Report form items** on the **Report form details** screen.

2 Enter the item information.

3 Click **Add**.

> **Tip**
> • Refer the following page about report form items:
> "Report Form Items" on page 300.

4. Previewing Report Forms

To preview a report form:

1 Click **Report form preview** on **Report form items** on the **Report form details** screen.

2 Confirm the preview of the request form.

3 Click **Close** to close the preview screen.

5. Activating Report Forms

To activate a report form:

1 Click **Activate** on **Report form information** on the **Report form details** screen.

2 Click **Yes**.

Tip

- Users can use only the activated report forms.
- To edit a report form, we recommend that you inactivate the report form before editing.
- To deactivate the report form, click **Deactivate** in the step 3.

Report Form Items

The following items can be added to a report form:

- **String (one line)**:
  Adds a single-line entry field. You can set field width, maximum input characters, and character restrictions, such as only single-byte characters are allowed.
- **String (multiple lines)**:
  Adds a multiple-line entry field. You can set maximum characters per line and lines per field.
  The number of characters per line and the number of lines per field are approximate values. The maximum number of characters can be entered in one line and the maximum number of lines per filed vary depending on the Web browser and the character you are using.
- **Menu**:
  Adds a drop-down list. You can add items to the drop-down list and set its initial value.
- **Option buttons**:
  Adds radio buttons. You can set the radio button labels and its initial value.
- **Check box**:
  Adds a check box. You can set the check box label and its initial value.
- **Numeric value**:
  Adds a numeric entry field. You can set maximum or minimum value, significant figures, and negative value format.
- **Date**:
  Adds a date entry field. You can set its initial value and add description for the item.
- **Time**:
  Add a time entry field. You can set its initial value and add description for the item.
- **Attachment**:
  Adds a field for attachments. You can set maximum number of attachments and how to display attachments.

Example settings:

Subject*	[ ] *
Author	👤 Zhou Shi Jie
Feedback	[ ] **a)**
Actions to be taken	⦿Plain text ◯Rich text **b)**
Department in charge	[Sales Group 2 ▼] **c)**
Contact method	◯By e-mail ◯By telephone ◯Not required **d)**
Correspondence with the customer	☐ Done **e)**
	f)
Number of correspondence	[1] # times
First contact: Data	[Nov ▼] / [20(Fri) ▼] / [2015 ▼] 📅 **g)**
First contact:Time	[16 ▼] [40 ▼] **h)**
Attachment	📎 Attach files **i)**

a): String (one line)
b): String (multiple lines)
c): Menu
d): Option buttons
e): Check box
f): Numeric value
g): Date
h): Time
i): Attachment

Tip

- You cannot edit, reorder, or delete the subject.
- Author name is not displayed in the Report form items list.

4.14.3 Managing Report Forms

Adding Categories

To add a category:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category in which you want to add a subcategory.

5 Click **Add category**.

6 Enter the category information.

---

7   Click **Add**.

>   **Tip**
>
> • Category code must be unique.
> • To add subjects in multiple languages, click **Add localized name** in **Subject.**

Editing Category

To edit a category:

1   Click **Application settings**.

2   Click **MultiReport**.

3   Click **Report forms**.

4   Select the category of which that you want to edit the details.

5   Click **Details**.

6   Click **Edit**.

7   Edit the options for the category.

8   Click **Save**.

Reordering Subcategories

To reorder subcategories:

1   Click **Application settings**.

2   Click **MultiReport**.

3   Click **Report forms**.

4   Select the category in which you want to reorder the subcategories.

5   Click **Details**.

6   Click **Reorder subcategories**.

7   Change the display order of the subcategories.

8 Click **Save**.

Moving Categories

To move a category:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category that you want to move.

5 Click **Details**.

6 Click **Move**.

> **Tip**

- You cannot move the "(Root)" category or the "(Uncategorized)" category.

Removing Categories

To remove a category:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category that you want to remove.

5 Click **Details**.

6 Click **Delete**.

7 Click **Yes**.

> **Tip**

- If the category is removed, all report forms in the category and in their subcategories are moved to the "(Uncategorized)" category. You cannot set user rights or operational administrative privileges for the report forms in the "(Uncategorized)" category.
- If the category is removed, all of their subcategories are also removed.

- You cannot remove the "(Root)" category or the "(Uncategorized)" category.
- You cannot remove the categories which have 15 subcategories or more.

Adding Dividers to a Report Form List

To add a divider to a report form list:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category in which you want to add a divider.

5 Click **Add divider**.

6 Click **Yes**.

> **Tip**

- The dividers are added to the bottom of the report form list.

Copying Report Forms

To copy report forms:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category containing the report forms that you want to copy.

5 Select the report forms that you want to copy.

6 Click **Copy**.

> **Tip**

- The "Active" or "Inactive" status will be reflected in the new report form.
- The copied forms are added to the bottom of the report form list.

Reordering Reports or Dividers

To reorder reports or dividers:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category in which you want to reorder the items.

5 Click **Details**.

6 Click **Reorder report forms or dividers**.

7 Change the display order of the forms and dividers.

8 Click **Save**.

Moving Report Forms

To move a report form to another category:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category from which you want to move a report form.

5 Select the report form that you want to move.

6 Click **Move** on **Report form information**.

7 Select the category to which you want to move the form.

8 Click **Move**.

Removing Dividers from a Report Form List

To remove dividers:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category from which you want to remove dividers.

5 Select the dividers that you want to remove.

6 Click **Delete**.

7 Click **Yes**.

Deleting Report Forms

Before deleting a report form, you must consider the possible impacts on MultiReport operation.
If you delete a report form, the following functions will be disabled on the reports that have been created using the report form:
- Reusing reports
- Editing reports saved as drafts
- Submitting reports saved as drafts

To delete a report form:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category from which you want to delete a report form.

5 Select the report form that you want to delete.

6 Click **Delete**.

7 Click **Yes**.

- In step 5, clicking **Delete all report forms in category** and then **Yes** deletes all report forms in the selected category.
- To delete multiple report forms at once, in step 5, select the check boxes for all report forms that you want to delete.
- If you delete a report form, the reports that have been created using the report form will remain in the category in which the report form has been stored.
- The "Deleted" label next to the report form name in the report list indicates that the report form has been deleted.

4.14.4 Editing Report Forms

If you edit a report form, the changes are reflected in the following reports:
- Reports that are created newly
- Reports that are created by reusing another report
- Reports that are created from a draft

- The changes are not reflected in the reports that have been added before the change.

Editing Report Form Information

To edit report form information:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report form**s.

4 Select the category in which you want to edit the report form.

5 Select the report form that you want to edit its information.

6 Click **Edit** on **Report form information**.

7 Edit the report form information.

8 Click **Save**.

Copying Report Form Items

To copy report form items:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category containing the report form in which you want to copy items.

5 Select the report form in which you want to copy items.

6 Select the report form items that you want to copy.

7 Click **Copy**.
The copied items are added to the bottom of the report form item list.

Adding Blank Lines in Report Forms

To add a blank line on the report form:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category containing the report form in which you want to add blank lines.

5 Select the report form in which you want to add blank lines.

6 Click **Add blank line** on **Report form items**.

7 Click **Yes**.
The blank lines are added to the bottom of the report form item list.

Editing Report Form Items

To edit a report form item:

1 Click **Application settings**.

2 Click **MultiReport.**

3 Click **Report forms**.

4 Select the category containing the report form in which you want to edit the items.

5 Select the report form in which you want to edit the items.

6 Select the report form item that you want to edit.

7 Click **Edit**.

8 Edit the options for the report form item.

9 Click **Save**.

Reordering Report Form Items and Blank Lines

To reorder report form items:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category containing the report form in which you want to reorder the items.

5 Select the report form in which you want to reorder the items.

6 Click **Reorder** on **Report form items**.

7 Change the display order of the report form items and blank lines.

8 Click **Save**.

Deleting Report Form Items and Blank Lines

To delete report form items:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category containing the report form from which you want to delete items.

5 Select the report form from which you want to delete items.

6 Select the items and blank lines that you want to delete.

7 Click **Delete**.

8 Click **Yes**.

> **Tip**
> - You cannot delete the subject and the author name.
> - In step 5, under "Report form items", clicking "Delete all items" and then "Yes" deletes all report forms items and blank lines.

4.14.5 Managing Filters

A filter is used to search reports MultiReport using preset search conditions. Filters help users to find viewable reports easily.

> **Tip**
> - You cannot move filters to another category.

Filter list on the user screen:

a): **Recently used filters**
    Filters that the user has used recently. Up to five filters can be displayed.
b): **Recommended filters**
    Filters of which the user is set to the target audience.
c): **All filters**
    All the filters that are available to the user.

Adding Filters

Specify filter conditions used to search reports.
The added filters are displayed on the **MultiReport** screen for users.

Filters can be added using the following procedures:
1. Adding filters

2. Activating filters

> **Tip**
> * You cannot set user rights or operational administrative privileges for the "(Uncategorized)" category.
> * If user rights are set for a category, filters in the category can be used only by the organizations, users, or roles that are granted the user rights.

1. Adding Filters

To add a filter:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Filters**.

4 Select the category in which you want to add a filter.

5 Click **Add filter**.

6 Enter the filter details.

7 Click **Add**.

> **Tip**
> * You cannot add filters to the "(Root)" category.
> * By specifying a report form, you can search reports with the report form name being used to create reports.
> * If you select "is" in Report form, the items in the selected report form are added to the search conditions.
> * If you specify users in **Target audience**, the filter appears in Recommended filters on the users screen.

What is a report form to be filtered?

To filter reports by report form in use, select the Specify a report form check box.
The following conditions are available for specifying a report form:
* **includes the following keywords in a form name**:
  Filters reports by the form name that contains the specified string.
* **is**:
  Filters reports by the selected form. Click Select to select a report form.

What are search conditions?

You can set search conditions to filter reports.
The following conditions are available:
* **All of the following conditions are met**:
  Searches the reports that meet all of the conditions if you set multiple search conditions. (AND search)

- **Any of the following conditions are met**:
  Searches the reports that meet either of the conditions if you set multiple search conditions. (OR search)
- **Items**:
  Select the item in which you want to search, such as form names and report subjects.
- **Conditions**:
  Select a condition, such as "includes" and "is on or before".
- **Value**:
  Specify the value that you want to use for comparison in the condition.

> **Tip**

- To remove the search condition, click **Delete** on the right of the condition. You cannot remove the search condition at the top of the list.

2. Activating Filters

To activate a filter:

1   Click **Activate** on the **Filter details** screen.

2   Click **Yes**.

> **Tip**

- Users can use only activated filters.
- To edit filter details, we recommend that you inactivate the filter before editing.
- Click **Inactivate** to inactivate a filter.

Editing Filters

To edit a filter:

1   Click **Application settings**.

2   Click **MultiReport**.

3   Click **Filters**.

4   Select the category in which you want to edit a filter.

5   Select the filter that you want to edit.

6   Click **Edit**.

7   Edit the options for the filter.

8   Click **Save**.

Copying Filters

To copy filters:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Filters**.

4 Select the category in which you want to copy filters.

5 Select the filters that you want to copy.

6 Click **Copy**.

> **Tip**

- The "Active" or "Inactive" status will be reflected in the new filter.

Removing Filters

The filter removing is permanent.

To remove a filter:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Filters**.

4 Select a category.

5 Select the filter that you want to remove.

6 Click **Remove**.

7 Click **Yes**.

> **Tip**

- In step 5, clicking **Remove all filters in this category** and then **Yes** removes all filters in the selected category.

4.14.6 Managing Reports

Reports in a category can be edited and deleted by the authors of the reports and the operational administrators for the category.

Editing Reports

Change attendees or edit report contents.

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Manage reports**.

4 Select a category.

5 Select the report form used for the report that you want to edit.

6 Select the report that you want to edit.

7 Click **Edit**.

8 Edit the report details.

9 Click **Save**.

Changing Notification Recipients

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Manage reports**.

4 Select a category.

5 Select the report form used for the report for which you want to change the notification recipients.

6 Select the report for which you want to change the notification recipients.

7 Click **Change notification recipients**.

8 Change the users that receive notifications for the report.

9 Click **Save**.

>   **Tip**

- Notifications for the report will be automatically sent to the author and the attendees.

Printing Reports

The following items are not printed:

- Notification recipients
- Maintainers
- Attachments
  Only the attachment file names are displayed on the Print settings screen.
  If the "Show image with body text" option for the attachment item is enabled in the report form settings, images will be displayed on the Print settings screen.
- Comment

To print a report:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Manage reports**.

4 Select a category.

5 Select the report form used for the report that you want to print.

6 Select the report that you want to print.

7 Click **Printable version**.

8 Set the desired options.

9 Click **Print** to print the report.

Deleting Reports

The report deletion is permanent.

To delete a report:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Manage reports**.

4 Select a category.

5 Select the report form used for the report that you want to delete.

6 Select the report that you want to delete.

7 Click **Delete**.

8 Click **Yes**.

> | Tip |

- In step 6, clicking **Delete all items** and then **Yes** deletes all reports made using the selected report form.

4.14.7   Managing Privileges for MultiReport

You can grant user rights and operational administrative privileges for report forms to each organization, user, or role.

Setting User Rights for Categories

Users can use all report forms in the category for which users are granted view rights.
To grant user rights for subcategories, you must grant user rights for all their parent categories.

To set user rights for a category:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Edit user rights**.

4 Select the category for which you want to grant user rights.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

8 Click **Add**.

> **Tip**

- User right for the category can be granted to organizations, users, or roles.
- The following actions are not permitted without user right for the category:
  - Use report forms in the category
  - Use filters for the category
  - View reports using the report forms in the category
- You cannot grant user rights for the "(Uncategorized)" category.
- You can remove the user rights on the **User rights** screen that appears after step 5.

Granting Operational Administrative Privileges

To grant operational administrative privileges for a category:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Operational administrators**.

4 Select the category for which you want to grant operational administrative privileges.

5 Click **Edit**.

6 Click **Add**.

7 Select the organizations, users, or roles to which you want to grant the user rights, and click ↓ **Add**.

8 Click **Add**.

> **Tip**

- The menus to manage categories and report forms appear only on the **MultiReport** screen for the operational administrators.
- You cannot grant operational administrative privileges for the "(Uncategorized)" category.
- You can remove the privileges on the **Operational administrators** screen that appears after step 5.

4.14.8 Managing MultiReport Data with CSV Files

The following data can be managed using CSV files:
- Categories
- Category names
- User rights

The following data can be managed using XML files:

- report forms

Importing Data from CSV Files

If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

To import MultiReport data:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Import from CSV file**.

4 Select the data type that you want to import.

5 Set the desired options, and click **Next >>**.

6 Confirm the CSV file contents and click **Import**.

> **Tip**

- If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.
- Only the difference from the current user right data will be imported.
- The users who do not exist in the CSV file and the members whose organization or role does not exist in the CSV file will not be able to use MultiReport after the CSV file has been imported.

Exporting Data to CSV Files

To export MultiReport data:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Export to CSV file**.

4 Select the data type that you want to export.

5 Set the desired options and click **Export**.

6 Save the file.

Exporting MultiReport Data to CSV Files

You can export the report data to a CSV file per form. The exported data can be used as a backup of reports or as a quote from other products.
The report data can only be exported to a CSV file. The report data cannot be imported.

To export data to CSV files:

1 Click **Application setting**.

2 Click **MultiReport**.

3 Click **Manage reports**.

4 Select the report form of which you want to export the reports and then click **Export to CSV file**.

5 Set the desired options, such as fields to be exported, and encoding for the export, and then click **Export**.

6 Save the file.

Managing Report Form Data with XML Files

To manage report form data with an XML file:

1 Click **Application settings**.

2 Click **MultiReport**.

3 Click **Report forms**.

4 Select the category of which you want to manage the report form data.

5 Click **Import from XML file** or **Export to XML file**.

6 To import a file: Specify the file to upload and then click **Import**.
To export data: Click **Export**.

> **Tip**
> - An error occurs if there are conflicting report form codes in other categories and in the XML file.
> - If there are conflicting report form codes in the specified category and in the XML file, the imported data will overwrite the existing report form codes.

4.15 Cybozu Online Service

Cybozu Online Service allows you to use the following functions in Garoon via internet connection:
- Services
  - Transportation search
- Event data
  - Weather information
  - Rokuyo

> **Tip**
- The functions of Cybozu Online Service are currently available only in Japanese.
- Cybozu Online Service only supports information about transportation and weather in Japan.

4.15.1 Setting Up Cybozu Online Service

To set up Cybozu Online Service:

1 Click **Application settings**.

2 Click **Cybozu Online Service**.

3 Click **General settings**.

4 Specify whether to send an application ID to Cybozu Online Service.

To use Cybozu Online Service, you must select **Send application ID to Cybozu Online Service**. The functions of Cybozu Online Service are enabled by sending the application ID to the Cybozu Online Service site.

4.15.2 Enabling Services

To use services:

1 Click **Application settings**.

2 Click **Cybozu Online Service**.

3 Click **Service list**.

4 Select the check boxes to use the services.

5 Notify users that they can configure their personal settings to display the items on their calendars.

4.15.3 Receiving Services

To receive services:

1 Click **Application settings**.

2 Click **Cybozu Online Service**.

3 Click **Receive event data**.

4 Select the check boxes to receive the services.
   The following data can be received:

   - Weather forecasts
   - Rokuyo
     Data can be received for the past five years and next two years from the current year.
     For example, if you receive the data in 2017, it includes data for the period from 2012 through 2019.

5 Click **Receive**.

4.16 RSS Reader

RSS Reader is a function to receive RSS feeds from websites so that the updates can be displayed. You can add the following types of sites to RSS Reader:

- Shared sites:
  Only the system administrators can add RSS feeds for sharing among users.
- Personal sites:
  Any user can add RSS feeds for personal use.

RSS Reader can be configured using the following procedures:

1. Setting up RSS Reader
2. Adding RSS feeds for sharing

> **Tip**

- RSS Reader supports RSS 1.0, RSS 2.0, and Atom 0.3.

4.16.1 Setting Up RSS Reader

The following options are available on the **General settings** screen for RSS Reader:

- Shared sites:
  Shows shared sites on the user screen automatically.
- Personal sites:
  Allows users to add sites at their discretion.
- Refresh the cache
- Save the cache
- Time-out period:
  Sets the period after which the connection attempt to a site times out.

To set up RSS Reader:

1 Click **Application settings**.

2 Click **RSS Reader**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Set**.

4.16.2 Managing Shared Sites

Adding Shared sites

To add a shared site:

1 Click **Application settings**.

2 Click **RSS Reader**.

3 Click **Shared sites**.

4 Click **Add shared site**.

5 Enter the shared site information.

6 Click **Add**.

<div style="background:gray">Note</div>

- An internet connection on Garoon is required to add external RSS feeds.

Editing Shared Site Details

To edit shared site details:

1 Click **Application settings**.

2 Click **RSS Reader**.

3 Click **Shared sites**.

4 Select the site to edit its information.

5 Edit the options for the shared site.

6 Click **Modify**.

Adding Dividers to a Shared Site List

To add a divider:

1 Click **Application settings**.

2   Click **RSS Reader**.

3   Click **Shared sites**.

4   Click **Add divider**.

5   Click **Yes**.

Reordering Shared Sites and Dividers

To reorder shared sites and dividers:

1   Click **Application settings**.

2   Click **RSS Reader**.

3   Click **Shared sites**.

4   Click **Reorder shared sites/dividers**.

5   Change the display order of the sites and dividers.

6   Click **Save**.

Removing Shared Sites or Dividers

To remove a shared site:

1   Click **Application settings**.

2   Click **RSS Reader**.

3   Click **Shared sites**.

4   Select the shared site or the divider that you want to remove.

5   Click **Delete**.

6   Click **Yes**.

> **Tip**
> • In step 4, clicking **Delete all shared sites** and then **Yes** removes all shared sites and dividers.

4.16.3 Managing Shared Site Data with CSV Files

If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

To import shared site data from a CSV file:

1 Click **Application settings**.

2 Click **RSS Reader**.

3 Click **Import from CSV file**.

4 Set the desired options, and click **Next >>**.

5 Confirm the CSV file contents and click **Import**.

To export shared site data to a CSV file:

1 Click **Application settings**.

2 Click **RSS Reader**.

3 Click **Export** to CSV file.

4 Set the desired options and click **Export**.

5 Save the file.

4.17 Presence Indicators

Presence indicators can be configured using the following procedures:

1. Setting up Presence indicators

2. Editing status menus

3. Setting proxies

4.17.1 Setting Up Presence Indicators

The following options are available on the **General settings** screen for Presence indicators:

Automatically set status

Select the check boxes to activate the settings.

- Set Status to At desk after login:
  After a user logs in to Garoon, the status is automatically updated to "At desk".
- Set Status to Absence after logout:
  After a user logs out of Garoon, the status is automatically updated to "Absence".

> **Tip**
>
> - You can activate both "At desk" and "Absence".
> - If "Set Status to At desk after login" is selected, the time displayed on the presence information is updated every time the user logs in. The times are not updated at login if sessions remain connected from the time users previously logged in.
> - Even if "Set Status to Absence after logout" is selected, the presence information remains unchanged when a user closes a Web browser.
> - Even if Automatically set status is enabled, the presence information is not updated by logging in to or logging out of the following products:
>   - Keitai
>   - Cybozu Desktop 2
>   - Cybozu Mobile KUNAI
> - The settings in Automatically set status are disabled if authentication methods such as common authentication and environment variable authentication are active.

Personal settings

Select the check box to allow users to set their proxies.

> **Tip**
>
> - If "Allow users to set proxies" is selected, users can set their proxies. A proxy is a user who can change the presence information of the delegator.

To set up Presence indicators:

1 Click **Application settings**.

2 Click **Presence indicators**.

3 Click **General settings**.

4 Set the desired options.

5 Click **Save**.

4.17.2 Managing Status Menus

Adding Status Menus

To add status menus:

1 Click **Application settings**.

2 Click **Presence indicators**.

3 Click **Edit status menu**.

4 Enter one status menu per line.

5 Click **Save**.

> **Tip**
>
> - The added status menus are displayed on the **Change status** screen.
> - The following status menus are preset:
>   - At desk
>   - Absence
> - If users add status menus for personal use, the menus are added to the bottom of the status list on the users screen.

Editing or Deleting Status Menus

To edit status menus:

1 Click **Application settings**.

2 Click **Presence indicators**.

3 Click **Edit status menu**.

4 Edit or delete the status menus, or change the display order.

5 Click **Save**.

> **Tip**
> - You can reorder status menus.
> - You cannot edit or remove the following preset status menus:
>   - At desk
>   - Absence

4.17.3 Managing Proxies

Adding Proxies

To add proxies for organizations or users:

1 Click **Application settings**.

2 Click **Presence indicators**.

3 Click **Proxy settings**.

4 Select the organization that you want to specify proxies for itself or for its member.

5 Select the organization or user for which you want to specify proxies.

6 Click **Add**.

7 Select organizations or users to specify as proxies, and click ↓ **Add**.

8 Click **Add**.

> **Tip**
> - Once set up proxies for an organization, named proxies can change presence information of all users in the organization.
> - Users can add or remove proxies in Personal settings.

Removing Proxies

To remove proxies:

1 Click **Application settings**.

2 Click **Presence indicators**.

3 Click **Proxy settings**.

4 Select the organization or user from which you want to remove proxies.

5 Select the proxies that you want to remove.

6 Click **Delete**.

7 Click **Yes**.

> **Tip**
>
> • In step 5, clicking **Delete all** and then **Yes** removes all proxies for the selected organization or user.

4.17.4 Managing Proxy Data with CSV Files

If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

To import proxy data from a CSV file:

1 Click **Application settings**.

2 Click **Presence indicators**.

3 Click **Import proxy**.

4 Set the desired options, and click **Next >>**.

5 Confirm the CSV file contents and click **Import**.

To export proxy data to a CSV file:

1 Click **Application settings**.

2 Click **Presence indicators**.

3 Click **Export proxy**.

4 Set the desired options and click **Export**.

5 Save the file.

4.18 Favorite

4.18.1 Setting Up Favorite

You can specify the maximum number of favorite items that a user can add to Favorite on the user's screen.

To set the maximum number of favorites:

1 Click **Application settings**.

2 Click **Favorite**.

3 Click **General Settings**.

4 Specify the maximum number of favorite items that a user can add to Favorite.

5 Click **Save**.

4.19 Notifications

Notifications can be configured using the following procedures:

1. Setting update portlets
2. Setting up external notifications
3. Setting default portlet settings for notifications

Retention Period for Confirmed Notifications

Notification data are deleted automatically when the retention period expires.

The retention period for the following notifications are set to 30 days:

- Confirmed notifications
- Unconfirmed notifications of applications other than Workflow

Unconfirmed notifications of Workflow are not deleted even after the period of 30 days expires. They are deleted only after users confirmation.

4.19.1 Setting What to Show in Portlets

Setting Update Portlets

The following options are available on the **Updates portlet settings** screen:

- Enable changes and prevent users from making changes:
  Select the check box to reflect the settings to the user screen. Users are not allowed to change the settings.
- List view:
  Shows a list of updates in the Updates portlet. Items such as subjects and updaters are displayed in the list.
- Count view:
  Shows a message to indicate reception and the number of received updates in the Updates portlet.

List view on the screen:

Count view on the screen:

Updates 16:19 Updated
Updated Messages:1
Updated Bulletin Board:1
Notifications
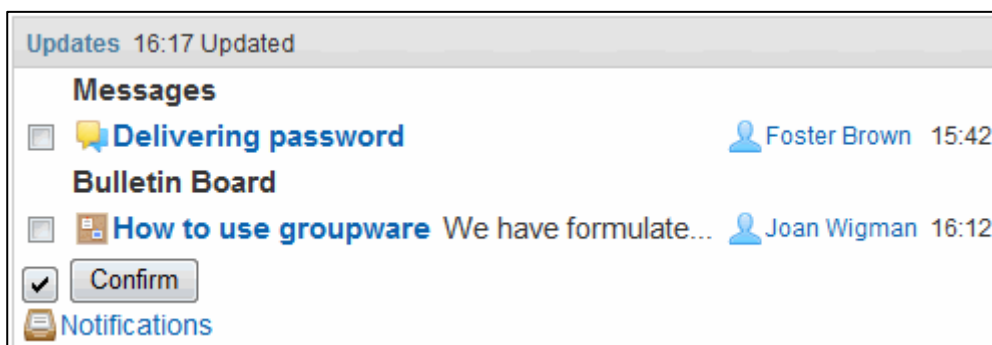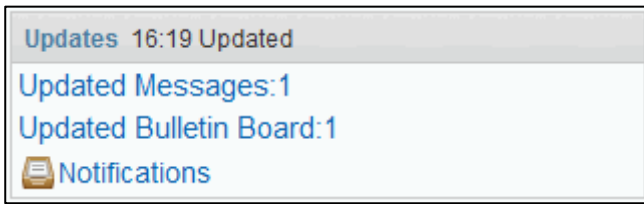
To set the update portlets:

1 Click **Application settings**.

2 Click **Notifications**.

3 Click **Updates portlet settings**.

4 Specify how to show updates in the portlet for each application.

5 Click **Save**.

> **Tip**
> • The values specified on the **Updates portlet** screen are used as the defaults on the **Portlet settings (Updates)** screen in Personal settings.
> • Users can reorder the applications displayed on the Updates portlet in their Personal settings.
> • If you have more than 99 updates, the number of updates is displayed as "99+".

Setting Default Values of Portlets

To set default values of portlets for notifications:

1 Click **Application settings**.

2 Click **Notifications**.

3 Click **Updates portlet** or **Confirmed notifications portlets**.

4 Specify the visible items and the default number of items to display.

5 Click **Save**.

4.19.2 Setting External Notifications

Notifications from the systems other than Garoon can be received via e-mail. The received notifications will be displayed on the **Notifications** screen.

To set external notifications:

1 Click **Application settings**.

2 Click **Notifications**.

3 Click **External notifications**.

4 Click **New**.

5 Enter the external notification information.
You must enter each permitted URL on a separate line.

6 Click **Add**.

Managing unregistered external notifications

To receive unregistered external notifications via e-mail:

1 Click **Application settings**.

2 Click **Notifications**.

3 Click **Managing unregistered external notifications**.

4 Select **Process as email**.

5 Click **Save**.

> **Note**
- To ensure security of Garoon, we recommend that you select **Process as email** on the **Managing unregistered external notifications** screen. Otherwise, the notifications that are not registered on the **External notifications** screen will be displayed in the notification list. These notifications may contain URLs to redirect users to harmful websites.

> **Tip**
- External notifications are displayed on the notification list, if the received e-mail contains both of the following information:
  - External notification code entered on the **External notifications** screen
  - Permitted URL entered on the **External notifications** screen
- In External notification code, enter the external notification code of the system from which you want to receive notifications.
- The following limitations apply if you remove external notification configurations:
  - You cannot delete the notifications received before removing the configuration.
  - Users cannot filter the notifications on their **Notifications** screen.

Permitted URLs

Enter the URLs of the system from which you want to receive notifications.

Use an asterisk (*) as a wildcard character.

Example URLs:

- On Windows OS:
  http://(IP address or Host name of the server)/scripts/cbdb/db.exe*
- On Linux OS:
  http://(IP address or Host name of the server)/cgi-bin/cbdb/db.cgi*

Process as email

If you select **Process as emai**l on the **Managing unregistered external notifications** screen, the notifications that are not registered on the **External notifications** screen will be received via e-mail.

Default external notifications

If you install default data, the default external notifications will be registered using the display names and the external notification codes that correspond to the products. To enable this external notification, you must enter the permitted URL for the product.

The following products support the external notifications function:
- Cybozu Dezie
- Cybozu Mailwise
- CybozuLive

4.19.3 Configuring Notification Deletion Time

Notifications exceeding the retention period are automatically deleted.

You can specify the time to start the notification deletion.

To specify a deletion time:

1 Click **Application setting**.

2 Click **Notifications**.

3 Click **Auto deletion time**.

4 Specify a deletion time.

5 Click **Save**.

Notification Retention Period

Notifications are retained for 30 days.

The unconfirmed notifications of Workflow are not deleted until the status is changed to "Confirmed".

4.20 Keitai

What is Keitai?

Keitai is an application that allows you to access Garoon using your mobile device's Web browser.

To enable the Keitai functions, you must set up an environment that provides access from mobile devices to Garoon.

Keitai screen:
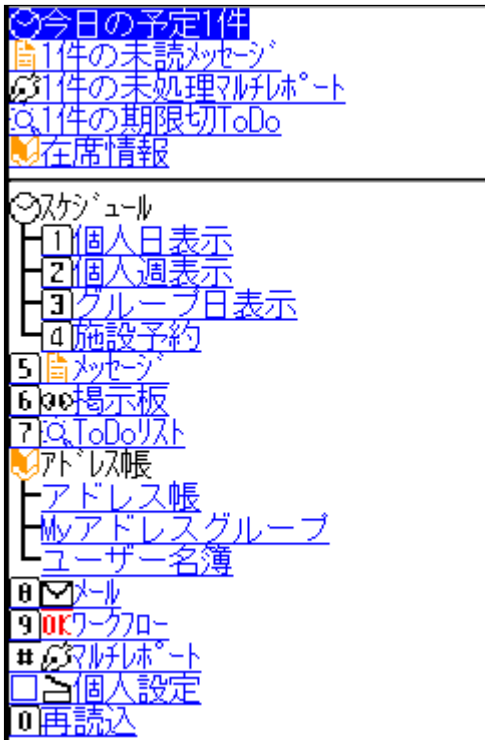
Note

- This application is currently available only in Japanese.

Tip

- When you set up a network environment for Garoon and mobile devices, you must implement adequate security measures. For any concern with security measures or network development, contact your system integration specialists.

- Keitai is available to all Garoon users during the trial period.

- Keitai is only compatible with mobile phones that provide a Cookie enabled browser.
  For details on Keitai-compatible mobile phones, see the following page (currently available only in Japanese):
  https://garoon.cybozu.co.jp/product/environment/client/

Before Activating Keitai

Before configuring Keitai on Garoon, you must complete the following:

Setting Up the System Mail Account

The system mail account is required for users to send the Keitai login URL.
See the following section for setting up system mail account.
"3.12.1 Preparing E-mail Notifications" on page 113.

Activating Keitai

STEP1	Setting Up Keitai "4.20.1 Setting Up Keitai" on page 337.

STEP2	Sending Login URL for Keitai The users who use Keitai must do this step. On the **Send login URL** screen in Personal settings for Keitai, send the login URL for Keitai to the mobile e-mail address of the mobile device that you want to use Keitai.

4.20.1 Setting Up Keitai

The following options are available on the **General settings** screen for Keitai:
You can specify how to display the results of the user search that is performed in Address Book of Keitai.

- User search results:
  - Display only user names:
    Shows user names on the search result screen.
  - Display user names and the following items:
    Shows user names and their user information on the search result screen. You can specify up to two user information items to be displayed.
- Automatic login:
  Select the check box to allow users to skip the login step. Once a user logs in to Garoon from Keitai, the user can access Garoon even without being logged in.

To set up Keitai:

1 Click **Application settings**.

2 Click **Keitai**.

3 Click **General settings**.

4 Set the desired options.

Automatic login validity period

By default, the automatic login feature is available for three days (72 hours) after the user last accessed to Garoon using this feature.
To change the automatic login validity period, edit the "common.ini" file, a type of configuration files.

The "common.ini" file is saved to the following directory when Garoon is installed in the default directory:

- Windows OS: C:\Inetpub\scripts\cbgrn
- Linux OS: /var/www/cgi-bin/cbgrn

To change the automatic login validity period:

1 Stop the Web server where Garoon is installed.

2 Open the "common.ini" file.

3 In token_expiration in the [Cellular] section, enter a validity period of the automatic login in days.
You can enter an integer from 1 to 10.

Example:

To set a validity period of 2 days:

token_expiration = "2"

4 Save the "common.ini" file.

5 If Garoon is running on multiple servers, do steps 2 through 4 on all of the servers.

6 Start the Web server where Garoon is installed.

> **Tip**

- The transfer to mobile devices is secured by encrypting the credentials.

4.20.2 Setting Login URL

Configure the URL to access Garoon from mobile devices.

To set the login URL:

1 Click **Application settings**.

2 Click **Keitai**.

3 Click **Login URL settings**.

4 Enter the URL to log in to Garoon from mobile devices.

The login URL formats are as follows:

- The URL on the login screen for users: /cellular/index?
  Example URLs:
  - Windows: http://sample.cybozu.com/scripts/cbgrn/grn.exe/cellular/index?
  - Linux: http://sample.cybozu.com/cgi-bin/cbgrn/grn.cgi/cellular/index?

4.20.3 Editing Keitai Login Authentication Settings

Login authentication is required for users to log into Garoon from Keitai.
You can change the display name of the authentication and the authentication database, if necessary.
Editable items vary depending on the number of authentication databases registered with Garoon.

To edit the login authentication settings:

1 Click **Application settings** > **Keitai** > **Login authentication**.

2 On the **Login authentication** screen, click **Edit**.

3 On the **Edit login authentication method** screen, edit the settings, and then click **Save**.

4.21 KUNAI

What is Cybozu KUNAI?

Cybozu KUNAI is an application for accessing Cybozu groupware, such as Garoon and Cybozu Office, from smartphones.

For KUNAI version 2.1.0 or later, system administrators can limit which Garoon applications are available to users in KUNAI.

> **Tip**
> • See the following Japanese Web site for the Garoon applications that are available in KUNAI:
> Cybozu KUNAI applications: http://products.cybozu.co.jp/kunai/product/application/

4.21.1 Prohibiting Use of Old Versions of KUNAI

You can restrict users from using old versions of KUNAI.

KUNAI versions prior to 2.1.0 are called "Old versions of KUNAI".

Users who are using old versions of KUNAI can use all available applications. System administrators cannot limit which applications are available to users.

Prohibit use of KUNAI prior to version 2.1.0

Select this check box to prohibit users from using KUNAI prior to version 2.1.0.

4.21.2 Limiting Applications Available in KUNAI

You can limit which applications are available to users in KUNAI for each organization, user, or role.

To allow managers to process requests in Workflow using smartphones, add permissions for Workflow in KUNAI to the "Manager" role (or the "Manager" group).

If high load is produced due to the e-mail data sync in KUNAI, prohibit use of E-mail in KUNAI.

By default, all uses are allowed to use all applications in KUNAI.

To limit applications available in KUNAI:

1 Click **Application settings**.

2 Click **KUNAI**.

3 Click **User permissions**.

4 Click **Add**.

5 Select the organizations, users, or roles to which you want to grant permissions, and click ↓ **Add**.

6 Select the check boxes of the applications that you want to allow the selected organizations, users, or groups to use in KUNAI.

7 Click **Add**.

> **Tip**
> - To change the applications that you want to allow users to use, click **Change** in the row of the target on the **User permissions** screen. On the **Change permissions** screen, you can change permissions of the applications.
> - Users can select applications to use from available applications. In the personal settings in KUNAI, users can select applications to use for themselves.
> - Users cannot change the setting of the inactive applications.
> - **Mobile view mode in KUNAI**
>   If the Garoon administrator allows the use of mobile view, users can use the mobile view mode in KUNAI.
>   "Setting Up Screen" on page 79.
> - **User permissions for applications when using KUNAI**
>   User permissions for applications vary depending on the mode that the user selected in the KUNAI connection settings.
>   - When "Sync mode" selected:
>   User permissions for KUNAI will be applied.
>   - When "Mobile view mode" selected:
>   Allowed applications that have been selected in the "Application users" settings will be applied.
>   "Limiting Application Users" on page 28
>   "Setting Remote Access Rule" on page 32

User Rights Priority

A single user may have multiple user rights if administrators grant different user rights or permissions to each target such as organizations, users, and roles. Users with different user rights and permissions can use all the applications they are granted access to.
The following example describes applications available to "Employee A."

Employee A belongs to the organization "General Affairs Dept." and the role "Accountant".
The applications available to Employee A are as follows:

User Right	Scheduler	Messages	Workflow	E-mail	Address Book	Space	Bulletin Board	MultiReport
Organization (General Affairs Dep.)	✓		✓					
User	✓	✓						
Role (Accountant)							✓	

Applications available in KUNAI	Scheduler	Messages	Workflow	E-mail	Address Book	Space	Bulletin Board	MultiReport
Employee A	✓	✓	✓				✓	

✓: Available

4.21.3 Managing Permission Data with CSV Files

Manage the following settings with CSV files:

- Users who can use KUNAI
- Applications that are allowed to be used in KUNAI

Tip

- If an error occurs while importing a CSV file, the import process will be terminated. The data which has been imported will be eliminated.

To managing permission data with CSV files:

1 Click **Application settings**.

2 Click **KUNAI**.

3 Click **Import permission settings** or **Export permission settings**.

4 Specify the file to upload or set the options for exporting. Click **Next** if you want to import a file.

5 Click **Import** or **Export**.

Tip

- If organizations, roles, or users that are listed in the CSV file do not exist in Garoon, an error occurs.

4.22 Respond

By using the respond feature, users can make a quick response to a message and comment quickly.
Users can show their intension by clicking a link such as "Like" and "Acknowledged" without posting any comment.
For details on how to use the respond feature on the user screen, see the following help:
https://help.cybozu.com/en/g/user/favour/index.html

4.22.1 Activating or Deactivating the Respond Feature

You can activate or deactivate the respond feature on the **Management** screen in the system administration.
If you activate the respond feature, the feature is available in the following applications:

• Space includes discussions and shared To-Dos

• Messages

• Bulletin Board

To activate or deactivate the respond feature:

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Management**.

4 Click **Deactivate or Activate** in the **favour** field on the **Management** screen.
  • Deactivate:
    The respond feature becomes inactive. You cannot change the label of "Like".
  • Activate:
    The respond feature becomes active.

4.22.2 Changing the Label of "Like"

Only the system administrators can change the label of "Like".
The change will be applied to the link of the respond feature on the user screen.

To change the label of "Like":

1 Click **Basic system administration**.

2 Click **Applications**.

3 Click **Management**.

4 Click a link in the **favour** field on the **Management** screen.

5 Enter the new label of Like and click **Save** on the **Edit application name** screen.
The label can be set for each language.

4.22.3 Selecting Applications for the Respond Feature

You can select applications that are allowed to use the respond feature from the followings:
- Messages
- Bulletin Board

| Tip |

- You cannot set whether to allow use of the respond feature on Space. On Space, the respond feature is always available if the respond feature is active.

To select applications for the respond feature:

1 Click **Application settings**.

2 Click **Respond**.

3 Click **General settings**.

4 Select applications that you want to allow users to use the respond feature on.

5 Click **Save**.

4.23 User Right Priority

A single user may have multiple user rights if administrators grant different user rights or permissions to each target such as organizations, users, and roles.

This section describes user right priority assuming that user rights or permissions conflict with each other.

4.23.1 Privileges That Take Priority When GRANT and REVOKE are Used

The user right priority varies depending on the security model, if a user belongs to the multiple targets, such as organizations and roles, which are granted conflicting user rights.

When the security model is set to GRANT (Only users on list have access):

The user rights that are granted to either of the targets take priority.

When the security model is set to REVOKE (All users have access except users on list):

The user rights that are revoked for either of the targets take priority. The user is not allowed to use the function if either of their targets has a revoked setting.

Example:

The following example describes what "Employee A" can do in the "Notices" category of Bulletin Board:

"Employee A" belongs to the organization "General Affairs Dep." and the role "Accountant".

"Employee A" is granted the following user rights for the "Notices" category:

When the security model is set to GRANT:

User Right	Read	Write	Comment
Organization (General Affairs Dep.)	✓		
Role (Accountant)	✓	✓	
User (Employee A)	✓		✓

Operations that "Employee A" is allowed	Read	Write	Comment
Topics in the "Notices" category	✓	✓	✓

✓: Indicates that the operation is allowed.

When the security model is set to REVOKE:

User Right	Read	Write	Comment
Organization (General Affairs Dep.)	✓		
Role (Accountant)	✓	✓	
User (Employee A)	✓	✓	✓

Operations that "Employee A" is allowed	Read	Write	Comment
Topics in the "Notices" category	✓		

✓: Indicates that the operation is allowed.

Changing Security Models

Two security models are available:

GRANT:

Select targets to give permissions.

REVOKE:

Select targets to give limitations.

To change security models:

1 Display the screen to set user rights or privileges.

2 Click **Change** on Security model.

> **Tip**
> • If you change the security model, the specified user rights will be initialized.

4.23.2 Conflicting User Rights for Appointment or for Phone Message

The following example describes a case in which the security model is set to GRANT.

If a user is granted multiple user rights that differ between the organization, user, and role, the priority is as follows:

When User Rights for Appointment or for Phone Message Conflict between Organizations, Users, and Roles

Only the user rights that are granted to the user are enabled.

Example:

The following example describes the user rights granted to "Employee A" for the appointment of "Employee B":

"Employee B" belongs to the organization "System Integration Dept." and the role "Department manager".

"Employee A" is granted the following user rights for the appointment of "Employee B":

User rights granted to "Employee A"	Read	Write	Comment	Delete
Organization (System Integration Dept.)	✓	✓	✓	
Role (Department manager)	✓	✓		
User	✓			

Operations that "Employee A" is allowed	Read	Write	Comment	Delete
Employee B's appointment	✓			

✓: Indicates that the operation is allowed.

When User Rights for Appointment or for Phone Message Conflict between Organizations and Roles

If no user right is granted to the user for an appointment or a phone message, the user rights that are granted either to the organization or the role are enabled.

Example:

The following example describes what "Employee A" can do in for the appointment of "Employee B":

Employee B belongs to the organization "System Integration Dept." and the role "Department manager".

No user right is granted to the appointment of "Employee B".

"Employee A" is granted the following user rights for the appointment of "Employee B":

User rights granted to "Employee A"	Read	Write	Comment	Delete
Organization (System Integration Dept.)	✓		✓	
Role (Department manager)	✓	✓		
User	(Unset)			

Operations that "Employee A" is allowed	Read	Write	Comment	Delete
Employee B's appointment	✓	✓	✓	

✓: Indicates that the operation is allowed.

Conflicting User Rights in Scheduler

If the user rights granted to a facility group conflict with the ones granted to a facility in the facility group, the user rights that are granted to both of them are enabled.

If user rights in Scheduler are granted only to the facility group, the facilities in the facility group take over the same user rights.

Example:

The following example describes what "Employee A" can do in Scheduler of "Room A" and "Room B":

The facilities "Room A" and "Room B" belong to the facility group "Room".

"Employee A" is granted the user rights in Scheduler which conflict between the facility group "Room" and the facility "Room A".

Employee A is granted no user right for "Room B".

Employee A is granted the following user rights for "Room A" and "Room B":

User rights granted to "Employee A"	Read	Write	Comment	Delete
Facility group (Room)	✓	✓	✓	
Facility (Room A)	✓		✓	✓
Facility (Room B)	(Unset)			

Operations that "Employee A" is allowed	Read	Write	Comment	Delete
Room A	✓		✓	
Room B	✓	✓	✓	

✓: Indicates that the operation is allowed.

5   Maintenance

This chapter describes how to back up and restore data and how to migrate Garoon to another server, assuming that Garoon is installed in the following environment:

- Web server
  - Windows: IIS 7
  - Linux: Apache 2.2
- Installation identifier: cbgrn
- Install directory
  - On Windows OS: C:\Program Files\Cybozu
  - On Linux OS: /usr/local/Cybozu/

5.1   Backup and Restoration

Backup and restoration of data can be performed by a user with "Administrator" privileges in a Windows environment or by a root user in a Linux environment.

You must save backup data to directories that Garoon is not using or you will lose the data when you upgrade Garoon or apply Service Pack to Garoon.

Do not save backup data to the following directories:

- On Windows:
  - C:\Program Files*cybozu directory and subdirectories*
  - C:\Inetpub\scripts*cbgrn directory and subdirectories*
- On Linux:
  - /usr/local/*cybozu directory and subdirectories*
  - /var/www/cgi-bin/*cbgrn directory and subdirectories*

<div style="background:gray">**Note**</div>

- The Garoon system is not available while backing up.
- You must use the same version of Garoon to perform data backup and restoration.

Using MySQL Installed on Your Server

You can select whether to install the bundled MySQL or use MySQL already installed on your server when installing Garoon.

This guide assumes that MySQL that is bundled in the installer has been installed.

If you are using MySQL that has been installed on your server, you need to replace the following settings for understanding:

On Windows:

Item		Using MySQL that is bundled in the Garoon installer	Using MySQL that has been installed on your server
Service	Scheduling service	Cybozu_Scheduling_Service_cbgrn	Cybozu_Scheduling_Service_cbgrn

Item		Using MySQL that is bundled in the Garoon installer	Using MySQL that has been installed on your server
	MySQL	Cybozu_Database_Engine_5_0	MySQL Version with a version number
Directory to Be Backup	data	C: \Program Files\Cybozu\mysql-5.0\data	C:\ProgramData\MySQL\MySQL Server with a version number \data
	files	C: \Program Files\Cybozu\mysql-5.0\files	C: \Program Files\Cybozu\mysql-5.0\files
Destination directory for mysql or mysqldump		C:\Program Files\Cybozu\mysql-5.0\bin	C:\Program Files\MySQL\MySQL Server 5.6\bin

On Linux:

Item		Using MySQL that is bundled in the Garoon installer	Using MySQL that has been installed on your server
Service	Scheduling service	cyss_cbgrn	cyss_cbgrn
	MySQL	cyde_5_0	mysqld
Directory to Be Backup	data	/usr/local/cybozu/mysql-5.0/data	/var/lib/mysql
	files	/usr/local/cybozu/mysql-5.0/files	/usr/local/Cybozu/mysql-5.0/files
Destination directory for mysql or mysqldump		/usr/local/cybozu/mysql-5.0/bin	/usr/bin

Backup Target

Garoon can back up the following data in a MySQL database:
- On Windows OS:
  - C:\Program Files\Cybozu\mysql-5.0data
  - C:\Program Files\Cybozu\mysql-5.0files
- On Linux OS:
  - /usr/local/Cybozu/mysql-5.0/data
  - /usr/local/Cybozu/mysql-5.0/files

Data in the database

The following data is stored in the "data" directory:
- mysql:
  Data required for MySQL to operate, such as the database administrator's password
- cb_cbgrn:
  User information and other data used in Garoon applications such as Messages and Scheduler

Attachments

These are the data stored in the "file" directory, including the files attached to messages and topics.

Data in MySQL and attachments are linked. Careful planning is required for backup and restoration to avoid data discrepancies.

> **Note**
- Garoon uses InnoDB for MySQL tables. You cannot use mysqlhotcopy.

Backup Method

Data in MySQL can be backed up using operating system commands or mysqldump.

Attachments can be backed up using operating system commands.

Stop MySQL and Cybozu scheduling service when you use operating system commands. To back up data safely, you need to check no processes of Garoon are running.

We recommend that you remove Garoon from the monitoring target till the task is complete, if you are monitoring operations of services and daemons.

Checking running processes

To check if the processes of Garoon are not running:
- On Windows:
  1. Start Task Manager.
  2. On Windows Task Manager, click the "Processes" tab.
  3. Check that "sched.exe" and "mysqld.exe" are not displayed.
- On Linux:
  Run the following command from the command line to check that scheduling service and MySQL are not displayed in the running process list:
  ps -aux | grep cyss
  ps -aux | grep cyss

Tip

- You can use operating system commands for faster data backups. The following methods are available:
  - Use storage software to back up difference of the data only.
  - Use a snapshot function.
- mysqldump is installed at the same time as MySQL.
- Unused areas in the database are removed if you use mysqldump for backup. Therefore, restored data may occupy less area than before in some cases.

What is Cybozu scheduling service?

Cybozu scheduling service regularly provides specified service at a scheduled time. For example, the scheduling service automatically deletes unnecessary files from Garoon or retrieves weather data at the time specified in the "sched.ini" file.

See "Appendix C Features of the scheduling service" on page 428.

Time zones applied to the scheduling service vary depending on the settings for particular items.
- When a start time has been set on a screen:
  The time zone of the user who set the start time is applied.
  Example: The deletion time setting for user data
- When a start time has been set by a file:
  The time zone used for the system date on the server where the scheduling service is running is applied.
  Example: The time setting for receiving "Notices from Cybozu"

If you stop the scheduling service, scheduled tasks do not run.

Some tasks in the scheduling service starts midnight. If you want to stop the scheduling service around midnight for backing up data or for applying patches, you must change the start time of the tasks to be performed around midnight.

You can change the setting by editing the following file:

File to be edited:

(CGI directory)/(installation identifier)/sched.ini
Example:
- Windows OS: C:\Inetpub\scripts\sched.ini
- Linux OS: /var/www/cgi-bin/cbgrn/sched.ini

The contents to be edited:

In "minute=0" and "hour=0" under the "[daily]" section, enter the time you want to start the scheduling service in minutes and hours in 24 hour format.
Example: To change to 23:00:
[daily]
minute=0
hour=23

Note

- You need to stop the scheduling service first, then MySQL.
- You must first start MySQL before starting the scheduling service.
- Cybozu scheduling service and MySQL must be stopped or started by the following users:
  - For Windows OS: Users with "Administrator" accounts
  - For Linux OS: Users with "root" user accounts

5.1.1   Backing Up with OS Commands

This part describes how to copy a directory to back up data using operating system commands.

Backing up in Windows Environment

You can create a backup directory and back up the data using the following procedure:
Change the service name of MySQL to match your operating environment.
"Using MySQL Installed on Your Server" on page 348.

Example:
C:\backup\YYYYMMDD

To back up data using OS commands:

1   Stop the Web server.

2   Stop the scheduling service first, and then MySQL.
From the Windows **Start** menu, select "**Administrative Tools**" > "**Service**", and stop the following services:
- Cybozu_Scheduling_Service_cbgrn[1]
- Cybozu_Database_Engine_5_0
[1]: "cbgrn" may be replaced by your installation identifier.

3 Launch the command prompt.

4 Create a backup directory under the current directory.
mkdir C:\backup\YYYYMMDD

5 Copy the "data" directory and the "files" directory to the directory created in the step 4.
xcopy "C:\Program Files\Cybozu\mysql-5.0\data" C:\backup\YYYYMMDD\data /e /i

xcopy "C:\Program Files\Cybozu\mysql-5.0\files" C:\backup\YYYYMMDD\files /e /i

If you copy to an existing directory, a message is displayed to confirm whether or not to overwrite the data. Enter "Yes" or "All" to overwrite, or "No" to cancel.

6 Start the database engine, then the scheduling service.
From the Windows **Start** menu, select "**Administrative Tools**" > "**Service"**, and start the following services:

- Cybozu_Database_Engine_5_0
- Cybozu_Scheduling_Service_cbgrn

7 Start the Web server.

8 Check that Garoon can be accessed without any problems.

Tip

- If **Automatic e-mail forwarding** is set to **Allow**, when you backup and restore data before a task of automatic transfer of e-mail is completed, same e-mail may be transferred twice.

Backing up in Linux Environment

You can create a backup directory and back up the data using the following procedure:

Example:
/backup/YYYYMMDD

Change the service name of MySQL to match your operating environment.
"Using MySQL Installed on Your Server" on page 348.

To back up data using OS commands:

1 Launch the command prompt.

2 Stop the Web server.
- For Red Hat Enterprise Linux 6 or earlier:
/etc/init.d/httpd stop
- For Red Hat Enterprise Linux 7 or later:
systemctl stop httpd.service

3 Stop the scheduling service, then the database engine.

/etc/init.d/cyss_cbgrn stop[1]

/etc/init.d/cyde_5_0 stop

[1]: "cbgrn" may be replaced by your installation identifier.

4 Create a backup directory.

mkdir -p /backup/YYYYMMDD

5 Copy the "data" directory and "files" directory to the directory created in the step 4.

cp -rp /usr/local/cybozu/mysql-5.0/data /backup/YYYYMMDD/

cp -rp /usr/local/cybozu/mysql-5.0/files /backup/YYYYMMDD/

6 Start the database engine, then the scheduling service.

/etc/init.d/cyde_5_0 start

/etc/init.d/cyss_cbgrn start

7 Start the Web server.

- For Red Hat Enterprise Linux 6 or earlier:
  /etc/init.d/httpd start
- For Red Hat Enterprise Linux 7 or later:
  systemctl start httpd.service

8 Check that Garoon can be accessed without any problems.

Tip

- If **Automatic e-mail forwarding** is set to **Allow**, when you backup and restore data before a task of automatic transfer of e-mail is completed, same e-mail may be transferred twice.

5.1.2 Restoring with OS Commands

This part describes how to restore the copied data using operating system commands.
Change the service name of MySQL to match your operating environment.

Restoring in Windows Environment

You can restore the data stored in a backup directory using the following procedure:

Example:
C:\backup\YYYYMMDD

Change the service name of MySQL to match your operating environment.
"Using MySQL Installed on Your Server" on page 348.

To restore data using OS commands:

1 Stop the Web server.

2 Stop the scheduling service, then the database engine.
From the Windows **Start** menu, select "**Administrative Tools"** > "**Service**", and stop the following services:

- Cybozu_Scheduling_Service_cbgrn[1]
- Cybozu_Database_Engine_5_0

[1]: "cbgrn" may be replaced by your installation identifier.

3 Launch the command prompt.

4 Delete the existing database area and attachments area.
rmdir /s /q "C:\Program Files\Cybozu\mysql-5.0\data"

rmdir /s /q "C:\Program Files\Cybozu\mysql-5.0\files"

5 Copy the backup data to the original directory.
xcopy C:\backup\YYYYMMDD\data "C:\Program Files\Cybozu\mysql-5.0\data" /e /i

xcopy C:\backup\YYYYMMDD\files "C:\Program Files\Cybozu\mysql-5.0\files" /e /i

6 Ensure that the Full Control permission is granted to the Everyone group on the directory copied in step 2.
If not, grant the full control permission to the Everyone group.

7 Start the database engine, then the scheduling service.
From the Windows **Start** menu, select "**Administrative Tools"** > "**Service**", and start the following services:

- Cybozu_Database_Engine_5_0
- Cybozu_Scheduling_Service_cbgrn

8 Start the Web server.

9 Check that Garoon can be accessed without any problems.

> **Tip**
>
> - MySQL may not start in some cases due to a change in the directory privileges after the restoration. In such cases, you need to change the privileges for the MySQL data area (database area and attachments area).
> - To solve an error that occurs when attempting to attach files after the restoration, see the following page:
>   https://manual.cybozu.co.jp/tech/support/trouble/access_05.html
>   The page listed above is currently available only in Japanese.
> - The privileges vary depending on the server configuration and the OS version where Garoon is running. For details, consult our official partners or your vendor.
>   https://cybozu.co.jp/products/partner/
>   The page listed above is currently available only in Japanese.

- If **Automatic e-mail forwarding** is set to **Allow**, when you backup and restore data before a task of automatic transfer of e-mail is completed, same e-mail may be transferred twice.

Restoring in Linux Environment

You can restore the data stored in a backup directory using the following procedure:

Example:
/backup/YYYYMMDD

Change the service name of MySQL to match your operating environment.
"Using MySQL Installed on Your Server" on page 348.

To restore data using OS commands:

1 Stop the Web server.
- For Red Hat Enterprise Linux 6 or earlier:
  /etc/init.d/httpd stop
- For Red Hat Enterprise Linux 7 or later:
  systemctl stop httpd.service

2 Stop the scheduling service, then the database engine.

/etc/init.d/cyss_cbgrn stop[1]

/etc/init.d/cyde_5_0 stop

[1]: "cbgrn" may be replaced by your installation identifier.

3 Delete the existing database area and attachments area.

rm -rf /usr/local/cybozu/mysql-5.0/data

rm -rf /usr/local/cybozu/mysql-5.0/files

4 Copy the backup data to the original directory.

cp -rp /backup/YYYYMMDD/data /usr/local/cybozu/mysql-5.0/

cp -rp /backup/YYYYMMDD/files /usr/local/cybozu/mysql-5.0/

5 Start the database engine, then the scheduling service.

/etc/init.d/cyde_5_0 start

/etc/init.d/cyss_cbgrn start

6 Start the Web server.
- For Red Hat Enterprise Linux 6 or earlier:
  /etc/init.d/httpd start
- For Red Hat Enterprise Linux 7 or later:
  systemctl start httpd.service

7 Check that Garoon can be accessed without any problems.

Tip

- If **Automatic e-mail forwarding** is set to **Allow**, when you backup and restore data before a task of automatic transfer of e-mail is completed, same e-mail may be transferred twice.
- MySQL may not start in some cases due to a change in the directory privileges after the restoration. In such a case, change the owner of the files to the CGI user such as apache.
  Then change permissions of the following directories and files:
  - The data directory, subdirectories of the data directory, and files in these directories:
    755
  - The files directory and subdirectories of the files directory:
    755
  - Files in the files directory and in the subdirectories of the files directory:
    644
- The following is an example of a command to set permissions and owners to the data directory and the files directory:
  chmod -R 755 /usr/local/cybozu/mysql-5.0/data
  chown -R (CGI user):root /usr/local/cybozu/mysql-5.0/data

  find /usr/local/cybozu/mysql-5.0/files/ -type d | xargs chmod 755
  find /usr/local/cybozu/mysql-5.0/files/ -type f | xargs chmod 644
  find /usr/local/cybozu/mysql-5.0/files/ | xargs chown (CGI user):root

5.1.3   Backing up with mysqldump

You must perform the backup during the period when users do not access Garoon.

This part describes how to back up data by executing mysqldump in backup mode.

See the following section for backup mode:

"Backup Method" on page 350.

Speed of mysqldump

If you use mysqldump, the backup and restoration process may take a long time to complete depending on the data size.

Restoration takes longer than backup.

Restoration with mysqldump takes longer than restoration with operating system commands.

Disk space after restoration

The data after restoration with mysqldump may occupy less area than the data before backup. This is because unused areas are removed when the data is backed up, but not because the data is lost.

Enabling Backup Mode

To back up MySQL data using mysqldump, you make sure you have started the database engine.

However, inconsistency of data may occur because users can access Garoon during the backing up MySQL data if the database engine is running.

To maintain consistency of data, you need to start backup mode using the command line so that users cannot access Garoon during the backing up MySQL data.

By default, the backup mode is disabled.
Before starting the back up, modify the configuration file (common.ini) to enable the backup mode.

Path to the common.ini file

(CGI directory)/(installation identifier)/common.ini

Example:

- On Windows OS: C:\Inetpub\scripts\cbgrn\common.ini
- On Linux OS: /var/www/cgi-bin/cbgrn/common.ini

Contents to be modified in the common.ini file

Delete part of the line describing "disable = "1"" under [BackupMode] as follows.

Before deletion	**After deletion**
[BackupMode]	[BackupMode]
disable = "1"	driver = "xxxxx"
driver = "xxxxx"	

> **Tip**
> - Execute a command from the command line to turn on or release backup mode.
> - Users cannot use Garoon while backup mode is enabled.
> - Restore the configuration file contents to the original state to disable backup mode.

Backing up in Windows Environment

You can create a backup directory and back up the data using the following procedure:

Example:
C:\backup\YYYYMMDD

> **Note**
> - The commands and options differ between Garoon version 3.7 or earlier and Garoon version 4.0 or later.
>   - For Garoon version 3.7 or earlier: .\grn_command.exe -f
>   - For Garoon version 4.0 or later: .\grn.exe -C -q

> **Tip**
> - Modify the Garoon configuration in advance to enable backup mode.
>   "Backup Method" on page 350.
> - Change the destination folder for mysqldump to match your operating environment.
>   "Using MySQL Installed on Your Server" on page 348.
> - If **Automatic e-mail forwarding** is set to **Allow**, when you backup and restore data before a task of automatic transfer of e-mail is completed, same e-mail may be transferred twice.

To back up data using mysqldump:

1 Launch the command prompt.

2 Create a backup directory.
mkdir C:\backup\YYYYMMDD

3 Stop the scheduling service.
From the Windows **Start** menu, select "**Administrative Tools**" > "**Service**", and stop the following service:

- Cybozu_Scheduling_Service_cbgrn[1]
[1]: "cbgrn" may be replaced by your installation identifier.

4 Set Garoon to backup mode.
cd C:\Inetpub\scripts\cbgrn

.\grn.exe -C -q code\command\backupmode_start.csp

5 Execute mysqldump as a database administrator.
"C:\Program Files\Cybozu\mysql-5.0\bin\mysqldump" --defaults-file="C:\Program Files\Cybozu\mysql-5.0\etc\my.ini" --all-databases --single-transaction -u cbroot –p >

C:\backup\YYYYMMDD\full.sql

6 Enter the database administrator's password.

7 Back up the attachments.
xcopy "C:\Program Files\Cybozu\mysql-5.0\files" C:\backup\YYYYMMDD\files /e /i

8 Release backup mode.
cd C:\Inetpub\scripts\cbgrn

.\grn.exe -C -q code\command\backupmode_end.csp

9 Start the scheduling service.
From the Windows **Start** menu, select "**Administrative Tools**" > "**Service**", and start the following service:

- Cybozu_Scheduling_Service_cbgrn

10 Check that Garoon can be accessed without any problems.

Backing up in Linux Environment

You can create a backup directory and back up the data using the following procedure:

Example:
/backup/YYYYMMDD

> **Note**
>
> - The commands and options differ between Garoon version 3.7 or earlier and Garoon version 4.0 or later.
>   - For Garoon version 3.7 or earlier: ./grn_command -f
>   - For Garoon version 4.0 or later: ./grn.cgi -C -q

> **Tip**
>
> - Modify the Garoon configuration in advance to enable backup mode.
>   "Backup Method" on page 350.
> - Change the destination folder for mysqldump to match your operating environment.
>   "Using MySQL Installed on Your Server" on page 348.
> - If **Automatic e-mail forwarding** is set to **Allow**, when you backup and restore data before a task of automatic transfer of e-mail is completed, same e-mail may be transferred twice.

To back up data using mysqldump:

1 Create a backup directory.

mkdir -p /backup/YYYYMMDD

2 Stop the scheduling service.

/etc/init.d/cyss_cbgrn stop[1]

[1]: "cbgrn" may be replaced by your installation identifier.

3 Turn on backup mode.

cd /var/www/cgi-bin/cbgrn

./grn.cgi -C -q code/command/backupmode_start.csp

4 Execute mysqldump as a database administrator.

/usr/local/cybozu/mysql-5.0/bin/mysqldump --defaults-file=/usr/local/cybozu/mysql-5.0/etc/my.ini

--all-databases --single-transaction -u cbroot -p > /backup/YYYYMMDD/full.sql

5 Enter the database administrator's password.

6 Back up the attachments.

cp -rp /usr/local/cybozu/mysql-5.0/files /backup/YYYYMMDD/

7 Release backup mode.

cd /var/www/cgi-bin/cbgrn

./grn.cgi -C -q code/command/backupmode_end.csp

8 Start the scheduling service.

/etc/init.d/cyss_cbgrn start

9 Check that Garoon can be accessed without any problems.

5.1.4 Restoring with mysqldump

This part describes how to restore the backup data and attachments using mysqldump.
You must perform the restoration during the period when users do not access Garoon.

A solution to your MySQL data corruption

The MySQL tables (privilege database) may be lost due to disk corruption or system failures.
If you cannot import the data backed up with dump due to the damaged MySQL tables, the data can be restored using the following procedure:

To restore the dump data:

1 Install Garoon as a new installation.

2 Back up the data of Garoon installed in the step 1 using operating system commands.
See "5.1.1 Backing Up with OS Commands" on page 351.

3 Restore the data backed up in the step 2 using operating system commands.
See "5.1.2 Restoring with OS Commands" on page 353.

4 Restore the dump data using mysqldump.
See "5.1.3 Backing up with mysqldump" on page 356.

Restoring in Windows Environment

You can restore the data stored in a backup directory using the following procedure:

Example:
C:\backup\YYYYMMDD

> **Note**
> • The commands and options differ between Garoon version 3.7 or earlier and Garoon version 4.0 or later.
>   • For Garoon version 3.7 or earlier: .\grn_command.exe -f
>   • For Garoon version 4.0 or later: .\grn.exe -C -q

> **Tip**
> • Change the destination folder for mysqldump to match your operating environment.
>   "Using MySQL Installed on Your Server" on page 348.
> • If **Automatic e-mail forwarding** is set to **Allow**, when you backup and restore data before a task of automatic transfer of e-mail is completed, same e-mail may be transferred twice.

To restore data using mysqldump:

1 Launch the command prompt.

2 Stop the scheduling service.

From the Windows **Start** menu, select "**Administrative Tools**" > "**Service**", and stop the following service:

- Cybozu_Scheduling_Service_cbgrn[1]
  [1]: "cbgrn" may be replaced by your installation identifier.

3 Set Garoon to backup mode.

cd C:\Inetpub\scripts\cbgrn

.\grn.exe -C -q code\command\backupmode_start.csp

4 Import the backup data as a database administrator.

"C:\Program Files\Cybozu\mysql-5.0\bin\mysql" --defaults-file="C:\Program Files\Cybozu\mysql-5.0\etc\my.ini" -u cbroot -p < C:\backup\YYYYMMDD\full.sql

5 Enter the database administrator's password.

6 Delete the existing attachments area.

rmdir /s /q "C:\Program Files\Cybozu\mysql-5.0\files"

7 Restore the attachments.

xcopy C:\backup\YYYYMMDD\files "C:\Program Files\Cybozu\mysql-5.0\files" /e /i

8 Release backup mode.

cd C:\Inetpub\scripts\cbgrn

.\grn.exe -C -q code\command\backupmode_end.csp

9 Start the scheduling service.

From the Windows **Start** menu, select "**Administrative Tools**" > "**Service**", and start the following service:

- Cybozu_Scheduling_Service_cbgrn

10 Check that Garoon can be accessed without any problems.

Restoring in Linux Environment

You can restore the data stored in a backup directory using the following procedure:

Example:
/backup/YYYYMMDD

> **Note**
> - The commands and options differ between Garoon version 3.7 or earlier and Garoon version 4.0 or later.
>   - For Garoon version 3.7 or earlier: ./grn_command -f
>   - For Garoon version 4.0 or later: ./grn.cgi -C -q

> **Tip**
> - Change the destination folder for mysqldump to match your operating environment.
>   "Using MySQL Installed on Your Server" on page 348.
> - If **Automatic e-mail forwarding** is set to **Allow**, when you backup and restore data before a task of automatic transfer of e-mail is completed, same e-mail may be transferred twice.

To restore data using mysqldump:

1 Stop the scheduling service.

/etc/init.d/cyss_cbgrn stop[1]

[1]: "cbgrn" may be replaced by your installation identifier.

2 Set Garoon to backup mode.

cd /var/www/cgi-bin/cbgrn

./grn.cgi -C -q code/command/backupmode_start.csp

3 Import the backup data as a database administrator.

/usr/local/cybozu/mysql-5.0/bin/mysql --defaults-file=/usr/local/cybozu/mysql-5.0/etc/my.ini -u cbroot

-p < /backup/YYYYMMDD/full.sql

4 Enter the database administrator's password.

5 Delete the existing attachments area.

rm -rf /usr/local/cybozu/mysql-5.0/files

6 Restore the attachments.

cp -rp /backup/YYYYMMDD/files /usr/local/cybozu/mysql-5.0/

7 Release backup mode.

cd /var/www/cgi-bin/cbgrn

./grn.cgi -C -q code/command/backupmode_end.csp

8 Start the scheduling service.

/etc/init.d/cyss_cbgrn start

9 Check that Garoon can be accessed without any problems.

> **Tip**
> - The database engine may not start in some cases due to a change in the directory privileges after the restoration. In such cases, use the chown command to grant read and write privileges for the MySQL data area to CGI users such as apache.

5.2   Migrating Between Servers

This section describes how to migrate an operating Garoon to another server.

A server migration must be performed by a user with "Administrator" privileges in a Windows environment or by a root user in a Linux environment.

When you migrate data between servers, the following information must be identical in the source server and the destination server:

- Garoon version
- Installation identifier
- Database user passwords

> **Tip**

- The installation identifier can be found in "app_name" in the "[Global]" section in the "common.ini" file.

> **Note**

- When you migrate Garoon to Windows environment, the settings of IIS may be reset to default. If the following problems occur, change the limit of values in IIS 7.0 or IIS 7.5 using IIS manager.
  - Files larger than 30 megabytes cannot be uploaded.
  - Attachments with a name containing space character cannot be downloaded.

5.2.1   Migrating Garoon to the Same OS

Migrate Garoon to the same OS and bit type of 64-bit.

Copy the following directories of MySQL from the source server to the destination server:

- data
- files

On Windows

Migrate Garoon from Windows environment to another Windows environment.

To migrate Garoon from Windows environment to another Windows environment:

1   On the source server, back up the data in Garoon.

"Backing up in Windows Environment" on page 351.

"Backing up in Windows Environment" on page 357.

2   Install and initialize Garoon on the destination server.

Use the same installation identifier and database user password as the source server.

The Administrator password is optional. The password in the source server will be set to the destination server when the migration is complete.

3   Copy the data in Garoon from the source server to the destination server.

"Restoring in Windows Environment" on page 353.

"Restoring in Windows Environment" on page 360.

4 On the destination server, check that Garoon can be accessed without any problems.

> **Tip**

- When initialized, Garoon will use the specified language and time zone as default.
- To solve an error that occurs when attempting to attach files after the migration, see the following page:
  https://manual.cybozu.co.jp/tech/support/trouble/access_05.html
  The page listed above is currently available only in Japanese.

On Linux

Migrate Garoon from Linux environment to another Linux environment.

To migrate Garoon from Linux environment to another Linux environment:

1 Back up the data in Garoon in a Linux environment.

"Backing up in Linux Environment" on page 352.

"Backing up in Linux Environment" on page 358.

2 Install and initialize Garoon on the destination server.

Use the same installation identifier and database user password as the source server.

The Administrator password is optional. The password in the source server will be set to the destination server when the migration is complete.

3 Stop the scheduling service, then database engine on the destination server.

4 Copy the data in Garoon from the source server to the destination server.

"Restoring in Linux Environment" on page 355.

"Restoring in Linux Environment" on page 361.

5 On the destination server, check that Garoon can be accessed without any problems.

> **Tip**

- When initialized, Garoon will use the specified language and time zone as default.

5.2.2   Migrating Garoon to the Different OS

Migrate Garoon from the 64-bit version of Windows to the 64-bit version of Linux, or vice-versa.
Copy the following directories of MySQL from the source server to the destination server:

- Data
- Files

Migrating Garoon from Windows to Linux

Migrate Garoon from Windows environment to Linux environment.
To migrate Garoon from Windows to Linux:

1 Back up the data in Garoon in a Windows environment.

"Backing up in Windows Environment" on page 351.

"Backing up in Windows Environment" on page 357.

2 Install and initialize Garoon in a Linux environment.

Use the same installation identifier and database user password as the source server.

The Administrator password is optional. The password in the source server will be set to the destination server when the migration is complete.

3 Copy the data in the Windows environment to the Linux environment.

"Restoring in Linux Environment" on page 355.

"Restoring in Linux Environment" on page 361.

4 Clear the cache for **Application menu list**.

When you migrate Garoon to the different OS, URLs for items in **Application menu list** and items in **App menu** will not be updated.

To update URLs for items in **Application menu list** and items in **App menu** by clearing the cache:

1. Click Basic system administration > Screen, then click Header and footer settings.

2. Change nothing and click Save.

5 On Linux, check that Garoon can be accessed without any problems.

> **Tip**
> - When initialized, Garoon will use the specified language and time zone as default.
> - When you migrate Garoon to the different OS, URLs for Garoon will be changed. If URLs for Garoon are referred to in Messages and Bulletin Board, the URLs are disabled after the migration.

Migrating Garoon from Linux to Windows

Migrate Garoon from Linux environment to Windows environment.
To migrate Garoon from Linux environment to Windows environment:

1 Back up the data in Garoon in a Linux environment.

"Backing up in Linux Environment" on page 352.

"Backing up in Linux Environment" on page 358.

2 Install and initialize Garoon in a Windows environment.

Use the same installation identifier and database user password as the source server.

The Administrator password is optional. The password in the source server will be set to the

destination server when the migration is complete.

3 Copy the data in the Linux environment to the Windows environment.

"Restoring in Windows Environment" on page 353.

"Restoring in Windows Environment" on page 360.

4 Clear the cache for **Application menu list**.

When you migrate Garoon to the different OS, URLs for items in **Application menu lis**t and items in **App menu** will not be updated.

To update URLs for items in **Application menu list** and items in **App menu** by clearing the cache:

    1. Click Basic system administration > Screen, then click Header and footer settings.

    2. Change nothing and click Save.

5 On Windows, check that Garoon can be accessed without any problems.

> **Tip**

- When initialized, Garoon will use the specified language and time zone as default.
- When you migrate Garoon to the different OS, URLs for Garoon will be changed. If URLs for Garoon are referred to in Messages and Bulletin Board, the URLs are disabled after the migration.
- To solve an error that occurs when attempting to attach files after the migration, see the following page:
  https://manual.cybozu.co.jp/tech/support/trouble/access_05.html
  The page listed above is currently available only in Japanese.

5.3 Resetting Administrator Passwords

If you forget or lose Garoon administrator password, you must reset the password from the command line.

This section describes how to reset the password, assuming that Garoon is installed in the following environment:

- Install identifier: cbgrn
- Install directory
  - On Windows OS: C:\Inetpub\scripts
  - On Linux OS: /var/www/cgi-bin

Resetting a password in Windows environment

To reset a password in a Windows environment:

1   Launch the command prompt.

2   Proceed to the CGI directory.
cd C:\Inetpub\scripts\cbgrn

3   Execute "set_admin_password.csp".
.\grn.exe -C -q code\command\set_admin_password.csp

4   Enter "yes" and press the Enter key.

5   Enter a new password and press the Enter key.

6   Enter a confirmation password and press the Enter key.

Resetting a password in Linux environment

To reset a password in a Linux environment:

1   Proceed to the CGI directory.
cd /var/www/cgi-bin/cbgrn

2   Execute "set_admin_password.csp".
./grn.cgi -C -q code/command/set_admin_password.csp

3   Enter "yes" and press the Enter key.

4   Enter a new password and press the Enter key.

5 Enter a confirmation password and press the Enter key.

5.4   Exclusion Settings of Anti-virus Software

If files used by Garoon in temporary file area are isolated as viruses by anti-virus software, Garoon may stop working or the performance may be degraded.

Directories to be excluded from virus scanning

In the anti-virus software installed on the same server where Garoon is installed, you must exclude the following directories from anti-virus scanning.

- (CGI directory)/(installation identifier)
  Example:
  - Windows OS: C:\Inetpub\scripts\cbgrn
  - Linux OS: /var/www/cgi-bin/cbgrn

- Document root directory
  Example:
  - Windows OS: C:\Inetpub\wwwroot\cbgrn
  - Linux OS: /var/www/html/cbgrn

- (installation directory)/directories under mysql-5.0, except "files" directory
  Example:
  - Windows OS: directories under C:\Program Files\Cybozu\mysql-5.0, except "C:\Program Files\Cybozu\mysql-5.0\files" directory
  - Linux OS: directories under /usr/local/cybozu/mysql-5.0, except "/usr/local/cybozu/mysql-5.0/files" directory

Directories to be targeted for virus scanning

- (MySQL installation directory)/mysql-5.0/files
  Example:
  - On Windows: C:\Program Files\Cybozu\mysql-5.0\files
  - On Linux: /usr/local/cybozu/mysql-5.0/files

If you are using Full Text Search Server version 2.0

On the server where Full Text Search Server version 2 and Garoon are installed, exclude the following directories from the virus scanning.

- On the server where Full Text Search Server version 2 is installed
  (Full Text Search Server installation directory)/cbfts/
- On the server where Garoon is installed
  (MySQL installation directory)/mysql-5.0/files/(installation identifier)/mail/tmp_solr_index

> **Note**
- If you run anti-virus software on the server where Garoon is in operation, the performance of Garoon may be degraded.
- If you run the full-scan of anti-virus software, you must stop the service of Garoon.
  Please refer the following page for instructions on how to stop the service of Garoon.
  https://faq.cybozu.info/alphascope/cybozu/web/garoon4/Detail.aspx?id=961
  The page listed above is currently available only in Japanese.

Appendix A CSV File Specifications

On Garoon, user information and category data can be managed with CSV files.

This appendix explains notes for creating CSV files including formats.

> **Note**
>
> - If an error occurs, the import processing is terminated. Any data that was imported before the error occurred is discarded.

Appendix A.1   Notes for Creating CSV

A field in a CSV file contains a data to describe an item.

Be aware of the following information to write correct data into fields when you import data from CSV files normally.

Character encodings

The following character encodings are available:
- Shift-JIS
- UTF-8
  Select With BOM if required.
- ASCII
- ISO-8859-1
- GB2312
- TIS-620

Linefeed codes

Use following linefeed codes for dividing records.
- CRLF: This linefeed code is for Windows and MS-DOS.
- LF: This linefeed code is for Linux.

Using Special Characters

You must enclose the field in double quotes including following characters:
- Comma(,)
- LF(Line feed used in Microsoft Excel)
- Double quotation mark (")

> **Tip**
>
> - You must enter two double quotations in a row (""), when you enter double quotations to fields.

The example of CSV file that is including double quotations mark (xy"z) as follows:

```
---,abc,"xy""z",def,---
```

Roles

When you indicate the role on access privileges settings, write as follows:

- On the setting item field, write "role" for default system roles such as Administrators and added roles by "Administrator Group" members.

Appendix A.2   CSV file formats

This section explains the CSV file format for importing CSV files on Garoon.

Appendix A.2.1   Application Users

This section explains the CSV file format for importing application users.

CSV file format:

Items, Targets, Space, Bookmarks, Scheduler, Messages, Bulletin Board, Cabinet, Phone Messages, Timesheet, Address Book, E-mail, Workflow, MultiReport, Keitai

CSV file items and specification:

Value	Field length	Description
Items		Specify the type of the target. Enter one of the following values: ・user ・group ・dynamic_role ・static_role
Targets	100	Describe the login name, organization code, or role name of the target.
Space ～ Keitai		Enter one of the following values: ・0: Prohibited ・1: Allowed ・2: Remote access prohibited "0" (Prohibited) is applied if this parameter is omitted. "not allowed to use" is applied if this parameter is omitted.

Note

- Login names, organization codes, or roles that do not exist in Garoon cannot be imported.
- The users who do not exist in the CSV file and the members whose organization or role does not exist in the CSV file will be removed from the application users after the CSV file has been imported.

Tip

- If the same targets exist in a CSV file, the system overwrites them with the last imported one.

Appendix A.2.2   IP Addresses to Be Used to Control Remote Access

This section explains the CSV file format for importing IP addresses to be used to control remote

access.

CSV file format:

IP address, CIDR, Notes

CSV file items and specification:

Value	Field length	Description
IP address	50	Up to 500 IP addresses can be imported.
CIDR	3	
Notes	65536	The maximum number of characters is 65535 with single-byte characters. The maximum number of characters varies depending on the character type.

Appendix A.2.3   User

Organization data

The hierarchy is created through recognition of the organization code of each child organization's parent organization. For importing from CSV file, write parent organization on child organization record to indicate hierarchy.

CSV file format:

Current organization code, Organization name, New organization code, Parent organization code, Notes

CSV file items and specification:

Item	Field length	Description
Current organization code	100	
Organization name	100	
New organization code	100	To add an organization, enter an organization code to "New organization code". To change the organization code, enter the current code to "Current organization code" and enter a new code to "New organization code".
Parent organization code	100	Leaving the field empty sets the highest hierarchy of organizations to its parent organization.
Notes	65535	Enter a note about the organization. The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

> **Note**
>
> - Organizations with organization codes that are not included in the CSV file will be removed.
> - The parent organization must write before the child organization.

> **Tip**
>
> - Entering an asterisk (*) to a field, prevents the system from overwriting the field.
> - Entering an asterisk (*) to a current organization code field adds the organization with new organization code.

- Entering the organization code that is already registered on Garoon updates the organization data with the data in the CSV file.
- Operational administrators can only manage the privilege organization and their subordinate organizations with CSV files.
- Operational administrators must enter the organizations for which they have administrative privileges at In the first line of the CSV file when they imports organization data from the CSV file.
- Operational administrators must enter the parent organization codes. A blank is allowed only when the organization is on the highest hierarchy.
- When operational administrators import organization data from CSV file, asterisk (*) for omission cannot be entered.
- When operational administrators import the privileged organization data from a CSV file, the organizations that do not exist in the CSV file are eliminated.

Organization member data

CSV file format:

Organization code, Login name 1, Login name 2, Login name 3...

CSV file items and specifications:

Item	Field length	Description
Organization code	100	Set the organization code for member.
Login name 1 Login name 2 Login name 3 …	100	Set login name for member.

Note

- The data of organizations and users in the CSV file must be registered on Garoon in advance.
- If an operational administrator imports user data from CSV file that are including unprivileged organization users data, an error occurred.

Organization name data

CSV file format:

Organization code, Language code, Organization name

CSV file items and specifications:

Item	Field length	Description
Organization code	100	Set organization code.
Language code		Select the language as follows: -ja:Japanese -en:Enlish -zh:Chinese
Organization name	100	Enter the organization name with each language.

Note

- The data of organizations name on CSV file must be registered on Garoon.

> **Tip**
> • Importing a file includes a language code with its name field left empty deletes the organization name setting for the language.

User profile

CSV files enable the following functions for user management on Garoon:
• Adding users
• Updating user information
• Deleting users

CSV file format prior to Garoon 3.1.0:

Current login name, Name, New login name, Password, Display order, Status, Delete flag(,User information items)

CSV file format after Garoon 3.1.0:

Current login name, Name, Language of the Name, English spelling, New login name, Password, Locale, Office, Display order, Status, Delete flag(,User information items)

Item	Field length	Asterisk indication for overwrite prevention	Remark
Current login name	100		Login name must be unique in Garoon.
Name	100	✓	
Language of the Name		✓	Displayed only English spelling function is available.
English spelling	100	✓	Displayed only English spelling function is available.
New login name	100	✓	
Password	64	✓	
Locale	100	✓	
Office	100	✓	
Display order	8	✓	Sets the display order on user lists using an integral number greater than zero. Up to 8 digits can be entered.
Status		✓	A value of 1 indicates "Inactive users" and 0 indicates "Active user".
Delete flag		✓	To delete the registered user, enter "1".

Setting built-in items and specifications of user information:

Item	Field length	Asterisk indication for overwrite prevention	Remark
Pronunciation	100	✓	
E-mail	100	✓	
Notes	65535	✓	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.
Position	100	✓	
Contact	100	✓	
URL	255	✓	

Setting custom items and specifications of user information:

Item	Field length	Asterisk indication for overwrite prevention	Remark
String (one line)	100	✓	
String (multiple lines)	65535	✓	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.
URL	255	✓	
Image URL	255	✓	
E-mail	100	✓	
IP phone	100	✓	
Password	64	✓	

> **Note**

- For adding a user, Current login name, Name and New login name are required.
- You must set a different login name for adding user. If you use the user login name that is already registered and import data from CSV file, the user data is edited.
- If an operational administrator imports user data from CSV file that are including unprivileged organization users data, an error occurred.
- Set asterisk (*) to password field, then the system does not overwrite the CSV file data with asterisk when importing from CSV file.

> **Tip**

- Locale data cannot be imported or exported with using CSV file format prior to Garoon 3.1.0.
- Automatically remove deleted users data including schedules and messages when the deletion time comes that is set on the **Deletion time settings** screen.

For example:

Explain with the following user information:

    Current login name:smith

    Name: John smith

    Language of the Name:ja

    English spelling:J_Smith

    New login name:smith

    Password:null

    Display order:5

For adding a user:

- CSV file format prior to Garoon 3.1.0:

smith, Jonh smith, smith,,5,1,

- CSV file format after Garoon 3.1.0:

smith, Jonh smith,ja,J_Smith,smith,,,,5,1,

- For editing a user information:
  Entering an asterisk (*) to a field, prevents the system from overwriting the field
  When you install Garoon, you need to set initial passwords for users. You can enter an asterisk (*) to prevent the system from overwriting the initial passwords at the second times or later. The followings are examples of CSV file formats to edit a user name without editing a user login name and password.

  - CSV file format prior to Garoon 3.1.0:

smith, Jonh smith, * , * ,5,1,

  - CSV file format after Garoon 3.1.0:

smith, Jonh smith,en, Jonh _S, * , * ,,,,5,1,

- For deleting the registered user:
  Set "1" on the "Delete flag" field.

  - CSV file format prior to Garoon 3.1.0:

smith, Jonh smith, * ,,5,1,1

  - CSV file format after Garoon 3.1.0:

smith, Jonh smith en, J_Smith, Smith,,,,5,1,1

Membership information data

CSV file format:

Login name, Organization code 1(Priority organization), Organization code 2, Organization code 3...

CSV file items and specifications:

Item	Field length	Remark
Login name	100	Enter user login name for setting membership information.

Item	Field length	Remark
Organization code 1 Organization code 2 Organization code 3 ...	100	Set organization code for membership information. The organization code 1 is set as "Priority organization".

> **Note**
> • The data of organizations and users on CSV file must be registered on Garoon.

Role data by user

CSV file format:

Login name, Role name 1, Role name 2, Role name 3, ...

CSV file items and specifications:

Item	Field length	Remark
Login name	100	Enter user login name for setting role data.
Role name 1 Role name 2 Role name 3 ...	100	Enter role data for a user.

> **Note**
> • The data of users and roles on CSV file must be registered on Garoon.

Role details

CSV file format:

Role name, Notes

CSV file items and specifications:

Item	Field length	Remark
Role name	100	The following names are not allowed for role name: -Everyone -LoginUser -Owner -CommandLine -Administrators
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

User data by role

CSV file format:

Role, Login name 1, Login name 2, Login name 3, ...

CSV file items and specifications:

Item	Field length	Remark
Role	100	Enter role name for setting users.
Login name 1 Login name 2 Login name 3 ...	100	Enter user login name for granting the role.

<div style="background:#808080">**Note**</div>

• The data of users and roles on CSV file must be registered on Garoon.

Appendix A.2.4　　　Files

MIME type

CSV file format:

Extension, MIME type

CSV file items and specifications:

Item	Field length	Remark
Extension	100	Enter characters after dot (.). If you indicate the extension that is already registered, the extension is edited.
MIME type	100	Enter MIME type.

Appendix A.2.5　　　Calendar

Event

CSV file format:

Date, Event type, Event details

CSV file items and specifications:

Item	Field length	Remark
Date		The date format "YYYY-MM-DD" or "YYYY/MM/DD".
Event type		"1" indicates the event type of Holidays. "3" indicates Notes. "5" indicates the event type of Workdays.
Event details	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

<div style="background:#808080">**Note**</div>

• If you enter the number to event type field other than 1, 3, and 5, an error occurred.

Tip

- From importing CSV file, even if the event is registered on Garoon, the same name event is added as new event.
- If you export event data to CSV file, output data format is "YYYY/MM/DD".
- You can download CSV file data of Japanese holidays from the following Cybozu website. This file is currently available only in Japanese.
  http://cbdb.cybozu.co.jp/cgi-bin/db.cgi?page=DBView&did=690

Office settings

CSV file format:

Office name, Office code, Office day: Sun, Office day: Mon, Office day: Tue, Office day: Wed, Office day: Thu, Office day: Fri, Office day: Sat, Workdays in calendar, Calendar code, Time range 1: Start time, Time range 1: End time, Time range 2: Start time, Time range 2: End time ...

CSV file items and specifications:

Item	Field length	Remark
Office name	100	Enter office name.
Office code	100	Enter office code.
Office day: Sun		"0" indicates Holidays.
Office day: Mon		"1" indicates Workdays.
Office day: Tue		
Office day: Wed		
Office day: Thu		
Office day: Fri		
Office day: Sat		
Workdays in calendar		"0" indicates not to apply the workday in calendar. "1" indicates to apply the workday in calendar.
Calendar code	100	Enter calendar code for office.
Time range 1: Start time Time range 1: End time Time range 2: Start time Time range 2: End time ...	100	Enter start time and end time of working. You can use the "hh:mm:ss" format. -"hh" indicates hours. -"mm" indicates minutes. -"ss" indicates seconds.

Office name

Office code, Language code, Office name

CSV file items and specifications:

Item	Field length	Remark
Office code	100	Enter office codes.
Language code		Select the language code as follows: -ja:Japanese -en:Enlish -zh:Chinese
Office name	100	Enter the office name with each language for display name.

> **Tip**
- Importing a file includes a language code with its name field left empty deletes the Office name setting for the language.

Appendix A.2.6   Portal

HTML portlet name data

CSV file format:

HTML portlet ID, Language code, HTML portlet name

CSV file items and specifications:

Item	Field length	Remark
HTML portlet ID	100	Enter the HTML portlet ID.
Language code		Select the language code as follows: -ja:Japanese -en:Enlish -zh:Chinese
HTML portlet name	100	Enter the HTML portlet name with each language.

> **Tip**
- Importing a file includes a language code with its name field left empty deletes the HTML portlet name setting for the language.

PHP portlet name data

CSV file format:

PHP portlet ID, Language code, PHP portlet name

CSV file items and specifications:

Item	Field length	Remark
PHP portlet ID	100	Enter the PHP portlet ID.
Language code		Select the language code as follows: -ja:Japanese -en:Enlish -zh:Chinese
PHP portlet name	100	Enter the PHP portlet name with each language.

> **Tip**
- Importing a file includes a language code with its name field left empty deletes the PHP portlet name setting for the language.

Appendix A.2.7   Space

Category data

CSV file format:

Parent category code, Category code, Category name, Notes

CSV file first line items and specifications

Item	Field length	Remark
Parent category code	100	Enter "ROOT_CATEGORY" into the category code field for a category to be allocated under the root directry.
Category code	100	
Category name	100	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

> **Tip**
> • Entering the category code that is already registered on Garoon updates the category data with the data in the CSV file.

Category name data

CSV file format:

Category code, Language code, Category name

CSV file items and specifications:

Item	Field length	Remark
Category code	100	Enter category codes.
Language code		Select the language code as follows: -ja:Japanese -en:English -zh:Chinese
Category name	100	Enter the category name with each language.

> **Note**
> • Category name can not be imported from a CSV file if its category code is not registered on Garoon.

> **Tip**
> • Importing a file includes a language code with its name field left empty deletes the category name setting for the language.

Appendix A.2.8   Bookmarks

Shared bookmark links or dividers

CSV file format:

Subject, URL, Notes, Type to add

CSV file items and specifications:

Item	Field length	Remark
Subject	100	
URL	255	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.
Type to add		Options: -Link -Line If you omitted the field, default value is "Link".

User right

Set security model and user right data with multiple lines of the format in the CSV file as follows:

- In the first line: Book code, Items, Values(security model)
- In the second line or after: Book code, Items, Values, Targets(user right)

CSV file format:

Book code, Items, Values, Targets

CSV file first line items and specifications:

Item	Field length	Remark
Book code	100	
Items		Enter "security_model".
Values		Set the value with "revoke" or "grant".

CSV file after second line items and specifications:

Item	Field length	Remark
Book code	100	Enter the same category code on In the first line.
Items		Enter one of the following items as target of access right: -user -group -dynamic_role -role
Values		Enter "B" for view right.
Targets	100	Enter login name, organization code or role name of target.

Appendix A.2.9   Scheduler

> **Note**
> - Even if you specify AM/PM for the start time and end time in the CSV file, "AM" and "PM" are ignored while loading the file. Time must be specified in 24-hour time format.
>   Example:
>   "05:00:00 PM" is loaded as "05:00:00".
>   Use "17:00:00" instead to specify "05:00:00 PM".

Appointment data for system administration

CSV file format:

Start date, Start time, End date, End time, Appointment, Appointment details, Notes, Attendees/Organizations/Facilities, Creator(, custom items in facility reservation information)

CSV file items and specifications:

Item	Field length	Remark
Start date		Enter the format of "YYYY-MM-DD" or "YYYY/MM/DD".
Start time		Enter the format of "HH:MM:SS".
End date		Enter the format of "YYYY-MM-DD" or "YYYY/MM/DD".
End time		Enter the format of "HH:MM:SS".
Appointment	100	Select the appointment type of subject.
Appointment details	100	Enter the appointment details of subject.
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.
Attendees/Organizations/Facilities	100	Enter target login name, organization code or facility code. If one or more of the items such as login name, organization code and facility code are conflicting, the registration priority is as follows: 1st -Login name 2nd -Organization code 3rd - Facility code
Creator		
custom items in facility reservation information		

> **Tip**
> - From importing CSV file, even if the appointment is registered on Garoon, the same name appointment is added as new appointment.
> - If you export appointment data to CSV file, output data format is "YYYY/MM/DD".

Appointment data for personal settings

CSV file format:

Start date, Start time, End date, End time, Appointment, Appointment details, Notes

CSV file items and specifications:

Item	Field length (Number of characters)	Remark
Start date		Enter the format of "YYYY-MM-DD" or "YYYY/MM/DD".
Start time		Enter the format of "HH:MM:SS".
End date		Enter the format of "YYYY-MM-DD" or "YYYY/MM/DD".
End time		Enter the format of "HH:MM:SS".
Appointment	100	Select the appointment type of subject.
Appointment details	100	Enter the appointment details of subject.
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Tip

- From importing CSV file, even if the appointment is registered on Garoon, the same name appointment is added as new appointment.
- If you export appointment data to CSV file, output data format is "YYYY/MM/DD".

Facilities data

If facility group data are on CSV file, facility group data are added.

CSV file format:

Facility name, Facility code, Member organization code, Notes

CSV file items and specifications:

Item	Field length	Remark
Facility name	100	
Facility code	100	
Member organization code	100	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Tip

- Entering the facility code that is already registered on Garoon updates the facility data with the data in the CSV file.

Facility name data

CSV file format:

Facility code, Language code, Facility name

CSV file items and specifications:

Item	Field length	Remark
Facility code	100	Enter facility codes.
Language code		Select the language code as follows: -ja:Japanese -en:English -zh:Chinese
Facility name	100	Enter the facility name with each language.

> **Note**

- Facility name can not be imported if the facility code is not registered on Garoon.

> **Tip**

- Importing a file includes a language code with its name field left empty deletes the facility name setting for the language.

Facility group data

CSV file format:

Parent facility group code, Current facility group code, Facility group name, Notes, New facility group code

CSV file items and specifications:

Item	Field length	Remark
Parent facility group code	100	If there is no indication of hierarchy, the highest hierarchy is set.
Current facility group code	100	
Facility group name	100	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.
New facility group code		-For adding a facility group: Enter a facility group code for adding facility group. -For editing a facility group code: Enter registered facility group code at "Current facility group code" and enter new facility group code at "New facility group code".

> **Tip**

- Entering an asterisk (*) to a current facility group code, a new facility group is added with a new facility group code.
- Entering the current facility group code that is already registered on Garoon updates the facility group data with the data in the CSV file.
- Entering an asterisk (*) to a new facility group code, prevents the system from overwriting the facility group code.

Facility group name data

CSV file format:

Facility group code, Language code, Facility group name

CSV file items and specifications:

Item	Field length	Remark
Facility group code	100	Enter facility group codes.
Language code		Select the language code as follows: -ja:Japanese -en:English -zh:Chinese
Facility group name	100	Enter facility group name with each language.

> **Note**
>
> • Facility group name can not be imported from CSV file if the facility group code is not registered on Garoon.

> **Tip**
>
> • Importing a file includes a language code with its name field left empty deletes the facility group name setting for the language.

User rights data

Set security model and user right data with multiple lines format on CSV file as follows:
- In the first line: Target type, Target code, Items, Values(security model)
- In the second line or after: Target type, Target code, Items, Values, Targets(user right)

CSV file format:

Target type, Target code, Items, Values, Targets

CSV file first line items and specifications

Item	Field length	Remark
Target type	100	Enter one of the following items: -user -group -role -facility -facility group
Target code	100	Enter a code of target type. The available codes are as follows: -Login name -Organization code -Role name -Facility code -Facility group code
Items		Enter "security_model".

Item	Field length	Remark
Values		Enter the value with "revoke" or "grant": -"revoke" indicates restrictions can be set. -"grant" indicates permissions can be set.

CSV file after second line items and specifications:

Item	Field length	Remark
Target type	100	Enter one of the following items: -user -group -role -facility -facility group
Target code	100	Enter a code of target type. The available codes are as follows: -Login name -Organization code -Role name -Facility code -Facility group code
Items		Enter one of the following items as target of access rights: -user -group -dynamic_role -role
Values		Enter one of the following user rights: -R(Read) -RA(Read and Add) -RAM(Read, Add, and Change) -RAD(Read, Add, and Delete) When the value of line 1 is set to "grant", the following value can be set: -RAMD(Read, Add, Change, and Delete)
Targets	100	Enter login name, organization code or role name of target.

Appendix A.2.10 Bulletin Board

Category data

CSV file format:

Parent category code, Category code, Category name, Notes

CSV file first line items and specifications

Item	Field length	Remark
Parent category code	100	Enter "ROOT_CATEGORY" to allocate the category under root directory.
Category code	100	
Category name	100	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

> **Tip**

- Entering the category code that is already registered on Garoon updates the category data with the data in the CSV file.

Category name data

CSV file format:

Category code, Language code, Category name

CSV file items and specifications:

Item	Field length	Remark
Category code	100	Enter category codes.
Language code		Select the language code as follows: -ja:Japanese -en:English -zh:Chinese
Category name	100	Enter the category name with each language.

> **Note**

- Category name can not be imported from CSV file if the category code is not registered on Garoon.

> **Tip**

- Importing a file includes a language code with its name field left empty deletes the category name setting for the language.

User rights data

CSV file format:

Set security model and user right data with multiple lines format on CSV file as follows:

- In the first line: Category code, Items, Values(security model)
- In the second line or after: Category code, Items, Values, Targets(user right)

CSV file items and specifications:

Category code, Items, Values, Targets

CSV file first line items and specifications

Item	Field length	Remark
Category code	100	
Items		Enter "security_model".
Values		Set the value with "revoke" or "grant".

CSV file after second line items and specifications:

Item	Field length	Remark
Category code	100	Enter the same category code on In the first line.
Items		Enter one of the following items as target of access right: -user -group -dynamic_role -role
Values		Set one of the following privilege as follows: -R(Read) -RW(Read and Write) -RF(Read and comment)
Targets	100	Enter login name, organization code or role name of target.

> **Note**
> - To import the user right data for category from a CSV file, the category data must be registered on Garoon.

Notification settings

CSV file format:

Category code, Items, Values, Targets

CSV file items and specifications:

Item	Field length	Remark
Category code	100	
Items		Enter one of the following items: -force_notify -user, group, dynamic_role, or, role
Values		Enter one of the following items: -For "force_notify" on items field: -"1" indicates to set notifications. -"0" indicates to stop updating notifications. -For other than "force_notify" on items field: -"1" indicates to set. -"0" indicates to cancel.
Targets	100	Enter login name, organization code or role name of target.

Appendix A.2.11   Cabinet

Folders data

CSV file format:

Parent folder code, Folder code, Folder name, Memo

CSV file items and specifications:

Item	Field length	Remark
Parent folder code	100	Enter "ROOT_FOLDER" to allocate the folder under root directory.
Folder code	100	
Folder name	100	
Memo	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

> **Tip**
> - Entering the folder code that is already registered on Garoon updates the folder data with the data in the CSV file.

Folders name data

CSV file format:

Folder code, Language code, Folder name

CSV file items and specifications:

Item	Field length	Remark
Folder code	100	Enter folder codes. For root directory, enter "ROOT_FOLDER".
Language code		Select the language code as follows: -ja:Japanese -en:English -zh:Chinese
Folder name	100	Enter the folder name with each language.

> **Note**
> - Folder name can not be imported from CSV file if the folder code is not registered on Garoon.

> **Tip**
> - Importing a file includes a language code with its name field left empty deletes the folder name setting for the language.

User rights data

CSV file format:

Set security model and user right data with multiple lines format on CSV file as follows:
- In the first line: Folder code, Items, Values(security mode)
- After In the first line: Folder code, Items, Values, Targets(user right)

CSV file format:

Folder code, Items, Values, Targets

CSV file first line items and specifications

Item	Field length	Remark
Folder code	100	
Items		Enter "security_model".
Values		Set the value with "revoke" or "grant".

CSV file after second line items and specifications:

Item	Field length	Remark
Folder code	100	Enter the same folder code on In the first line.
Items		Enter one of the following items as target of access right: -user -group -dynamic_role -role
Values		Enter one of the following item: -R(Read) -RW(Read and Write)
Targets	100	Enter login name, organization code or role name of target.

> **Note**
- For importing user rights data from CSV file, the folder data registration on Garoon is required beforehand.

Notification settings

CSV file format:

Folder code, Items, Values, Targets

CSV file items and specifications:

Item	Field length	Remark
Folder code	100	

Item	Field length	Remark
Items		Enter one of the following items: -user -group -dynamic_role -role
Values		Enter one of the following items: -"1" indicates to set the setting. -"0" indicates to cancel the setting.
Targets	100	Enter login name, organization code or role name of target.

Appendix A.2.12   Phone Messages

User rights data

Set security model and user right data with multiple lines format on CSV file as follows:

- In the first line: Target type, Target code, Items, Values(security mode)
- In the second line or after: Target type, Target code, Items, Values, Targets(user right)

CSV file format:

Target type, Target code, Items, Values, Targets

CSV file first line items and specifications

Item	Field length	Remark
Target type	100	Enter one of the following items: -user -group -role
Target code	100	Enter a code of target type. The available codes are as follows: -Login name -Organization code -Role name
Items		Enter "security_model".
Values		Enter the value with "revoke" or "grant": -"revoke" indicates restrictions can be set. -"grant" indicates permissions can be set.

CSV file after second line items and specifications:

Item	Field length	Remark
Target type	100	Enter one of the following items: -user -group -role

Item	Field length	Remark
Target code	100	Enter a code of target type. The available codes are as follows: -Login name -Organization code -Role name
Items		Enter one of the following items as target of access right: -user -group -dynamic_role -role
Values		Enter one of the following user fight: -A(Add) -B(Vies) -AB(Add and View)
Targets	100	Enter login name, organization code or role name of target.

Appendix A.2.13   Timesheet

The timesheet data can only be exported to a CSV file, and cannot be imported.

CSV file format:

Login name, User name, Date, Work starting time, Work starting time IP address, Work ending time, Work ending time IP address, Out of office, Out of office IP addres, Back to office, Back to office IP addres, Notes

CSV file items and specifications:

Item	Field length	Remark
Login name	100	
User name	100	
Date		
Work starting time		
Work starting time IP address		Enter an IP address to identify where a start time is recorded.
Work ending time		
Work ending time IP address		Enter an IP address to identify where an end time is recorded.
Out of office		
Out of office IP addres		Enter an IP address to identify where an out time is recorded.
Back to office		
Back to office IP addres		Enter IP address to identify where a back time is recorded.
Notes	65535	

Appendix A.2.14   Address Book

Address book data are imported as selected book data by the Garoon system.

Only selected book users right data are imported even if the other book data are included in the CSV file.

Shared address book

CSV file format:

> Display as, Last, First, Last (Pronunciation), First (Pronunciation), Company, Company (Pronunciation), Department, Postcode, Address, Route, Travel time, Travel expense, Company phone number, Company fax number, URL, Position, Personal phone number, E-mail, Notes(,Custom items…)

CSV file built-in items and specifications:

Item	Field length	Remark
Display as	100	
Last	100	
First	100	
Last (Pronunciation)	100	
First (Pronunciation)	100	
Company	100	
Company (Pronunciation)	100	
Department	100	
Postcode	100	
Address	4096	
Route	100	
Travel time	100	
Travel expense	100	
Company phone number	100	
Company fax number	100	
URL	100	
Position	100	
Personal phone number	100	
E-mail	100	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

CSV file custom items and specifications:

Item	Field length	Remark
String (one line)	100	
String (multiple lines)	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.
URL	255	
Image URL	255	
E-mail	100	
File		

Item	Field length	Remark
IP phone	100	

> **Tip**

- Custom items are displayed after Notes.
- To use customs items in a CSV file, setting up the custom items are required beforehand.
- From importing CSV file, even if the address is registered on Garoon, the same address is added as new address

User rights data

CSV file format:

Set security model and user right data with multiple lines format on CSV file as follows:
- In the first line: Book code, Items, Values(security model)
- In the second line or after: Book code, Items, Values, Targets(user right)

CSV file format:

Book code, Items, Values, Targets

CSV file first line items and specifications:

Item	Field length	Remark
Book code	100	
Items		Enter "security_model".
Values		Set the value with "revoke" or "grant".

CSV file after second line items and specifications:

Item	Field length	Remark
Book code	100	Enter same book code on In the first line.
Items		Enter one of the following items as privilege targets: -user -group -dynamic_role -static_role
Values		Set one of the following privilege as follows: -B(View) -EB(Edit and View)
Targets	100	Enter login name, organization code or role name of target.

Appendix A.2.15   E-mail

Mail server settings

CSV file format:

Mail server code, Name, Outgoing mail server name (SMTP), Outgoing port number, Encryption method, SMTP authentication type, Set account and password for outgoing mails, Authenticate before sending e-mail (POP before SMTP), Waiting time before sending, Time-out period for sending e-mail, Receive protocol, Incoming mail server, Incoming port number, Incoming use of SSL/TLS, Incoming mail authentication, Time-out period for receiving e-mail

CSV file items and specifications:

Item	Field length	Remark
Mail server code	100	
Name	100	
Outgoing mail server name (SMTP)	100	
Outgoing port number	100	Enter with one-byte number.
Encryption method		Enter one of the following items: -None -SSL/TLS -STARTTLS
SMTP authentication type		Enter one of the following items: -NONE -PLAIN -LOGIN -CRAMMD5 -DIGEST-MD5
Set account and password for outgoing mails		Select whether or not to use settings: -"1" indicates to set on. -"0" indicates not to use the setting.
Authenticate before sending e-mail (POP before SMTP)		Select whether or not to use settings: -"1" indicates to set on. -"0" indicates not to use the setting.
Waiting time before sending		Measured in seconds. Set number from 0 up to 10.
Time-out period for sending e-mail		Measured in seconds. Set number from 10 up to 120. Enter number on 10 seconds basis.
Receive protocol		Enter "POP3" or "IMAP4".
Incoming mail server	100	
Incoming port number	100	Enter with one-byte number.
Incoming use of SSL/TLS		-"1" indicates to use encrypted connection. -"0" indicates not to use encrypted connection.
Enable APOP authentication		Select whether or not to use settings: -"APOP" indicates to set on. -"USER" indicates not to use the setting.
Time-out period for receiving e-mail		Measured in seconds. Set number from 10 up to 120. Enter number on 10 seconds basis.

> **Tip**
> - Entering the mail server code that is already registered on Garoon updates the mail server data with the data in the CSV file.

User account settings

To overwrite the data on Garoon with the importing CSV file, set the same login name and account code for editing specific user data.

CSV file format:

Login name, Account code, Account name, Mail server code, E-Mail, From, Account name, Password, Leave e-mail on server, Outgoing mail account, Password for outgoing mail, Deactivate

CSV file items and specifications:

Item	Field length	Asterisk indication for overwrite prevention	Remark
Login name	100		
Account code	100		
Account name	100		
Mail server code	100		
E-mail	100		
From	100		
Account name	100		
Password	64	✓	
Leave e-mail on server			Enter one of the following items: -"LEAVE" indicates to store mails on mail server. -"DELETE" indicates to delete mails from mail server.
Outgoing mail account	100		
Password for outgoing mail	64	✓	
Deactivate			Enter one of the following: -"1" indicates to set inactive user account. -"0" indicates not to set inactive user account. If you enter the number other than "0" or "1"on the CSV file, an error occurres while you are importing the CSV file.

> **Tip**
> - Entering an asterisk (*) to a field, prevents the system from overwriting the field.
> - Entering the login name that is already existed on Garoon updates the user data with the data in the CSV file.

E-mail size limits

CSV file format:

Login name, Maximum e-mail size (MB), Maximum incoming mail size (KB), Maximum outgoing mail size (KB)

CSV file items and specifications:

Item	Field length	Remark
Login name	100	
Maximum e-mail size (MB)		Enter one of the following options: -Set null or asterisk (*) for omitting. -Set "1" for unspecified. -Set the number from 10 to 1024. The number of "10" to "1024" indicates the megabyte unit.
Maximum incoming mail size (KB)		Enter one of the following options: - Set null or asterisk (*) for omitting - Set "1" for unspecified. - Set the number from 256 to 30720. The number of "256" to "30720" indicates the kilobyte unit.
Maximum outgoing mail size (KB)		Enter one of the following options: -Set null or asterisk (*) for omitting. - Set "1" for unspecified. - Set the number from 256 to 30720. The number of "256" to "30720" indicates the kilobyte unit.

Appendix A.2.16   Workflow

Application users

CSV file format:

Target,value

CSV file items and specifications:

Item	Field length	Remark
Target	100	Specify users who are allowed to use Workflow, using an organization, user login name, or role. To specify using an organization, describe the organization code. To specify using a login name, describe the login name of the user. To specify using a role, describe the role name. To specify using a dynamic role, describe one of the following values: - Everyone - LoginUser - Administrators
Value		Describe one of the following values in accordance with the target: - user - group (when the target is an organization) - dynamic_role - role

> **Note**

- The users who do not exist in the CSV file and the members whose organization or role does not exist in the CSV file will not be able to use Workflow after the CSV file has been imported.

> **Tip**

- If the same targets exist in a CSV file, the system overwrites them with the last imported one.

Category data

CSV file format:

Parent category code, Category code, Category name, Notes

CSV file items and specifications:

Item	Field length	Remark
Parent category code	100	Enter "ROOT_CATEGORY" to allocate the category under root directory.
Category code	100	
Category name	100	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Category name data

CSV file format:

Category code, Language code, Category name

CSV file items and specifications:

Item	Field length	Remark
Category code	100	Enter category codes.
Language code		Select the language code as follows: -ja:Japanese -en:Enlish -zh:Chinese
Category name	100	Enter category name with each language.

> **Note**
> • Category name can not be imported from a CSV file if its category code is not registered on Garoon.

> **Tip**
> • Importing a file includes a language code with its name field left empty deletes the category name setting for the language.

User rights data

CSV file format:

Set security model and user right data with multiple lines format on CSV file as follows:

- In the first line: Category code, Setting type, Values(security_mode)

- After second line: Category code, Setting type, Values, Targets(user right)

CSV file format:

Category code, Setting type, Values, Targets

CSV file first line items and specifications:

Item	Field length	Remark
Category code	100	
Setting type		Enter "security_model".
Values		Set the value with "revoke" or "grant".

CSV file after second line items and specifications:

Item	Field length	Remark
Category code	100	Enter the same category code on In the first line.
Setting type		Enter one of the following items as target of access right: -user -group -dynamic_role -role
Values		Set "revoke" on In the first line of value field, then leave as blank. Set "grant" on In the first line of value field, enter "B".
Targets	100	Enter login name, organization code or role name of target.

> **Note**
> • For importing user rights data from CSV file, the category data registration on Garoon is required beforehand.

Proxy applicant data

CSV file format:

Login name, Proxy applicant login name

CSV file items and specifications:

Item	Field length	Remark
Login name	100	Enter user login name that is already registered on Garoon.
Proxy applicant login name	100	Enter user login name that is already registered on Garoon.

Proxy approver data

CSV file format:

Login name, Proxy approver login name

CSV file items and specifications:

Item	Field length	Remark
Login name	100	Enter user login name that is already registered on Garoon.
Proxy approver login name	100	Enter user login name that is already registered on Garoon.

Requests

The purpose of exporting request data to CSV file is for recording. Only CSV file exporting function is available.

You can describe one request per line. First describe the overview, such as a request form name and a request number, then describe the details of each route step.

You cannot import the request data from a CSV file. Also, CSV file formats are different between manually exported data and automatically exported requested data.

CSV file format of manually exporting requested data:

• Request form information

Number, Applicant name, Applicant login name, Request date, Form, Subject, Status, Item value 1, Item value 2 …

• Step information

Step name, User name 1, Results 1, Comment 1, Processed 1, User name 2, Results 2, Comment 2, Processed   2 …

CSV file items and specifications:

- Request form information

Item	Field length	Remark
Number		Export Number.
Applicant name		Export applicant name.
Applicant login name		If you check "Include applicant login names", login name of applicants are applied on CSV file.
Request date		Export request date.
Form		Export request form name that is applied.
Subject		Export request subject set by applicants.
Status		Export request data status.
Item name		Export request item name.
Item value		Export request item value set by applicants.

- Step information

Item	Field length	Remark
Step name		Export step name.
User name		Export user name which processed the request.
Results		Export processor's results.
Comment		Export the date of commenting by processors.
Processed		Export the date when the request is processed by a processor in the route step.

CSV file format of automatically exporting requested data:

The data exported automatically contains information on items and steps for request form information. The request form information contains item names followed by their respective values.

- Request form information

> Number, Applicant name(, Applicant login name), Request date, Form, Start and end columns of information on items, Start column of information on steps, Subject, Status, Item name 1, Item value 1, Item name 2, Item value 2 ...

- Step information

> Step name, User name 1, Results 1, Comment 1, Processed 1, User name 2, Results 2, Comment 2, Processed   2 …

CSV file items and specifications:

- Request form information

Item	Field length	Remark
Number		Export Number.
Applicant name		Export applicant name.
Request date		Export request date.
Form		Export request form name that is applied.
Start and end columns of item information		The column index starts with zero. Example when item information are exported to the columns between 10 and 67: 9,66

Item	Field length	Remark
Start column of step information		The column index starts with zero. Example when information for step 1 starts on column 68, for step 2 on column 73, and for step 3 on column 78: 67,72,77
Subject		Export request subject set by applicants.
Status		Export request data status.
Item name		Export request item name.
Item value		Export request item value set by applicants.

- Step information

Item	Field length	Remark
Step name		Export step name.
User name		Export user name which processed the request.
Results		Export processor's results.
Comment		Export the date of commenting by processors.
Processed		Export the date when the request is processed by a processor in the route step.

Appendix A.2.17   MultiReport

Application user data

CSV file format:

```
Target,value
```

CSV file items and specifications:

Item	Field length	Remark
Target	100	Specify users who are allowed to use MultiReport, using an organization, user login name, or role. To specify using an organization, describe the organization code. To specify using a login name, describe the login name of the user. To specify using a role, describe the role name. To specify using a dynamic role, describe one of the following values: - Everyone - LoginUser - Administrators
Value		Describe one of the following values in accordance with the target: - user - group (when the target is an organization) - dynamic_role - role

<table>
<tr><td>**Note**</td></tr>
</table>

- The users who do not exist in the CSV file and the members whose organization or role does not exist in the CSV file will not be able to use MultiReport after the CSV file has been imported.

<table>
<tr><td>**Tip**</td></tr>
</table>

- If the same targets exist in a CSV file, the system overwrites them with the last imported one.

Category data

CSV file format:

Parent category code, Category code, Category name, Notes

CSV file items and specifications:

Item	Field length	Remark
Parent category code	100	Enter "ROOT_CATEGORY" to allocate the category under root directory.
Category code	100	
Category name	100	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Category name data

CSV file format:

Category code, Language code, Category name

CSV file first line items and specifications:

Item	Field length	Remark
Category code	100	Enter category code.
Language code		Select the language code as follows: -ja:Japanese -en:English -zh:Chinese
Category name	100	Enter category name with each language.

<table>
<tr><td>**Note**</td></tr>
</table>

- From importing CSV file, the category name can not be imported if the category code is not registered on Garoon.

<table>
<tr><td>**Tip**</td></tr>
</table>

- Importing a file includes a language code with its name field left empty deletes the category name setting for the language.

User rights

CSV file format:

Set security model and user right data with multiple lines format on CSV file as follows:

- In the first line: Category code, Items, Values("revoke" or "grant")
- In the second line or after: Category code, Items, Values, Targets(user right)

CSV file format:

Category code, Items, Values, Targets

CSV file first line items and specifications:

Item	Field length	Remark
Category code	100	
Items		Enter "security_model".
Values		Set the value with "revoke" or "grant".
Targets		Do not enter any characters.

CSV file after second line items and specifications:

Item	Field length	Remark
Category code	100	Enter the same category code on In the first line.
Items		Enter one of the following items as target of access right: -user -group -dynamic_role -role
Values		Select user rights from the following options: Set "revoke" on In the first line of value field, then leave as blank. Set "grant" on In the first line of value field, enter "B".
Targets	100	Enter login name, organization code or role name of target.

> **Note**
>
> - If you want to import access right from CSV file, the category must be registered on Garoon before hand.

Reports

CSV file format:

Subject, Author, Created date(, Attendees) (, Outside parties), item 1, item 2, ..., Comments

CSV file items and specifications:

Item	Field length	Remark
Subject		Export the subjects entered by the authors.
Author		Export the user names of the authors.

Item	Field length	Remark
Created date		Export the dates and times the reports were created.
Attendees		Export the user names added to the "Attendees" list.
Outside parties		Export the names in the "Outside parties" list. The names are displayed as listed in the "Display as" field in shared address books.
Items		Export the details entered in each field.
Comments		Export all the posted comments. Example: 1: John Smith April 10, 2013, 09:15 AM Please find the minutes I have prepared. --- (Details of Comment 2)

Appendix A.2.18 RSS Reader

Site information

CSV file format:

Site, URL, Notes

CSV file items and specifications:

Item	Field length	Remark
Site	100	
URL	255	
Notes	65535	The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

> **Tip**
> • Entering the shared site URL that is already registered on Garoon updates the shared site data with the data in the CSV file.

Appendix A.2.19 Presence indicators

Proxy

CSV file format:

Target type, Target code, Items, Values, Targets

CSV file items and specifications:

Item	Field length	Remark
Target type		Enter one of the following data to set a proxy: -user -group
Target code	100	Enter login name or organization code of user to set as proxy.
Items		Enter one of the following data to edit: -user -group
Values		"M" indicates the field for editing.
Targets	100	Enter the proxy user login name or organization code for editing.

Appendix A.2.20   KUNAI

This section explains the CSV file format for importing users who use can KUNAI and the applications available in KUNAI.

CSV file format:

Items, Targets, Scheduler, Messages, Workflow , E-mail , Address Book, Space, Bulletin Board, MultiReport

CSV file items and specifications:

Value	Field length	Description
Items		Enter one of the following values: - user - group - dynamic_role - static_role
Targets	100	Describe the login name, organization code, or role name of the target.
Scheduler		Enter one of the following values:
Messages		- 0: Prohibited
Workflow		- 1: Allowed
E-mail		
Address Book		"0" (Prohibited) is applied if the parameter is omitted.
Space		
Bulletin Board		Entering any value other than "0" or "1" causes an error when the CSV file is imported.
MultiReport		

Appendix B Command Lines for Garoon

Garoon can be managed using command lines by the following users:

On Windows OS: Users with "Administrator" accounts

On Linux OS: Users with "root" user accounts

The users who are allowed to use command lines can perform the following operations:

- Managing user data using CSV files
- Purging deleted user data
- Deleting all appointments
- Deleting all messages before the specified date
- Deleting all expired topics
- Deleting all topics before the specified date
- Deleting all received e-mails
- Removing all maintainers of messages
- Initializing Garoon
- Deleting all logs
- Exporting logs to CSV files

This chapter describes how to use command lines, assuming that Garoon is installed in the following environment:

- Installation identifier: cbgrn
- Install directory:
  - Windows OS: C:\InetPub\Scripts\cbgrn
  - Linux OS: /var/www/cgi-bin/cbgrn

Appendix B.1   How to Execute a Command

Appendix B.1.1   Executing Garoon Commands in a Windows Environment

On Windows, execute the command-line script.

When Garoon is in operation under the server distributed configuration, commands must be executed on one of the application servers (the server where Web server is running).

> **Note**
>
> - The commands and options differ between Garoon version 3.7 or earlier and Garoon version 4.0 or later.
>   - For Garoon version 3.7 or earlier: .\grn_command.exe -f
>   - For Garoon version 4.0 or later: .\grn.exe -C -q

1 【**Required only when initializing Garoon:**】Stop the scheduling service.

From the Windows **Start** menu, select "**Administrative Tools**" > "**Service**", and stop the following service:

- Cybozu_Scheduling_Service_cbgrn[1]

[1]: "cbgrn" may be replaced by your installation identifier.

2 Launch the command prompt.

3 Change the current directory to the following directory:
C:\InetPub\Scripts\cbgrn

4 Execute the following command:
.\grn.exe -C -q code\command\ 'command''parameter'

5 【**Required only when initializing Garoon:**】Start the scheduling service.

From the Windows **Start** menu, select "**Administrative Tools**" > "**Service**", and start the following service:

- Cybozu_Scheduling_Service_cbgrn

Commands for exporting CSV files for user management

If you execute the command to export a CSV file for user management, the CSV file will be saved in the target directory using the specified file name.

Execute the following command:
.\grn.exe -C -q code\command\ 'command' 'parameter' > 'file name'

Tip

- See the following sections for the commands and parameters that you can use:
See "Appendix B.2 Managing Organizations, Users, and Roles with CSV Files" on page 410.
See "Appendix B.3 Managing Application Data" on page 413.

Appendix B.1.2   **Executing Garoon Commands in a Linux Environment**

On Linux, execute the command-line script.
When Garoon is in operation under the server distributed configuration or database distributed configuration, commands must be executed on one of the application servers (the server where Web server is running).

Note

- The commands and options differ between Garoon version 3.7 or earlier and Garoon version 4.0 or later.
  - For Garoon version 3.7 or earlier: ./grn_command -f
  - For Garoon version 4.0 or later: ./grn.cgi -C -q

1 Launch the console.

2 【**Required only when initializing Garoon:**】Stop the scheduling service.

/etc/init.d/cyss_cbgrn stop[1]

[1]: "cbgrn" may be replaced by your installation identifier.

3 Move the current directory to the following directory:

/var/www/cgi-bin/cbgrn

4 Execute the following command:

./grn.cgi -C -q code/command/'command''parameter'

5 【**Required only when initializing Garoon:**】Start the scheduling service.

/etc/init.d/cyss_cbgrn start

Commands for exporting CSV files for user management

If you execute the command to export a CSV file for user management, the CSV file will be saved in the target directory using the specified file name.

Execute the following command:

./grn.cgi -C -q code/command/'command''parameter'> 'file name'

> **Tip**
>
> - When you export organizations, users, or roles from the command line, the following fields will be empty.
>   - Creator
>   - Updated by
> - See the following sections for the commands and parameters that you can use:
>   See "Appendix B.2 Managing Organizations, Users, and Roles with CSV Files" on page 410.
>   See "Appendix B.3 Managing Application Data" on page 413.

Appendix B.2   Managing Organizations, Users, and Roles with CSV Files

This section describes how to use command lines to import or export CSV files for managing organizations, users, and roles.

You can import or export the following data using command lines:

- Organizations
  - Organization details: Information of organizations
  - Organization member data: Information of the users who hold membership of each organization
- Users
  - User profile: Information of users
  - Membership information data: Information of the organizations to which each user belongs
  - Role data by user: Information of the roles that each user has been granted
- Roles
  - Role details: Information of roles
  - User data by role: Information of the users to which each role has been granted

Appendix B.2.1   Commands and Parameters for Importing CSV Files

The following commands and parameters allow you to import CSV files for user management:

Commands

Data type	Function	Command
Organizations	Imports organization details.	import_organization.csp
	Imports organization member data.	import_organization_user.csp
Users	Imports user data.	import_user.csp
	Imports membership information data.	import_user_organization.csp
	Imports role data by user.	import_user_role.csp
Roles	Imports role details.	import_role.csp
	Imports user data by role.	import_role_user.csp

Parameters

Parameter	Required	Description
localfile	✓	Specify the path to the CSV file that you want to import. You must grant view rights for the CSV file to the Web server users in advance.
charset		Specify the character encoding of the CSV file. The following character encodings are available: -SJIS-win -UTF-8 -ASCII -ISO-8859-1 -GB2312 -TIS-620 Tip: - The following value will be used if you omit the character encoding: "default_external_encoding" that is defined in the [I18N] section in the "common.ini" file. - The default value of "default_external_encoding" is "SJIS-win".
skip		Specify either of the following values: 1: Skips the header row of the data. 0: Imports the data including the header row. Tip: -The imported CSV file will contain the header row if you omit "skip".
old		Specify either of the following values: 1: Imports the CSV file by converting from the format in any version prior to Garoon 3.1.0 to the format in Garoon 3.1.0 or later. 0: Imports the CSV file using the format in Garoon 3.1.0 or later. Tip: -This parameter is available only for importing user profile to CSV files. -The CSV file will be imported using the format in Garoon 3.1.0 or later if you omit "old".

✓: Required
Blank: Optional

Example command to import a CSV file under the following circumstances:
- OS: Linux

- Data type: User profile
- Character encoding: UTF-8
- Header row: Skip

```
./grn.cgi -C -q code/command/import_user.csp localfile=user.csv charset=UTF-8 skip=1
```

Appendix B.2.2   Commands and Parameters for Exporting CSV Files

The following commands and parameters allow you to export CSV files for user management:

Commands

Data type	Function	Command
Organizations	Exports organization details.	export_organization.csp
	Exports organization member data.	export_organization_user.csp
Users	Exports user profile.	export_user.csp
	Exports membership information data.	export_user_organization.csp
	Exports role data by user.	export_user_role.csp
Roles	Exports role details.	export_role.csp
	Exports user data by role.	export_role_user.csp

Parameters

Parameter	Required	Description
charset		Specify the character encoding of the CSV file. The following character encodings are available: -SJIS-win -UTF-8 -ASCII -ISO-8859-1 -GB2312 -TIS-620 Tip: -The following value file will be used if you omit the character encoding: "default_external_encoding" that is defined in the [I18N] section in the "common.ini" file. -The default value of "default_external_encoding" is "SJIS-win".
title		Specify either of the following values: 1: Includes item names in the header row of the exported data. 0: Exports data without item names. Tip: -The CSV file will be exported without item names if you omit "title".

Parameter	Required	Description
old		Specify either of the following values: 1: Exports the CSV file using the format in any version prior to Garoon 3.1.0. 0: Exports the CSV file using the format in Garoon 3.1.0 or later. Tip: -This parameter is available only for exporting user profile to CSV files. -The CSV file will be exported using the format in Garoon 3.1.0 or later if you omit "old".

✓: Required
Blank: Optional

Example command to export a CSV file under the following circumstances:

- OS: Linux
- Data type: User profile
- Character encoding: UTF-8
- Header row: Include item names

```
./grn.cgi -C -q code/command/export_user.csp charset=UTF-8 title=1 > user.csv
```

Appendix B.3　Managing Application Data

This section describes how to use command lines to delete application data.

> **Note**
> - We recommend that you delete application data via the command line during the period when users do not access Garoon. The deletion process may increase the load on the system and thus impact users during work hours.

Appendix B.3.1　Purging Deleted User Data

You can purge deleted user data such as user information, user rights, and notifications. Specify the user of which you want to purge the data.

Commands

delete_user.csp

Parameters

Parameter	Data type	Required	Description
login_name	String (one line)	✓	Specify the login name of the user of which you want to purge the data. You can only specify deleted users.
help	(N/A)		Use this parameter to display Help for this command.

✓: Required
Blank: Optional

Example command to purge deleted user data under the following circumstances:

- OS: Linux
- Login name: smith

./grn.cgi -C -q code/command/delete_user.csp login_name=smith

Tip

- On the system administration screen, you can specify the time period to automatically purge deleted user data.
- The logs will be output to the following files if you run the command line:
  - For Windows OS:

    C:\InetPub\Scripts\cbgrn\delete_user.log

  - For Linux OS:

    /var/www/cgi-bin/cbgrn/delete_user.log

- See the following section for logs:
  See "Appendix B.3.11 Archiving logs" on page 425.

Appendix B.3.2   Deleting All Appointments

You can delete all appointments that have ended before the specified date.

Note

- The data deletion is permanent. To prevent any of the appointments from being deleted, edit its details or post a comment so that the end date is updated.

Commands

delete_schedules.csp

Parameters

Parameter	Data type	Required	Description
exec	(N/A)		Use this parameter to delete data. If you omit this parameter, the number of appointments to be deleted will be displayed and no data will be deleted.
before	String (one line) (YYYY-MM-DD)	✓	Specify the threshold date for deletion. The appointments that have been ended prior to the specified date will be deleted.
max_count	Integer		Specify the maximum number of appointments that can be deleted. This parameter requires "exec".
max_duration	Integer		Specify the maximum duration of deletion process by minutes. The process will complete when the specified minutes elapses, even if the deletion is still in progress. This parameter requires "exec". -Minimum: 0 -Maximum: 2147483647
help	(N/A)		Use this parameter to display Help for this command.

✓: Required
Blank: Optional

Example command to delete appointments under the following circumstances:

- OS: Linux
- Threshold date for deletion: May 30th, 2011
- Maximum duration of deletion process: 3 hours (180 minutes)

> ./grn.cgi -C -q code/command/delete_schedules.csp exec before=2011-05-30 max_duration=180

Tip

- The logs will be output to the following files if you run the command line:
  - For Windows OS:
    C:\InetPub\Scripts\cbgrn\delete_schedules.log
  - For Linux OS:
    /var/www/cgi-bin/cbgrn/delete_schedules.log
  - See the following section for logs:
    See "Appendix B.3.11 Archiving logs" on page 425.

Appendix B.3.3   Deleting All Messages Before the Specified Date

You can delete all messages that have not been updated since the specified date.

Note

- The data deletion is permanent.

Tip

- To prevent any of the messages from being deleted, perform either of the following operations so that the last updated time is modified:
  - Editing message details
  - Posting a comment
- If you delete messages, their notifications and attachments will also be deleted.

Commands

delete_messages.csp

Parameters

Parameter	Data type	Required	Description
exec	(N/A)		Use this parameter to delete data. If you omit this parameter, the number of messages to be deleted will be displayed and no data will be deleted.
before	String (one line) (YYYY-MM-DD)	✓	Specify the threshold date for deletion. The messages that have not been updated since the specified date will be deleted.
max_count	Integer		Specify the maximum number of messages that can be deleted. This parameter requires "exec".

Parameter	Data type	Required	Description
max_duration	Integer		Specify the maximum duration of deletion process by minutes. The process will complete when the specified minutes elapses, even if the deletion is still in progress. This parameter requires "exec". -Minimum: 0 -Maximum: 2147483647
help	(N/A)		Use this parameter to display Help for this command.

✓: Required
Blank: Optional

Example command to delete messages under the following circumstances:

- OS: Linux
- Threshold date for deletion: May 30th, 2011
- Maximum duration of deletion process: 3 hours (180 minutes)

```
./grn.cgi -C -q code/command/delete_messages.csp exec before=2011-05-30 max_duration=180
```

Tip

- The logs will be output to the following files if you run the command line:
  - For Windows OS:
    C:\InetPub\Scripts\cbgrn\delete_messages.log

  - For Linux OS:
    /var/www/cgi-bin/cbgrn/delete_messages.log
- See the following section for logs:
  See "Appendix B.3.11 Archiving logs" on page 425.

Appendix B.3.4   Deleting All Expired Topics

You can delete all topics whose public periods have ended.

Commands

delete_bulletin_over.csp

Parameters

Parameter	Data type	Required	Description
exec	(N/A)		Use this parameter to delete data. If you omit this parameter, the number of topics to be deleted will be displayed and no data will be deleted.
max_count	Integer		Specify the maximum number of topics that can be deleted. This parameter requires "exec".

Parameter	Data type	Required	Description
max_duration	Integer		Specify the maximum duration of deletion process by minutes. The process will complete when the specified minutes elapses, even if the deletion is still in progress. This parameter requires "exec". -Minimum: 0 -Maximum: 2147483647
help	(N/A)		Use this parameter to display Help for this command.

✓: Required
Blank: Optional

Example command to delete expired topics under the following circumstances:

• OS: Linux

• Maximum number of topics to delete: 10000

> ./grn.cgi -C -q code/command/delete_bulletin_over.csp exec max_count=10000

Tip

• The logs will be output to the following files if you run the command line:

  • For Windows OS:

    C:\InetPub\Scripts\cbgrn\delete_bulletin_over.log

  • For Linux OS:

    /var/www/cgi-bin/cbgrn/delete_bulletin_over.log

• See the following section for logs:

Appendix B.3.5   Deleting All Topics Before the Specified Date

You can delete all topics that have not been updated since the specified date.

Note

• The data deletion is permanent.

Tip

• To prevent any of the topics from being deleted, perform either of the following operations so that the last updated time is modified:

  • Editing topic details

  • Posting a comment

• If you delete topics, their notifications and attachments will also be deleted.

Commands

delete_bulletins.csp

Parameters

Parameter	Data type	Required	Description
exec	(N/A)		Use this parameter to delete data. If you omit this parameter, the number of topics to be deleted will be displayed and no data will be deleted.
before	String (one line) (YYYY-MM-DD)	✓	Specify the threshold date for deletion. The topics that have not been updated since the specified date will be deleted.
max_count	Integer		Specify the maximum number of topics that can be deleted. This parameter requires "exec".
max_duration	Integer		Specify the maximum duration of deletion process by minutes. The process will complete when the specified minutes elapses, even if the deletion is still in progress. This parameter requires "exec". -Minimum: 0 -Maximum: 2147483647
help	(N/A)		Use this parameter to display Help for this command.

✓: Required
Blank: Optional

Example command to delete topics under the following circumstances:

- OS: Linux
- Threshold date for deletion: May 30th, 2011
- Maximum duration of deletion process: 3 hours (180 minutes)

```
./grn.cgi -C -q code/command/delete_bulletins.csp exec before=2011-05-30 max_duration=180
```

Tip

- The logs will be output to the following files if you run the command line:
  - For Windows OS:
    C: \InetPub\Scripts\cbgrn\delete_bulletins.log
  - For Linux OS:
    /var/www/cgi-bin/cbgrn/delete_bulletins.log
- See the following section for logs:
  See "Appendix B.3.11 Archiving logs" on page 425.

Appendix B.3.6   Deleting All Received E-mails

You can delete received e-mails in bulk.

Commands

delete_mails.csp

Parameters

Parameter	Data type	Required	Description
exec	(N/A)		Use this parameter to delete data. If you omit this parameter, the number of e-mails to be deleted and the login names of the recipients of e-mails to be deleted will be displayed and no data will be deleted.
login_name		✓[1]	Specify a login name. The e-mails received by the specified user will be deleted. Received e-mails of all users will be deleted if you omit this parameter.
before	String (one line) (YYYY-MM-DD)	✓[1]	Specify the threshold date for deletion. The e-mails that have been received prior to the specified date will be deleted.
max_duration	Integer		Specify the maximum duration of deletion process by minutes. The process will complete when the specified minutes elapses, even if the deletion is still in progress. This parameter requires "exec". -Minimum: 0 -Maximum: 2147483647
help	(N/A)		Use this parameter to display Help for this command.

✓: Required
Blank: Optional
[1]:Either of "login_name" or "before" is required.

Example command to delete e-mails under the following circumstances:

- OS: Linux
- Threshold date for deletion: May 30th, 2011
- Delete e-mails received by the user whose login name is "smith".

```
./grn.cgi -C -q code/command/delete_mails.csp login_name=smith before=2011-05-30 exec
```

Note

- The data deletion is permanent.

Tip

- The logs will be output to the following files if you run the command line:
  - For Windows OS:
    C:\InetPub\Scripts\cbgrn\delete_mails.log
  - For Linux OS:
    /var/www/cgi-bin/cbgrn/delete_mails.log
- See the following section for logs:
  See "Appendix B.3.11 Archiving logs" on page 425.

Appendix B.3.7 Removing All Maintainers of Messages

You can remove all maintainers of messages. If you remove maintainers, the recipients specified as maintainers will lose their rights to edit or delete the messages.

Maintainers who are specified in "Target" on the **Compose Message** screen for a message can delete the message from Inbox of the recipients.

Commands

delete_messages_maintainer.csp

Parameters

Parameter	Data type	Required	Description
exec	(N/A)		Use this parameter to remove maintainers. The number of messages that contain maintainers to be deleted will be displayed if you omit this parameter. However, no data will be deleted.
before	String (one line) (YYYY-MM-DD)	✓	Specify the threshold date for deletion. The maintainers that have been set prior to the specified date will be deleted.
help	(N/A)		Use this parameter to display Help for this command.

✓: Required
Blank: Optional

Example command to remove maintainers under the following circumstances:

- OS: Linux
- Threshold date for deletion: May 30th, 2011

./grn.cgi -C -q code/command/delete_messages maintainer.csp exec before=2011-05-30 exec

> **Note**
- The data deletion is permanent.

> **Tip**
- The logs will be output to the following files if you run the command line:
  - For Windows OS:

    C:\InetPub\Scripts\cbgrn\delete_messages_maintainer.log

  - For Linux OS:

    /var/www/cgi-bin/cbgrn/delete_messages_maintainer.log

- See the following section for logs:
  See "Appendix B.3.11 Archiving logs" on page 425.

Appendix B.3.8　　Initializing Garoon

You can Initialize Garoon using command lines.

> **Note**
- You may be unable to use Garoon if you cancel the initialization process while it is running. If you canceled the initialization process midway, roll back Garoon to its pre-initialization state and start the initialization process again from the beginning.
- The data cannot be restored once Garoon is initialized.

> **Tip**
- The logs will be output to the following files if you run the command line:
  - For Windows OS:

    C:\InetPub\Scripts\cbgrn\grn_initialize.log

  - For Linux OS:

    /var/www/cgi-bin/cbgrn/grn_initialize.log

- See the following section for logs:
  See "Appendix B.3.11 Archiving logs" on page 425.

Initializing using grn_initialize.csp

Commands

grn_initialize.csp

Parameters

Parameter	Data type	Required	Description
db_admin_password	String (one line)	✓	Specify the database administrator password.
db_user_password	String (one line)	✓	Specify the database user password.
garoon_admin_password	String (one line)	✓	Specify the Garoon administrator password.
default_timezone	String (one line)	✓	Specify the default time zone using the time zone code.

Parameter	Data type	Required	Description
default_locale	String (one line)	✓	Specify the default language. Example: -ja (Japanese) -en (English) -zh (Simplified Chinese)
force_initialize	yes or no		Specify whether to display the confirmation message before initializing the data that is stored in the database, if any. - yes: Display the message - no: Not display the message
help	(N/A)		Use this parameter to display Help for this command.

✓: Required
Blank: Optional

Example command to initialize Garoon under the following circumstances:

- OS: Linux
- Database administrator password: cybozu
- Database user password: cybozu
- Garoon administrator password: cybozu
- Default time zone: Tokyo (Asia/Tokyo)
- Default language: Japanese (ja)

```
./grn.cgi -C -q code/command/ grn_initialize.csp db_admin_password='cybozu'
db_user_password='cybozu' garoon_admin_password='cybozu' default_timezone='Asia/Tokyo'
default_locale='ja'
```

Initializing using initialize.bat

Initializing Garoon using initialize.bat automatically sets the default locale.
This command can only be used on Windows.

Commands

cd C:\inetpub\Scripts\cbgrn\initialize
initialize.bat *language* "*database install directory*" *password*

Parameters:

Parameter	Data type	Required	Description
Language	String (one line)	✓	Specify the default language of the command input screen. Example: ・ja (Japanese) ・en (English) ・zh (simplified Chinese)
Database install directory	String (one line)	✓	Specify the path of the directory where MySQL is installed.

Parameter	Data type	Required	Description
Password	String (one line)		Specify the database administrator password. Omitting this displays the database user password entry field after running the command.

✓: Required
Blank: Optional

The languages and time zones for the following locales are automatically set depending on the default language of the command input screen.

Default language	Locale language	Time zone
ja	Japanese	Asia/Tokyo
en	English	Europe/London
zh	Simplified Chinese	Asia/Shanghai

Example command to initialize Garoon under the following circumstances:
- Language: Japanese
- Database install directory: C:\Program Files\Cybozu\mysql-5.0
- Password: cybozu

```
cd C:\inetpub\scripts\cbgrn\initialize
initialize.bat ja "C:\Program Files\Cybozu\mysql-5.0" cybozu
```

> **Tip**
> - Run initialize.bat. After "If the above message is displayed correctly, type 'Y', otherwise type 'N'." appears, entering "N" sets the default language to English.

Appendix B.3.9   Deleting All Logs

You can delete all logs that have been output prior to the specified date.

> **Note**
> - The data deletion is permanent.

Commands

delete_loggings.csp

Parameters

Parameter	Data type	Required	Description
exec	(N/A)		Use this parameter to delete data. If you omit this parameter, the number of logs to be deleted will be displayed and no data will be deleted.
before	String (one line) (YYYY-MM-DD)	✓	Specify the threshold date for deletion. The log data that was generated earlier than the specified date will be deleted.

Parameter	Data type	Required	Description
max_duration	Integer		Specify the maximum duration of deletion process by minutes. The process will complete when the specified minutes elapses, even if the deletion is still in progress. This parameter requires "exec". -Minimum: 0 -Maximum: 2147483647
help	(N/A)		Use this parameter to display Help for this command.

✓: Required

Blank: Optional

Example command to delete logs under the following circumstances:

- OS: Linux

- Threshold date for deletion: May 30th, 2011

- Maximum duration of deletion process: 3 hours (180 minutes)

```
./grn.cgi -C -q code/command/delete_loggings.csp exec before=2011_05_30 max_duration=180
```

Tip

- The logs will be output to the following files if you run the command line:
  - For Windows OS:

    C:\InetPub\Scripts\cbgrn\delete_loggings.log

  - For Linux OS:

    /var/www/cgi-bin/cbgrn/delete_loggings.log

- See the following section for logs:
  See "Appendix B.3.11 Archiving logs" on page 425.

Appendix B.3.10   Exporting Logs to CSV Files

The following commands and parameters allow you to export log data to a CSV file:

Commands

export_loggings.csp

Parameters

Parameter	Data type	Required	Description
before	String (one line) (YYYY-MM-DD)	✓	Specify the threshold date for exporting. The logs that have been output prior to the specified date will be exported to a CSV file.

Parameter	Data type	Required	Description
charset	-SJIS-win -UTF-8 -ASCII -ISO-8859-1 -GB2312 -TIS-620		Specify the character encoding of the CSV file. The following character encodings are available: -SJIS-win -UTF-8 -ASCII -ISO-8859-1 -GB2312 -TIS-620 Tip: -The following value will be used if you omit the character encoding: "default_external_encoding" that is defined in the [I18N] section in the "common.ini" file -The default value of "default_external_encoding" is "SJIS-win".
title	YES or NO		Specify either of the following values: YES: Includes item names in the header row of the exported data. NO: Exports data without item names. Tip: -The CSV file will be exported without item names if you omit "title".
help	(N/A)		Use this parameter to display Help.

✓: Required
Blank: Optional

Example command to export logs to a CSV file under the following circumstances:

- OS: Linux
- Threshold date for exporting: May 30th, 2011
- Character encoding: UTF-8
- Header row: Include item names
- File name to be saved: logdata.csv

```
./grn.cgi -C -q code/command/export_loggings.csp before=2011-05-30 charset=UTF-8 title=YES
>logdata.csv
```

Appendix B.3.11   Archiving logs

You can archive logs as files. In those files, logs output 91 days ago or earlier are archived. Log data are deleted from databases after they are archived.

You can change archival file formats on the **Log archival** screen under "Logging" in the basic system administration. The default file format is XLSX.

You can archive up to 50-week worth of old logs by using a command line. Up to 500,000 lines of logs can be saved in one archive.

Archival files are not created when no old logs remain in databases.

Commands

archive_log.csp

Parameter

Parameter	Data type	Required	Description
max_week	Integer		Specify the number of weeks to archive logs from the oldest logs. If you omit this parameter, three weeks will be applied. ・Minimum: 1 ・Maximum: 50
help	(N/A)		Use this parameter to display Help.

✓: Required

Blank: Optional

Example: command to delete logs under the following circumstances:

- OS: Linux
- Archival period: 10 weeks from the oldest log

```
./grn.cgi -C -q code/command/archive_log.csp max_week=10
```

The logs will be output to the following files if you run the command line:

- archive_log.log: Archived logs
- delete_log_file.log: Archive data deleted from the servers

The archive_log.log. and delete_user.log file are saved to the following directory when Garoon is installed in the default directory.

- For Windows OS: C:¥Inetpub¥scripts¥cbgrn
- For Linux OS: /var/www/cgi-bin/cbgrn/

Appendix B.3.12   Command Logs

The following message will be written to the log if the data is deleted successfully:

Purging deleted user data:

```
2014-08-13 17:45:06 Garoon: Version 4.x.x
2014-08-13 17:45:06 'server system information'
2014-08-13 17:45:06 Command Line Parameters: 'parameters used in the command line'
2014-08-13 17:45:06 Starting
2014-08-13 17:45:06 Deleted 'applications where the deletion process has completed' data of user
"'login name of the deleted user'"
2014-08-13 17:45:07 Deleted user "'login name of the deleted user'"
2014-08-13 17:45:07 Done in 'duration of the process': Deleted "number of the deleted users"
```

Deleting application data:

2014-08-13 13:36:59 Writing to log file: 'path to the command log file'
2014-08-13 13:36:59 Garoon: Version 4.x.x
2014-08-13 13:36:59 'server system information'
2014-08-13 13:36:59 Command Line Parameters: 'parameters used in the command line'
2014-08-13 13:36:59 Starting
2014-08-13 13:37:07 Deleted 'data ID of the deleted data'
2014-08-13 13:37:07 Committed.
2014-08-13 13:37:07 Done in 'duration of the process': Deleted 'number of the deleted data'

Initializing Garoon:

2014-08-28 13:13:26 Writing to log file: 'path to the command log file'
2014-08-28 13:13:26 Garoon: Version 4.x.x
2014-08-28 13:13:26 'server system information'
2014-08-28 23:13:26 Command Line Parameters: 'parameters used in the command line'
2014-08-28 23:13:26 Starting
2014-08-28 23:14:20 'duration of the process'

Appendix C Features of the scheduling service

The scheduling service executes tasks by running script files.

This appendix explains the tasks executed by the scheduling services and the functions of those tasks.

The following tasks are performed at the specified time daily:

The script files executed by the scheduling service and the functions of those files are as follows:

Appendix C.1   apply_sandbox.csp

Apply the tentative structure to the current environment.

After the process is completed, the task is deleted.

Schedule

The time when the tasks will be performed differs according to the settings specified by the system administrator.

- To apply the tentative structure to the current environment immediately:
  A task is added to the scheduling service by clicking **Apply now** on the Tentative reorganization screen. The task will be performed within one minute after the task is added to the scheduling service
- To apply the tentative structure to the current environment at the specified date and time:
  The task will be performed at the specified date and time

Consequence when the task is not performed

The tentative structure is not applied to the current environment.

Appendix C.2   archive_log.csp

Archiving logs.

Log data are deleted from databases after they are archived. Archives exceeding archive retention periods are also deleted.

Schedule

JTS: Every Sunday 1:00 PM
UTC: Every Saturday 3:00 PM

Consequence when the task is not performed

Logs are not archived. Logs that were not archived will be deleted the next time the task is performed. Up to three-week worth of logs can be archived.

> **Tip**
- In Garoon version 3.5.0 or later, grn_cabinet_cleanup.csp has been integrated into cleanup.csp.

Appendix C.3   background_job_daemon.csp

Start background_job.
Tasks for notifications and transfer of e-mails are performed.

Schedule

Every minutes

Consequence when the task is not performed

background_job does not start. Tasks for notifications and transfer of e-mails are not performed.

Appendix C.4   cleanup.csp

Deletes the following data:

- (*CGI directory*)/(*installation identifier*)/upload_tmp
- (*CGI directory*)/(*installation identifier*)/tmp
- Temporary files that have been stored more than 24 hours in the attachment storage area that is specified in the "[files]" section in the "common.ini" file
- Files associated with users not found in Garoon:
  This is the same process as cleanup_application.csp executed by daily for versions earlier than 3.1.x.
- Files that have been stored in Trash in Cabinet exceeding the retention period specified in "Retention period before purging trashed files":
  This is the same process as cleanup_application.csp executed by daily for versions earlier than 3.1.x.

Schedule

JST: Every 3:00 AM, 9:00 AM, 3:00 PM, and 9:00 PM
UTC: Every 0:00 AM, 6:00 AM, 0:00 PM, and 6:00 PM

Consequence when the task is not performed

- The temporary files are not deleted from the specified directory.
- The files associated with users not found in Garoon are not deleted.
- The files that have been stored in Trash are not deleted.

The undeleted files and data will be deleted the next time the task is performed.

Appendix C.5   create_sandbox.csp

Create a tentative structure.

Schedule

A task is added to the scheduling service by clicking **Create** on the Tentative reorganization screen.
The task will be performed within one minute after the task is added to the scheduling service.

Consequence when the task is not performed

The tentative structure is not created.

Appendix C.6   delete_old_notification.csp

Deletes notifications retained 30days or more.

Schedule

JST: Every 11:00 PM
UTC: Every 2:00 PM

Consequence when the task is not performed

Notifications are not deleted. The undeleted notifications will be deleted the next time the task is performed.

Appendix C.7   delete_sandbox.csp

Delete a tentative structure.

Schedule

A task is added to the scheduling service by clicking **Delete** on the Tentative reorganization screen. The task will be performed within one minute after the task is added to the scheduling service.

Consequence when the task is not performed

The tentative structure is not deleted.

Appendix C.8   get_six_kinds_of_day_data.csp

Receives Rokuyo data.

Schedule

JST: December 1st, 4:00 PM.
UTC: December 1st, 7:00 AM.

Consequence when the task is not performed

Rokuyo data is not received.
When the scheduling service is stopped at the scheduled time, you must receive the data by the following procedure:

To receive Rokuyo data:

1   Click Application setting.

2   Click Cybozu Online Service.

3 Click Receive event data.

4 Select the check box of Rokuyo, and then click Receive.

Appendix C.9   get_weather_data.csp

Receives weather forecasts.

Schedule

JST: Every 3:00 AM, 9:00 AM, 3:00 PM, and 9:00 PM
UTC: Every 0:00 AM, 6:00 AM, 0:00 PM, and 6:00 PM

Consequence when the task is not performed

Weather forecasts are not received.
When the scheduling service is stopped at the scheduled time, you must wait until the next schedule or receive them by the following procedure:

To receive weather forecasts:

1 Click **Application setting**.

2 Click **Cybozu Online Service**.

3 Click **Receive event data.**

4 Select the check box of Weather forecast, and then click **Receive**.

Appendix C.10   grn_delete_user_data.csp

Purges deleted user entity data.

Schedule

JST: from 11:00 PM to 3:00 AM
UTC: from 2:00 PM to 6:00 PM

Consequence when the task is not performed

- The data are not deleted.
- Users with the same login name cannot be added until the task is performed next time.

Appendix C.11   grn_dezielink_sync_user.csp

Syncs the user information of Garoon with Dezie.

Schedule

The time specified in User information auto sync on "Dezie Connector settings" for Dezie Connector screen.

Consequence when the task is not performed

The user information are not synced automatically.
You must sync the user information by the following procedure:

To sync user information:

1   Click Application setting.

2   Click Dezie Connector.

3   Click Dezie Connector settings.

4   Click Manual sync.

Appendix C.12   grn_mail_auto_receive.csp

Receives e-mails at a specific time.

Schedule

The time set in "Receive e-mail at specific time" on the **General settings** screen for E-mail.

Consequence when the task is not performed

E-mails are not received at the specific time. E-mails will be received the next time the task is performed.

Users can receive e-mails by the following procedure:
- Click **Receive** or **Receive for all accounts** on the **E-mail** screen.
- Click **New E-mail** in a "Newly arriving E-mail" portlet.

Appendix C.13   grn_rss_fetch.csp

Fetches RSS data feeds from the sites set in RSS Reader.
RSS data feeds are fetched from the following sites:
- Sites configured in shared sites
- Personal sites shared by 11 or more users.

Schedule

After the first time of performing this task, this task will run at the specified interval.
The interval can be specified in "Refresh the cache" on the **General settings** screen for RSS Reader.

Consequence when the task is not performed

RSS feeds are not updated. The latest RSS feeds will be fetched the next time the task is performed.

Appendix C.14 grn_rss_cybozu_information.csp

Receives notices from Cybozu.

Schedule

0 minutes every hour

Consequence when the task is not performed

Notices from Cybozu are not received. Unreceived notices will be received the next time the task is performed.

Appendix C.15 grn_rss_delete_caches.csp

Deletes caches of RSS feeds.

Schedule

JST: Every 3:00 AM, 9:00 AM, 3:00 PM, and 9:00 PM
UTC: Every 0:00 AM, 6:00 AM, 0:00 PM, and 6:00 PM

Consequence when the task is not performed

The caches of RSS feeds are not deleted.
Old feeds may be shown in RSS feeds until the caches are deleted. Undeleted caches of RSS feeds will be deleted the next time the task is performed.

Appendix C.16 grn_workflow_cutover.csp

Changes the annual used in the request number of Workflow.

Schedule

The date set in "Request number annual changeover" on the **General settings** screen.

Consequence when the task is not performed

The annual used in the request number of Workflow is not changed.
To change the annual the next time the task is performed, you must edit the changeover date.
You can edit the date in the "Request number annual changeover" field by the following procedure:

To edit request number annual changeovers:

1 Click **Application setting**.

2 Click **Workflow**.

3 Click **General settings**.

4 Edit the Request number annual changeover field, and then click **Save**.

Specify a date later than the date you edit the annual changeover.

The date must be different from the date on which Garoon is stopped for backup.

Appendix C.17   license_notify.csp

Receives license information.

Schedule

JST: Every 3:00 AM, 9:00 AM, 3:00 PM, and 9:00 PM
UTC: Every 0:00 AM, 6:00 AM, 0:00 PM, and 6:00 PM

Consequence when the task is not performed

Notifications such as license expiration dates and service suspension dates are not received.
Unreceived license information will be received the next time the task is performed.

Appendix C.18   preset_sandbox.csp

When the system administrator sets the date and time to apply the tentative structure to the current environment, preset_sandbox.csp adds a task to perform apply_sandbox.csp to the scheduling service.

After apply_sandbox.csp is performed at the specified date and time, the task of preset_sandbox.csp is deleted.

Schedule

The task will be performed at the specified date and time.

Consequence when the task is not performed

The tentative structure is not applied to the current environment at the specified date and time.

Appendix D Data Output Specifications

You can check the audit logs of each service by clicking "Audit logs" under "System administration" on the cybozu.com settings screen.

To display the each log details, click the "i" icon on the raw that you want to display the details.

The data output specifications of Garoon are as follows:

Appendix D.1 Log Format

The data output format is as follows:

[operation] [target] [log detaills]

- Operation: is displayed user's operational information such as [create], [delete], [modify], and [browse].
- Target: is displayed monitoring target by application such as login operation, errors and users.
- Log details: is displayed user data who operated the system or target data for logging with the following format: (property: value)
  The values are divided by a comma or a space.

Appendix D.2 Basic System Administration Log

Appendix D.2.1 Login and Logout Logs

System setting log property

id: User ID
name: User name
account: Login name

System setting log

Target	Operation	Type	Output specification
Logins	Succeed	Information	[login] system (id:XX, name:'XX', account:'XX')
	Failed by wrong password	Notice	[process ID] error number [login] Failed (id:XX, name:'XX', account:'XX')
	Failed by unregistered user	Notice	[process ID] error number [login] Failed (account:'XX')
Log outs		Information	[logout] system (id:XX, name:'XX', account:'XX')

Target	Operation	Type	Output specification
Errors		Error	[process ID] error number

Appendix D.2.2   Error Logs

Target	Operation	Type	Output specification
Errors		Error	[process ID] error number

Appendix D.2.3   Application Users Log

Application users log property

space: Allow to use Space[1]

link: Allow to use Bookmarks[1]

schd: Allow to use Scheduler[1]

mssg: Allow to use Messages[1]

bllt: Allow to use Bulletin Board[1]

cbnt: Allow to use Cabinet[1]

phnm: Allow to use Phone Messages[1]

tmcr: Allow to use Timesheet[1]

addr: Allow to use Address Book[1]

mail: Allow to use E-mail[1]

wrkf: Allow to use Workflow[1]

rprt: Allow to use MultiReport[1]

clll: Allow to use Keitai[1]

mode: Remote access rule[2]

ip_address: IP addresses that have been added to Garoon

[1]: "0" (Do not allow) or "1" (Allow)
[2]: not _use (disabled) or use_internal_address (IP addresses specified) will appear.

Application users log

Target	Operation	Type	Output specification
Application user	Add	Important	[add] availability_user_add (XX:'space:X,link:X,schd:X,mssg:X,bllt:X,cbnt:X,phnm:X,tmcr:X,addr:X,mail:X,wrkf:X,rprt:X,clll:X')
	Change	Important	[modify] availability_user_modify (XX:'space:X,link:X,schd:X,mssg:X,bllt:X,cbnt:X,phnm:X,tmcr:X,addr:X,mail:X,wrkf:X,rprt:X,clll:X')
	Delete	Important	[delete] availability_user_delete_multi (user:1)
	Delete all	Important	[delete] availability_user_delete_all
	Import application users	Important	[import] availability_user_import

Target	Operation	Type	Output specification
	Export application users	Important	[export] availability_user_export
Remote access rule	Change	Important	[modify] external_use_permit (mode:'XX', ip_address:'XX', ip_address:'XX'[, ...])
	Import IP addresses	Important	[import] external_use_permit (ip_address:'XX', ip_address:'XX'[, ...])
	Export IP addresses	Important	[export] external_use_permit (ip_address:'XX', ip_address:'XX'[, ...])

Appendix D.2.4　　　Proxy API

System setting log property

id: Proxy ID
code: Proxy code

System setting log

Target	Operation	Level	Output specification
Proxy API setting	Add	Important	[create] proxy_api (id:XX, code:'XX')
	Edit	Important	[modify] proxy_api (id:XX, code:'XX')
	Delete	Important	[delete] proxy_api (id:XX, code:'XX')

Calendar

Office setting log property

Id: Office ID
name: Office name
code: Office code
workday_sunday: Office days - Sun[1]
workday_monday: Office days - Mon[1]
workday_tuesday: Office days - Tue[1]
workday_wednesday: Office days -Wed[1]
workday_thursday: Office days - Thu[1]
workday_friday: Office days - Fri[1]
workday_saturday: Office days - Sat[1]
apply_calendar: Apply the workdays in the calendar.
calendar: Calendar code
base_id: Office ID
start: The start time of office hours
end: The end time of office hours
[1]: is displayed a number "0" (non-working day) or "1" (workday).

Office setting log

Target	Operation	Type	Output specification
Offices	Add	Important	[create] base (id:XX, name:'XX', code:'XX', timezone:'XX', workday_sunday:'XX', workday_monday:'XX', workday_tuesday:'XX', workday_wednesday:'XX', workday_thursday:'XX', workday_friday:'XX', workday_saturday:'XX', apply_calendar:'XX', calendar:'XX')
	Change	Important	[modify] base (id:XX, name:'XX', code:'XX', timezone:'XX', workday_sunday:'XX', workday_monday:'XX', workday_tuesday:'XX', workday_wednesday:'XX', workday_thursday:'XX', workday_friday:'XX', workday_saturday:'XX', apply_calendar:'XX', calendar:'XX')
	Delete	Important	[delete] base (id:XX, name:'XX', code:'XX', timezone:'XX', workday_sunday:'XX', workday_monday:'XX', workday_tuesday:'XX', workday_wednesday:'XX', workday_thursday:'XX', workday_friday:'XX', workday_saturday:'XX', apply_calendar:'XX', calendar:'XX')
	Add time range	Important	[create] base_work_hours (base_id:XX, start:'XX', end:'XX')
	Add a localized name	Important	[create] base_local (base_id:XX, language_code:'XX', name:'XX')
	Change localized name	Important	[modify] base_local (base_id:XX, language_code:'XX', name:'XX')
	Delete localized name	Important	[delete] base_local (base_id:XX, language_code:'XX', name:'XX')

Localization

Locale log property

id: Locale ID
name: Locale name
code: Locale code
language_code: Language code[1,]
long_date_format: Long date time format
short_date_format: Short date format
time_format: Time format
locale_id: Locale ID
language_code: Localized name language code

name: Localized name

[1]: is displayed "ja", "en" or "zh". "ja".

Locale log

Target	Operation	Type	Output specification
Locales	Add	Important	[create] locale (id:XX, name:'XX', code:'XX', language_code:'XX', long_date_format:'XX', short_date_format:'XX', time_format:'XX')
	Change	Important	[modify] locale (id:XX, name:'XX', code:'XX', language_code:'XX', long_date_format:'XX', short_date_format:'XX', time_format:'XX')
	Delete	Important	[delete] locale (id:XX, name:'XX', code:'XX', language_code:'XX', long_date_format:'XX', short_date_format:'XX', time_format:'XX')
	Add a localized name	Important	[create] locale_local (locale_id:XX, language_code:'XX', name:'XX')
	Change localized name	Important	[modify] locale_local (locale_id:XX,language_code:'XX', prev_locale_name:'XX', new_locale_name:'XX')
	Delete localized name	Important	[delete] locale_local (locale_id:XX,language_code:'XX', name:'XX')

User management

User log property

uid: User ID
name: User name
account: Login name
gids: Group ID [1]
rids: Role ID [1]
user: User account
groups: Group key [1]
roles: Role key [1]
mgids: My group ID [1]

[1]: Allow a user to have multiple ID.

User log

Target	Operation	Type	Output specification
Users	Add	Important	[create] user (uid:XX, name:'XX', account:'XX')
	Change	Important	[modify] user (uid:XX, name:'XX', account:'XX')
	Delete	Important	[delete] user (uid:XX, name:'XX', account:'XX')
	Delete users data	Important	[permanent delete] user (uid:XX, name:'XX', account:'XX')

Target	Operation	Type	Output specification
	Restore users data	Important	[restore] user (uid:XX, name:'XX', account:'XX')
	Activate users	Important	[activate] user (uid:XX)
	Organization membership settings	Important	[belong] user (uid:XX, gids:'XX, XX, XX')
	Role settings	Important	[assign] user (uid:XX, rids:'XX, XX, XX')
Users information	Import from CSV	Important	[import] user (uid:XX, name:'XX', account:'XX')
	Export to CSV	Important	[export] user (uid:XX, name:'XX', account:'XX')
Organization memberships	Import from CSV	Important	[import_group] user (uid:XX, gids:'XX, XX, XX')
	Export to CSV	Important	[export_group] user (user:XX, groups:'XX, XX, XX')
Roles	Import from CSV	Important	[Import_role] user (uid:XX, rids:'XX, XX, XX')
	Export to CSV	Important	[export_role] user (user:XX, roles:'XX, XX, XX')

Organization log property

gid: Organization ID

language_code or languageCode: Language code[1]

name: Organization name

prev_group_name: Previous organization name

next_group_name: Next organization name

foreign_key: Organization code

memo: Memo

pgid: Parent organization ID

list_index: Order

uids: User ID [3]

parent: Parent organization code

group: Organization code

users: User account [3]

uid: User ID

rid: Role ID

dynamic_role: Dynamic role key[2]

[1]: is displayed "ja", "en" or "zh". "ja".
[2]: is displayed "Everyone" or "LoginUser".
[3] : Allow a user to have multiple ID.

Organization log

Target	Operation	Type	Output specification
Organizations	Add	Important	[create] group (gid:XX, name:'XX', foreign_key:XX[,memo:'XX'])
	Change	Important	[modify] group (gid:XX, name:'XX', foreign_key:XX[,memo:'XX'])
	Remove	Important	[move] group (gid:XX, pgid:XX)
	Delete	Important	[delete] group (gid:XX, name:'XX', foreign_key:XX)
	Reorder	Important	[order] group (pgid:XX, gid:XX, list_index:XX)

Target	Operation	Type	Output specification
	Add a user to an organization	Important	[assign] group (gid:XX, uids:'XX, XX, XX')
	Remove a user from an organization	Important	[delete_assign] group (gid:XX, uids:'XX, XX, XX')
Organizations data	Import from CSV	Important	[Import] group (gid:XX, name:'XX', foreign_key:XX, parent:XX)
	Export to CSV	Important	[export] group (gid:XX, name:'XX', foreign_key:XX, parent:XX)
Organizations name	Add a localized name	Important	[create] group_local (gid:XX, language_code:'XX', group_name:'XX')
	Change localized name	Important	[modify] group_local (gid:XX, language_code:'XX', prev_group_name:'XX', next_group_name:'XX')
	Delete localized name	Important	[delete] group_local (gid:XX, language_code:'XX', group_name:'XX')
	Import from CSV for adding	Important	[Import] group_local (gid:XX, language_code:'XX', group_name:'XX')
	Import from CSV for changing	Important	[Import] group_local (gid:XX, language_code:'XX', prev_group_name:'XX', next_group_name:'XX')
	Import from CSV for deleting	Important	[Import_delete] group_local (gid:XX, language_code:'XX', group_name:'XX')
	Export to CSV	Important	[export] group_local (gid:XX, languageCode:'XX', group_name:'XX')
Organization members	Import from CSV	Important	[Import_user] group (gid:XX, uids:'XX, XX, XX')
	Export to CSV	Important	[export_user] group (group:XX, users:'XX, XX, XX')
Operational administrators	Add	Important	[create] privilege (gid:XX, uid/priv_gid/rid/ dynamic_role:XX, name:'XX')
	Change	Important	[modify] privilege (gid:XX, uid/priv_gid/rid/ dynamic_role:XX, name:'XX')
	Delete	Important	[delete] privilege (gid:XX, uid/priv_gid/rid/ dynamic_role:XX, name:'XX')
	Delete all	Important	[delete_all] privilege (gid:XX, name:'XX')

Role log property

permission_to_select_role[1]: Permission to select roles

rid: Role

foreign_key: Role name

memo: Memo

uids: User ID[1]

group: Organization code

users: User account[2]

role_id: Order

[1]: One of the following values is displayed:
- off (Do not allow)
- on (Allow)

[2]: Allow a role to have multiple data.

Role log

Target	Operation	Type	Output specification
Permission to select roles	Change	Important	[config]role(permission_to_select_role:'XX')
Roles	Add	Important	[create] role (rid:XX, foreign_key:XX[,memo:'XX'])
	Change	Important	[modify] role (rid:XX, foreign_key:XX[,memo:'XX'])
	Delete	Important	[delete] role (rid:XX)
	Delete all	Important	[delete_all] role
	Reorder	Important	[order] role (role_id:XX)
	Add user to role	Important	[assign] role (rid:XX, uids:'XX, XX, XX')
	Remove user from role.	Important	[delete_assign] role (rid:XX, uids:'XX, XX, XX')
	Import from CSV	Important	[Import] role (rid:XX, foreign_key:XX)
	Export to CSV	Important	[export] role (rid:XX, foreign_key:XX)
User roles	Import from CSV	Important	[Import_user] role (rid:XX, uids:'XX, XX, XX')
	Export to CSV	Important	[export_user] role (role:XX, users:'XX, XX, XX')

Tentative reorganization

Tentative reorganization log property

datetime: The time when the tentative structure will be applied to the current environment

gid, gids: Target organization ID

name: Organization name or user name

group_name: Organization name

foreign_key: Organization code

pgid: Destination organization ID

memo: Notes of organization details[1]

list_index: Display order of organizations

language_code: Language code

prev_group_name: Current organization name

next_group_name: New organization name

uid, uids: User: ID

rids: Role ID

Tentative reorganization log

Target	Operation	Type	Output specification
Tentative reorganization	Create	Important	[create] sandbox
	Delete	Important	[delete] sandbox
	Set the date and time to apply the tentative structure to the current environment	Important	[preset] sandbox-application-date (datetime:'yyyy-mm-dd hh:mm:ss')
	Cancel the date and time to apply	Important	[cancel] sandbox-application-date

Target	Operation	Type	Output specification
	the tentative structure to the current environment		
	Apply	Important	[apply] sandbox
	Apply to the scheduling service	Important	[apply sched] sandbox
Organization	Add	Important	[create] sandbox-group (gid:XX, name:'XX', foreign_key:XX[,memo:'XX'])
	Add display name	Important	[create] sandbox-group_local (gid:XX, language_code:'XX', group_name:'XX')
	Change display name	Important	[modify] sandbox-group_local (gid:XX, language_code:'XX', prev_group_name:'XX', next_group_name:'XX')
	Delete display name	Important	[delete] sandbox-group_local (gid:XX, language_code:'XX', group_name:'XX')
	Edit organization details	Important	[modify] sandbox-group (gid:XX, name:'XX', foreign_key:XX[,memo:'XX'])
	Move	Important	[move] sandbox-group (gid:XX, pgid:XX)
	Reorder	Important	[order] sandbox-group (pgid:XX, gid:XX, list_index:XX)
	Delete	Important	[delete] sandbox-group (gid:XX, name:'XX', foreign_key:'XX')
Users	Activate	Important	[activate] sandbox-user (uid:XX)
	Edit user profile	Important	[modify] sandbox-user (uid:XX, name:'XX', account:'XX')
	Change organization membership	Important	[belong] sandbox-user (uid:XX, gids:'XX[, XX ...]')
	Change roles	Important	[assign] sandbox-user (uid:XX, rids:'XX[, XX ...]')
	Assign a user to a tentative organization	Important	[assign] sandbox-group (gid:XX, uids:'XX[, XX, XX]')
	Remove a user from a tentative organization	Important	[delete_assign] sandbox-group (gid:XX, uids:'XX[, XX, XX]')

[1]: No logs will be output when **Notes** is empty.

User information item property

cid: User information item ID
display_name: Item name
type: Item type
id: Item code
use: Active [1]
necessary: Make required [1]
not_modify: Forbid users from editing [1]
show: Make this item public [1]

display: List view [1]

cellular: display on Keitai [1]

sso: single sign-on [1]

cids: user information item ID [2]

[1]: is displayed a number "0" or "1".
[2]: Allow user information items have multiple data.

User information item log

Target	Operation	Type	Output specification
User information items	Create	Important	[create] user_item (cid:XX, display_name:'XX', type:XX, id:XX, use:XX, necessary:XX, not_modify:XX, show:XX, display:XX, cellular:XX, sso:XX)
	Modify built-in item	Important	[modify] user_item_default (key:XX, display_name:'XX', use:XX, necessary:XX, not_modify:XX, show:XX, display:XX, cellular:XX, sso :XX)
	Modify custom item	Important	[modify] user_item (cid:XX, display_name:'XX', type:XX, id:XX, use:XX, necessary:XX, not_modify:XX, show:XX, display:XX, cellular:XX, sso:XX)
	Delete	Important	[delete] user_item (cid:XX)
	Reorder	Important	[order] user_item (cids:'XX, XX, XX')

Appendix D.3   Application Log

Portal

System setting log property

pid: Portal ID

ppid: Portlet ID

plid: Portlet layout ID

hid: Folder ID

fid: File ID

uid: User ID

gid: Organization ID

pgd: Organization ID

rid: Role ID

dynamic_role: Dynamic role key [1]

pgid: Parent organization ID

language_code or languageCode: Language code [2]

portal_name: Portal name

prev_portal_name: Pervious portal name

next_portal_name: Next portal name

open_status: Portal public setting [3]

security_model: Security model [4]

portlet_name: Portlet name

layout: Layout [5]

prev_portlet_name: Previous portlet name

next_portlet_name: Next portlet name

portlet_layout_name: Personal portal template name

prev_portlet_layout_name: Previous portlet template name

next_portlet_layout_name: Next portlet template name

portlet_group_name: Portlet group name

prev_portlet_group_name: Previous portlet group name

next_portlet_group_name: Next portlet group name

[1]: "Everyone" or "LoginUser" is displayed.
[2]: "ja" for Japanese, "en" for Englsith, or "zh" for simplified Chinese is displayed.
[3]: "open" or "close" is displayed.
[4]: "revoke" or "grant" is displayed.
[5]: "top", "left", "center", or "right" is displayed.

System setting log

Target	Operation	Type	Output specification
Portals	Create portals	Important	[create] portal (pid:XX, portal_name:'XX')
	Edit portals standard name	Important	[modify] portal (pid:XX, prev_portal_name:'XX', next_portal_name:'XX')
	Add localized portals name	Important	[create] portal_local (pid:XX, language_code:'XX', portal_name:'XX')
	Edit localized portals name	Important	[modify] portal_local (pid:XX, language_code:'XX', prev_portal_name:'XX', next_portal_name:'XX')
	Delete localized portals name	Important	[delete] portal_local (pid:XX, language_code:'XX', portal_name:'XX')
	Make a portal public	Important	[modify] portal (pid:XX, portal_name:'XX', open_status:XX)
	Delete portals	Important	[delete] portal (pid:XX, portal_name:'XX')
	Add operational administrators	Important	[create] portal_privilege (pid:XX, uid/gid/rid/dynamic_role:XX, portal_name:'XX')
	Delete operational administrators	Important	[delete] portal_privilege (pid:XX, uid/gid/rid/dynamic_role:XX, portal_name:'XX')
	Change portal security models	Important	[modify] portal_access (pid:XX, portal_name:'XX', security_model:'XX')
	Add portal permissions	Important	[create] portal_access (pid:XX, uid/gid/rid/dynamic_role:XX, portal_name:'XX')
	Delete portal permissions	Important	[delete] portal_access (pid:XX, uid/gid/rid/dynamic_role:XX, portal_name:'XX')
	Create a portlet	Important	[create] portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', portlet_name:'XX', layout:XX)
	Make a portlet public	Important	[modify] portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', portlet_name:'XX', open_status:XX)

Target	Operation	Type	Output specification
	Edit localized portlets name	Important	[modify] portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', prev_portlet_name:'XX', next_portlet_name:'XX')
	Add localized portlets name	Important	[create] portlet_layout_local (plid:XX, language_code:'XX', portlet_layout_name:'XX')
	Edit localized portlets name	Important	[modify] portlet_layout_local (plid:XX, language_code:'XX', prev_portlet_layout_name:'XX', next_portlet_layout_name:'XX')
	Delete localized portlets name	Important	[delete] portlet_layout_local (plid:XX, language_code:'XX', portlet_layout_name:'XX')
	Move portlets	Important	[move] portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', portlet_name:'XX', layout:XX)
	Reorder portlets	Important	[order] portal_portlet
	Delete portlets	Important	[delete] portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', portlet_name:'XX')
	Edit portlet security models	Important	[modify] portlet_access (pid:XX, plid:XX, ppid:XX, portal_name:'XX', portlet_name:'XX' security_model:'XX')
	Add portlet permissions	Important	[create] portlet_access (pid:XX, plid:XX, ppid:XX, uid/gid/rid/dynamic_role:XX, portal_name:'XX', portlet_name:'XX')
	Delete portlet permissions	Important	[delete] portlet_access (pid:XX, plid:XX, ppid:XX, uid/gid/rid/dynamic_role:XX, portal_name:'XX', portlet_name:'XX')
Default portal	Setting	Important	[config] portal_firstview (pid:XX, pgd:XX, portal_name:'XX', group_name:'XX')
Reorder portals	Reorder portals	Important	[order] portal
Personal portal templates	Create	Important	[create] template_portal (pid:XX)
	Initialize	Important	[delete] template_portal (pid:XX)
	Create portlets	Important	[create] template_portal_portlet (pid:XX, plid:XX, ppid:XX, portlet_name:'XX', layout:XX)
	Edit localized portlet names	Important	[modify] template_portal_portlet (pid:XX, plid:XX, ppid:XX, prev_portlet_name:'XX', next_portlet_name:'XX')
	Move portlets	Important	[move] template_portal_portlet (pid:XX, plid:XX, ppid:XX, portlet_name:'XX', layout:XX)
	Delete portlets	Important	[delete] template_portal_portlet (pid:XX, plid:XX, ppid:XX, portlet_name:'XX')
	Create personal portal templates	Important	[create] template_portlet_layout_local (plid:XX, language_code:'XX', portlet_layout_name:'XX')
	Edit personal portal templates	Important	[modify] template_portlet_layout_local (plid:XX, language_code:'XX', prev_portlet_layout_name:'XX', next_portlet_layout_name:'XX')
	Delete personal portal templates	Important	[delete] template_portlet_layout_local (plid:XX, language_code:'XX', portlet_layout_name:'XX')
Personal portals expiration	Edit security models	Important	[modify] my_portal_access (security_model:'XX')
	Create expiration date	Important	[create] my_portal_access (uid/gid/rid/dynamic_role:XX)

Target	Operation	Type	Output specification
date	Delete expiration date	Important	[delete] my_portal_access (uid/gid/rid/dynamic_role:XX)
HTML portlets	Create	Important	[create] html_portlet (ppid:XX, portlet_name:'XX')
	Edit	Important	[modify] html_portlet (ppid:XX, portlet_name:'XX')
	Delete	Important	[delete] html_portlet (ppid:XX, portlet_name:'XX')
	Import	Important	[Import] html_portlet (ppid:XX, portlet_name:'XX')
	Export	Important	[export] html_portlet (ppid:XX, portlet_name:'XX')
	Add localized html portlets name	Important	[create] html_portlet_local (ppid:XX, language_code:'XX', portlet_name:'XX')
	Edit localized html portlets name	Important	[modify] html_portlet_local (ppid:XX, language_code:'XX', prev_portlet_name:'XX', next_portlet_name:'XX')
	Delete localized html portlet names	Important	[delete] html_portlet_local (ppid:XX, language_code:'XX', portlet_name:'XX')
	Import localized html portlets name for creating	Important	[Import] html_portlet_local (ppid:XX, language_code:'XX', portlet_name:'XX')
	Import localized html portlets name for editing	Important	[Import] html_portlet_local (ppid:XX, language_code:'XX', prev_portlet_name:'XX', next_portlet_name:'XX')
	Import localized html portlets name for deleting	Important	[Import_delete] html_portlet_local (ppid:XX, language_code:'XX', portlet_name:'XX')
	Export localized html portlets name	Important	[export] html_portlet_local (ppid:XX, languageCode:'XX', portlet_name:'XX')
PHP portlet	Create	Important	[create] php_portlet (ppid:XX, portlet_name:'XX')
	Edit	Important	[modify] php_portlet (ppid:XX, portlet_name:'XX')
	Delete	Important	[delete] php_portlet (ppid:XX, portlet_name:'XX')
	Import	Important	[Import] php_portlet (ppid:XX, portlet_name:'XX')
	Export	Important	[export] php_portlet (ppid:XX, portlet_name:'XX')
	Create localized php portlets name	Important	[create] php_portlet_local (ppid:XX, language_code:'XX', portlet_name:'XX')
	Edit localized php portlets name	Important	[modify] php_portlet_local (ppid:XX, language_code:'XX', prev_portlet_name:'XX', next_portlet_name:'XX')
	Delete localized php portlets name	Important	[delete] php_portlet_local (ppid:XX, language_code:'XX', portlet_name:'XX')
	Import localized php portlets name for creating	Important	[Import] php_portlet_local (ppid:XX, language_code:'XX', portlet_name:'XX')
	Import localized php portlets name for editing	Important	[Import] php_portlet_local (ppid:XX, language_code:'XX', prev_portlet_name:'XX', next_portlet_name:'XX')
	Import localized php portlets name for deleting	Important	[Import_delete] php_portlet_local (ppid:XX, language_code:'XX', portlet_name:'XX')
	Export localized php portlets name	Important	[export] php_portlet_local (ppid:XX, languageCode:'XX', portlet_name:'XX')
Portlet group	Create	Important	[create] portlet_group (pgid:XX, portlet_group_name:'XX')

Target	Operation	Type	Output specification
	Edit	Important	[modify] portlet_group (pgid:XX, portlet_group_name:'XX')
	Delete	Important	[delete] portlet_group (pgid:XX, portlet_group_name:'XX')
	Add operational administrators	Important	[create] portlet_group_privilege (pgid:XX, uid/gid/rid/dynamic_role:XX, portlet_group_name:'XX')
	Delete operational administrators	Important	[delete] portlet_group_privilege (pgid:XX, uid/gid/rid/dynamic_role:XX, portlet_group_name:'XX')
	localized portlet groups name	Important	[create] portlet_group_local (pgid:XX, language_code:'XX', portlet_group_name:'XX')
	Edit localized portlet groups name	Important	[modify] portlet_group_local (pgid:XX, language_code:'XX', prev_portlet_group_name:'XX', next_portlet_group_name:'XX')
	Delete localized portlet groups name	Important	[delete] portlet_group_local (pgid:XX, language_code:'XX', portlet_group_name:'XX')

Personal setting log property

pid: Portal ID

ppid: Portlet ID

plid: Portlet layout ID

pgid: Parent organization ID

portal_name: My portal name

prev_portal_name: Previous my portal name

next_portal_name: Next my portal name

layout: layout [1]

portlet_group_name: My portlet group name

[1]: Is displayed "top", "left", "center" or "right".

Personal setting log

Target	Operation	Type	Output specification
My portal list	Create portals	Important	[create] my_portal (pid:XX, portal_name:'XX')
	Edit portals name	Important	[modify] my_portal (pid:XX, prev_portal_name:'XX', next_portal_name:'XX')
	Delete portals	Important	[delete] my_portal (pid:XX, portal_name:'XX')
	Create portlets	Important	[create] my_portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', portlet_name:'XX', layout:XX)
	Edit portlets name	Important	[modify] my_portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', prev_portlet_name:'XX', next_portlet_name:'XX')

Target	Operation	Type	Output specification
	Move portlets	Important	[move] my_portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', portlet_name:'XX', layout:XX)
	Reorder portlets	Important	[order] my_portal_portlet
	Delete portlets	Important	[delete] my_portal_portlet (pid:XX, plid:XX, ppid:XX, portal_name:'XX', portlet_name:'XX')
My portals order	Edit	Important	[order] my_portal
HTML portlets	Create	Important	[create] my_html_portlet (ppid:XX, portlet_name:'XX')
	Edit	Important	[modify] my_html_portlet (ppid:XX, portlet_name:'XX')
	Delete	Important	[delete] my_html_portlet (ppid:XX, portlet_name:'XX')
	Import	Important	[Import] my_html_portlet (ppid:XX, portlet_name:'XX')
	Export	Important	[export] my_html_portlet (ppid:XX, portlet_name:'XX')
My portlet groups	Create	Important	[create] my_portlet_group (pgid:XX, portlet_group_name:'XX')
	Edit	Important	[modify] my_portlet_group (pgid:XX, portlet_group_name:'XX')
	Delete	Important	[delete] my_portlet_group (pgid:XX, portlet_group_name:'XX')

Space

System setting log property

cid: Category ID
language_code: Language code[2]
name: Category name
prev_category_name: Previous category name
next_category_name: Current category name
foreign_key: Category key
parent: Parent category ID
parent_name: Parent category name
src_cid: Previous category ID
operation: Operation details[3]

[1]: "TRUE" for allow or "FALSE" for do not allow is displayed.
[2]: "ja" for Japanese,   "en" for English, or "zh" for simplifyied Chinese is displayed.
[3]: "create" or "update" is displayed.

System setting log

Target	Operation	Type	Output specification
Categories	Add	General	[create] category (cid:XX, foregn_key:'XX', category_name:'XX', parent:XX, parent_name:'XX')
	Edit	General	[modify] category (cid:XX, foregn_key:'XX', category_name:'XX' , parent:XX, parent_name:'XX')
	Move	General	[move] category (cid:XX, category_name:'XX', src_cid:XX, parent:XX, parent_name:'XX')
	Delete	General	[delete] category (cid:XX, category_name:'XX')
	Import categories information	Important	[import] category (cid:XX, category_name:'XX', foregn_key:'XX', operation:'XX')
	Export categories information	Important	[export] category (cid:XX, category_name:'XX', foreign_key:'XX')
	Add a localized name	General	[create] category_local (cid:XX, category_name:'XX', language_code:'XX')
	Change a localized name	General	[modify] category_local (cid:XX, category_name:'XX', prev_category_name:'XX', language_code:'XX')
	Delete localized names	General	[delete] category_local (cid:XX, category_name:'XX', language_code:'XX')
	Import localized names	General	[import] category_local (cid:XX, category_name:'XX', language_code:'XX')
	Import localized names for editing	Important	[import] category_local (cid:XX, category_name:'XX', language_code:'XX', prev_category_name:'XX')
	Import localized names for deleting	Important	[import_delete] category_local (cid:XX, category_name:'XX',language_code:'XX')
	Export localized names	Important	[export] category_local (cid:XX, category_name:'XX', language_code:'XX')

Space operation log property

spid: SpaceID

space_name: Space name

category_name: Category name

privacy: Visibility[1]

icon: Icon name

join_leave: Join and leave permissions[2]

admin_name: Space administrator user name

member_name: Member name

language_code: language code[3]

prev_space_name: Previous space name

kintone_id: App code

kintone_appname: App name

type: Connection type[4]

delete_type: Deletion type[5]

prev_kintone_appname: Previous App name

did: Discussion ID

thread_name: Discussion subject

notify_check: Update notifications[6]

fid: File ID

file_name: File name

follow_id: Comments ID

stid: Shared ToDo ID

shared_todo_name: Shared ToDo name

assign_[integer from 1]: Assignee name

assignees_status_initialize: Selection status of **Reset to Uncompleted**[7]

[1]: "public" or "private" is displayed.

[2]: One of the following values is displayed:

- 0 (Do not allow members to join and leave the space)
- 1(Allow members to join and leave the space)

[3]: "ja" for Japanese, "en" for English, or "zh" for simplifyied Chinese is displayed.

[4]: "link" for allocate apps, "reuse" for reuse apps, or "new" for add apps is displayed.

[5]: "link" for remove apps or "object" for delete apps is displayed.

[6]: One of the following values is displayed:

- ON (Notify of the update)
- OFF (Do not notify of the update)

[7]: One of the following values is displayed:

- 0 (Do not reset to Uncompleted)
- 1 (Reset to Uncompleted)

Space operation log

Target	Operation	Type	Output specification
Space	Add	General	[create] space (spid:XX, space_name:'XX', category_name:'XX', privacy:'XX', icon:'XX', join_leave:XX, member_name_1:'XX', member_name_2:'XX', ..., admin_name_1:'XX', , admin_name_2:'XX', ...)
	Edit	General	[modify]space(space_name:'XX',category_name:'XX',privacy:'XX', icon:'XX', join_leave:XX, member_name_1:'XX', member_name_2:'XX', ..., admin_name_1:'XX', admin_name_2:'XX', ...)
	Delete	General	[delete] space (spid:XX, space_name:'XX')
	Add a localized space name	General	[create] space_local (spid:XX, space_name:'XX', language_code:'XX')
	Edit a localized space name	General	[modify]space_local(spid:XX,space_name:'XX', prev_space_name:'XX, language_code:' XX ')
	Delete localized space name	General	[delete]space_local(spid:XX,space_name:'XX', language_code:'XX')
Discussion	Add	General	[create] thread (spid:XX, space_name:'XX', tid:XX, thread_name:'XX')

Target	Operation	Type	Output specification
	Edit	General	[modify] thread (spid:XX, space_name:'XX', tid:XX, thread_name:'XX', did:XX, folder_name:'XX', notify_check:'XX')
	Delete	General	[delete] thread (spid:XX, space_name:'XX', tid:XX, thread_name:'XX')
	Attach a file	General	[create] thread_file (spid:XX, space_name:'XX', tid:XX, thread_name:'XX', fid:XX, file_name:'XX')
	Delete an attached file	General	[delete] thread_file (spid:XX, space_name:'XX', tid:XX, thread_name:'XX', fid:XX, file_name:'XX')
Comments of discussion	Post	General	[create]thread_follow(spid:XX,space_name:'XX',tid:XX,thread_name'XX',follow_id:XX)
	Delete	General	[delete]thread_follow(spid:XX,space_name:'XX',tid:XX, thread_name'XX',follow_id:XX)
	Attach a file	General	[create]thread_file(spid:XX,space_name:'XX',tid:XX,thread_name'XX',follow_id:XX,fid:XX,file_name:'XX')
	Delete an attached file	General	[delete]thread_file(spid:XX,space_name:'XX',tid:XX,thread_name'XX',follow_id:XX,fid:XX,file_name:'XX')
Shared ToDo	Add	General	[create] shared_todo (spid:XX, space_name:'XX', stid:XX, shared_todo_name:'XX', assign_1:'XX', assign_2:'XX', ...)
	Edit	General	[modify] shared_todo (spid:XX, space_name:'XX', stid:XX, shared_todo_name:'XX', assign_1:'XX', assign_2:'XX', assignees_status_initialize: XX,...)
	Delete	General	[delete] shared_todo (spid:XX, space_name:'XX', stid:XX, shared_todo_name:'XX')
	Attach a file	General	[create] shared_todo_file (spid:XX, space_name:'XX', stid:XX, shared_todo_name:'XX', fid:XX,file_name:'XX')
	Delete an atached file	General	[delete] shared_todo_file (spid:XX, space_name:'XX', stid:XX, shared_todo_name:'XX', fid:XX, file_name:'XX')
Comments of shared ToDo	Post	General	[create] shared_todo_follow (spid:XX, space_name:'XX', stid:XX, shared_todo_name:'XX', follow_id:XX)
	Delete	General	[delete] shared_todo_follow (spid:XX, space_name:'XX', stid:XX, shared_todo_name:'XX', follow_id:XX)
	Attach a file	General	[create] shared_todo_file (stid:XX, shared_todo_name:'XX', follow_id:XX, fid:XX, file_name:'XX')
	Delete an atached file	General	[delete] shared_todo_file (spid:XX, space_name:'XX', stid:XX, shared_todo_name:'XX', follow_id:XX, fid:XX, file_name:'XX')

Bookmarks

System setting log property

popup_set: Link is open with different window. [1]
cid: Category ID
pcid: Parent category ID
language_code: Language code [2]
category_name: Category name
parent_category_name: Parent category name
category_foreign_key: Category key
category_memo: Category memo
prev_parent_category_name: Previous parent category name
next_parent_category_name: Next parent category name
prev_category_name: Previous category name
next_category_name: Next category name
lid: Link ID
link_name: Link name
link_url: Link URL
link_memo: Link memo
sso_name: Single-sign on setting name
security_model: Security model [3]
auth: Authority [4]
uid: User ID
gid: Organization ID
rid: Role ID

1: is displayed "title/url" or "icon".
2: is displayed "ja", "en", or "zh".
3: is displayed "revoke" or "grant".
4: is displayed "browse:1" or "browse:0".

System setting log

Target	Operation	Type	Output specification
General settings	Edit	Important	[config] system_general (popup_set:XX)
Shared bookmark	Add a category	Important	[create] system_category (cid:XX, pcid:XX, category_name:'XX', parent_category_name:'XX', category_foreign_key:XX[, category_memo:'XX'])
	Edit a category	Important	[modify] system_category (cid:XX, pcid:XX, category_name:'XX', parent_category_name:'XX', category_foreign_key:XX[, category_memo:'XX'])

Target	Operation	Type	Output specification
	Move categories	Important	[move] system_category (cid:XX, pcid:XX, category_name:'XX', prev_parent_category_name:'XX', next_parent_category_name:'XX')
	Reorder categories	Important	[order] system_category (cid:XX, category_name:'XX')
	Delete a category	Important	[delete] system_category (cid:XX, category_name:'XX')
	Add localized category name	Important	[create] system_category_local (cid:XX, language_code:'XX', category_name:'XX')
	Edit localized category name	Important	[modify] system_category_local (cid:XX, language_code:'XX', prev_category_name:'XX', next_category_name:'XX')
	Delete localized category name	Important	[delete] system_category_local (cid:XX, language_code:'XX', category_name:'XX')
	Add a link	Important	[create] system_link (lid:XX, cid:XX, link_name:'XX', category_name:'XX', link_url:'XX'[, link_memo:'XX'], sso_name:'XX')
	Add a divider	Important	[create] system_separator (lid:XX, cid:XX, category_name:'XX')
	Edit a link	Important	[modify] system_link (lid:XX, cid:XX, link_name:'XX', category_name:'XX', link_url:'XX'[, link_memo:'XX'], sso_name:'XX')
	Move a link	Important	[move] system_link (lid:XX, cid:XX, link_name:'XX', prev_category_name:'XX', next_category_name:'XX')
	Reorder links	Important	[order] system_link (cid:XX, category_name:'XX')
	Delete a link	Important	[delete] system_link (lid:XX, cid:XX, link_name:'XX', category_name:'XX')
	Import links from CSV	Important	[Import] system_link (lid:XX, cid:XX, link_name:'XX', category_name:'XX')
	Export links to CSV	Important	[export] system_link (lid:XX, cid:XX, link_name:'XX', category_name:'XX')
User right	Edit security model	Important	[modify] system_category_access (cid:XX, category_name:'XX', security_model:'XX')
	Add	Important	[create] system_category_access (cid:XX, uid/gid/rid:XX, category_name:'XX')
	Delete	Important	[delete] system_category_access (cid:XX, uid/gid/rid:XX, category_name:'XX')
	Import user right data from CSV	Important	[Import] system_category_access (cid:XX, uid/gid/rid:XX, category_name:'XX', auth:XX)

Target	Operation	Type	Output specification
	Export user rights data to CSV	Important	[export] system_category_access (cid:XX, uid/gid/rid:XX, category_name:'XX', auth:XX)
	Import security models from CSV	Important	[Import] system_category_access (cid:XX, category_name:'XX', security_model:'XX')
	Export security models to CSV	Important	[export] system_category_access (cid:XX, category_name:'XX', security_model:'XX')
Operational administrator	Add	Important	[create] system_category_privilege (cid:XX, uid/gid/rid:XX, category_name:'XX')
	Delete	Important	[delete] system_category_privilege (cid:XX, uid/gid/rid:XX, category_name:'XX')

Personal setting log property

cid: Category ID
pcid: parent category ID
lid: link ID

Personal setting log

Target	Operation	Type	Output specification
General settings	Edit	Important	[config] personal_general (popup_set:XX)
Personal bookmarks	Add a category	Important	[create] personal_category (cid:XX, pcid:XX, category_name:'XX', parent_category_name:'XX', category_foreign_key:XX[, category_memo:'XX'])
	Edit a category	Important	[modify] personal_category (cid:XX, pcid:XX, category_name:'XX', parent_category_name:'XX', category_foreign_key:XX[, category_memo:'XX'])
	Move categories	Important	[move] personal_category (cid:XX, pcid:XX, category_name:'XX', prev_parent_category_name:'XX', next_parent_category_name:'XX')
	Reorder categories	Important	[order] personal_category (cid:XX, category_name:'XX')
	Delete a category	Important	[delete] personal_category (cid:XX, category_name:'XX')
	Add a link	Important	[create] personal_link (lid:XX, cid:XX, link_name:'XX', category_name:'XX', link_url:'XX'[, link_memo:'XX'])
	Add a divider	Important	[create] personal_separator (lid:XX, cid:XX, category_name:'XX')

Target	Operation	Type	Output specification
	Edit a link	Important	[modify] personal_link (lid:XX, cid:XX, link_name:'XX', category_name:'XX', link_url:'XX'[, link_memo:'XX'])
	Move links	Important	[move] personal_link (lid:XX, cid:XX, link_name:'XX', prev_category_name:'XX', next_category_name:'XX')
	Reorder links	Important	[order] personal_link (cid:XX, category_name:'XX')
	Delete a link	Important	[delete] personal_link (lid:XX, cid:XX, link_name:'XX', category_name:'XX')

Scheduler

System setting log property

uid: User ID

oid: Organization ID

rid: Role ID

fid: Facility ID

eid: Event ID

fgid: Facility group ID

mid: Menu ID

second_unit: Unit of time

repeat_limit: Repeating appointment limit

allow_file_attachment: Allowing file attachements[1]

use_private: Private appointment setting [1]

hidden_private: Hide private appointments [1]

visibility_default: Default visibility of private appointments[14]

allow_setting_group_role_to_watchers: Specifying organizations or roles for private watchers[1]

managed_notify: Notifications to the "Watchers" users[1]

target_uid: Target specified as private watchers

target: Item type[16]

use_oganize: Organization schedule view setting [1]

show_holiday: Holidays view setting [1]

reserve_limit: Maximum reservation period [2]

reserve_limit_time: Maximum duration per reservation [3]

allow_attendance_check: Allowing the response request feature[1]

default_value_attendance_check: Default value of "Attendance" on the **New appointment** screen[1]

facility_approval: Facility usage request[1]

modify_user: Users allowed to edit reservations [4]

show_facility_memo: Memo view on list [1]

use_facility_repeat: Range of repeating appointments [1]

menu_title: Menu name

facilitygroup: Facility group name

gid: Organization ID

dynamic_role: Dynamic role key[5]

security_model: Security model[6]

auth: Authority [7]

display_name: Output user name organization name

delete_date: Date of deleting appointment older than this date

biid: Built-in items ID [8]

eiid: Custom items ID [8]

display_item_name: Set list view to show by default setting. [9]

list_index: Descending order

show_facility_name: View of facility name [1]

position_facility_name_at: Position of facility name [10]

inheritance_from_parent: Inherit settings of parent facility group [1]

available: V-CUBE Meeting [11]

netmeeting_version: V-CUBE Meeting version [15]

invite_url_schedule_display: Invitation URL [12]

invite_url_email_notification: E-mail notifications [13]

outside_member_input_rows: Number of external invitee fields

netmeeting_meeting_system_url: V-CUBE Meeting URL

netmeeting_login_id: Login ID for V-CUBE Meeting

netmeeting_login_password: Login password for V-CUBE Meeting

[1]: "ON" or "OFF" is displayed.
[2]: "No" (unlimited) or any integer from 1 to 999 is displayed.
[3]: "NO","30","60","90","120","150","180","210","240","270", or "300" is displayed.
[4]: "creator", "member" or "grantuser" is displaed.
[5]: "Everyone","LoginUser", or "Administrators" is displayed.
[6]: "revoke" or "grant" is displayed.
[7]: "read", "add", "modify", or "delete" is displayed.
[8]: "title_name" or "title_purpose" is displayed.
[9]: "0" or "1" is displayed.
[10]: "BEFORE" or "AFTER" is displayed.
[11]: "ON" (enable) or "OFF" (disable)
[12]: "ON" (show URL on the details screen) or "OFF" (do not show URL on the details screen)
[13]: "ON" (send E-mail notifications) or "OFF" (do not send E-mail notifications)
[14]: One of the following values is displayed:
- Public
- Private
- Managed
- OFF
[15]: One of the following values is displayed:
- 5 (V-CUBE Meeting 5)
- 4 (V-CUBE Meeting 4 / V-CUBE Meeting on cybozu.com)
[16]: "user", "group", or "role" is displayed.

System setting log

Target	Operation	Type	Output specification
General settings	Unit of time	Important	[config] common (second_unit:XX)
	Repeating appointment limit	Important	[config] common (repeat_limit:XX)
	Private appointment setting	Important	[config] common (use_private:'XX', visibility_default:'XX')
	Hide private appointments	Important	[config] common (hidden_private:'XX')
	Private watchers	Important	[config] common (allow_setting_group_role_to_watchers:'XX')
	Notifications to the "Watches" users	Important	[config] common (managed_notify:'XX')
	Organization schedule view setting	Important	[config] common (use_oganize:'XX')
	Holidays view setting	Important	[config] common (show_holiday:'XX')
	View of all facilities	Important	[config] common (show_all_facility:'XX')
	View of facility name	Important	[config] common (show_facility_name:'XX', position_facility_name_at:'XX')
	File attachment setting	Important	[config] common (allow_file_attachment:'XX')
	Attendance	Important	[config] common (allow_attendance_check:'XX'[, default_value_attendance_check:'XX'])
Facility reservation settings	Inherit settings of parent facility group	Important	[config] facility_group (inheritance_from_parent:XX) [config] facility_facility (inheritance_from_parent:XX)
	Maximum reservation period	Important	[config] facility_group (reserve_limit:XX)
	Maximum duration per reservation	Important	[config] facility_group (reserve_limit_time:XX) [config] facility_facility (reserve_limit_time:XX)
	Users allowed to edit reservations	Important	[config] facility_group (modify_user:XX) [config] facility_facility (modify_user:XX)
	Memo view on list	Important	[config] facility_group (show_facility_memo:'XX') [config] facility_facility (show_facility_memo:'XX')
	Range of repeating appointments	Important	[config] facility_group (use_facility_repeat:XX) [config] facility_facility (use_facility_repeat:XX)

Target	Operation	Type	Output specification
	Facility usage request	Important	[config] facility_group (facility_approval:'XX') [config] facility_facility (facility_approval:'XX')
Update all facility settings	Maximum reservation period	Important	[config] facility_common (reserve_limit:XX)
	Maximum duration per reservation	Important	[config] facility_common (reserve_limit_time:XX)
	Users allowed to edit reservations	Important	[config] facility_common (modify_user:XX)
	Memo view on list	Important	[config] facility_common (show_facility_memo:'XX')
	Range of repeating appointments	Important	[config] facility_common (use_facility_repeat:XX)
	Facility usage request	Important	Output specification: [config] facility_common (facility_approval:'XX')
Appointment type settings	Appointment type	Important	[config] system_menu
Additional appointment notes	Add additional appointment notes	Important	[create] menupage (mid:XX, menu_title:'XX')
	Edit additional appointment notes	Important	[modify] menupage (mid:XX, menu_title:'XX')
	Delete additional appointment notes or remove all	Important	[delete] menupage (mid:XX, menu_title:'XX')
	Reorder additional appointment notes	Important	[order] menupage
Facility reservation items	Edit built-in item	Important	[config] facility_item (biid:XX, display:XX)
	Add a custom item	Important	[create] facility_item (eiid:XX, display_name:'XX', id:XX, type:XX, use:XX, display:XX, display_item_name:'XX')
	Edit a custom item	Important	[modify] facility_item (eiid:XX, display_name:'XX', id:XX, type:XX, use:XX, display:XX, display_item_name:'XX')
	Reorder custom items	Important	[order] facility_item (eiid:XX, list_index:XX)
	Delete custom items	Important	[delete] facility_item (eiid:XX)

Target	Operation	Type	Output specification
Operational administrator	Add operational administrator	Important	[create] privilege (fgid:XX, uid/oid/rid/dynamic_role:XX, facilitygroup:XX)
	Delete operational administrator	Important	[delete] privilege (fgid:XX, uid/oid/rid/dynamic_role:XX, facilitygroup:XX)
	Delete all operational administrators	Important	[delete_all] privilege (fgid:XX, facilitygroup:XX)
User right	Edit security model	Important	[modify] access (uid/oid/rid/fid/fgid:XX, security_model:'XX')
	Add a user right	Important	[create] access (uid/oid/rid/fid/fgid:XX, uid/oid/rid:XX, security_model:'XX', auth:XX)
	Edit a user right	Important	[modify] access (uid/oid/rid/fid/fgid:XX, uid/oid/rid:XX, security_model:'XX', auth:XX)
	Delete user rights	Important	[delete] access (uid/oid/rid/fid/fgid:XX, uid/oid/rid:XX)
	Delete all user rights	Important	[delete_all] access (uid/oid/rid/fid/fgid:XX)
	Import user rights data from CSV	Important	[Import] access [modify] access (uid/oid/rid/fid:XX, security_model:'XX') [modify] access (uid/oid/rid/fid:XX, uid/oid/rid:XX, security_model:'XX', auth:XX)
	Export user rights data from CSV	Important	[export] access
Appointment	Import	Important	[Import] system_event
	Export	Important	[export] system_event (uid/oid/fid:XX, display_name:'XX')
	Delete all	Important	[delete_all] system_event (delete_date:XX)
	E-mail forwarding	Warning	Could not forward the schedule notification (invalid_address_1:'XX'…)
V-CUBE Meeting	Enable V-CUBE Meeting	Important	[config] netmeeting (available:'XX', netmeething_version:XX, invite_url_schedule_display:'XX', invite_url_email_notification:'XX', outside_member_input_rows:XX, netmeeting_meeting_system_url:'XX', netmeeting_login_id:XX, netmeeting_login_password:'XX')

Appendix D.3.1   JavaScript and CSS Customization on Scheduler

System setting log property

id: Customization group ID
name: Customization group name
apply_status: JavaScript and CSS customization

rid: Role ID

oid: Organization ID

uid: User ID

js_[Integer starting from 1]: Link and file applied to JavaScript customization

css_[Integer starting from 1]: Link and file applied to CSS customization

System setting log

Target	Operation	Type	Output specification
JavaScript and CSS customization on scheduler	Add customization group	Important	[add]customization_group(id:X, name:'XX', apply_status:'XX', rid_1:X,oid_1:X, uid_1:X, js_1:'XX',... , css_1:'XX'...)
	Edit customization group	Important	[modify]customization_group(id:X, name:'XX', apply_status:'XX', rid_1:X,oid_1:X, uid_1:X, js_1:'XX',... , css_1:'XX'...)
	Delete customization group	Important	[delete]customization_group(id:X, name:'XX', apply_status:'XX', rid_1:X,oid_1:X, uid_1:X, js_1:'XX',... , css_1:'XX'...)

Personal setting log property

uid: User ID

oid: Organization ID

eid: Event ID

view_hour: Time period to show

start_wday: Display Sunday to the right side on month vies [1]

show_endtime: Show appointment ending time on group week view and month view. [2]

forward: E-mail forwarding[2]

email: E-mail address

event_title: Appointment title

display_name: Out put user name or organization name

email: E-mail address for Web conferences

[1]: "Sunday" or "Monday" is displayed.
[2]: "ON" or "OFF" is displayed.

Personal setting log

Target	Operation	Type	Output specification
Display settings	Time period to show	Important	[config] display (view_hour:XX)
	Display Sunday to the right side on month vies	Important	[config] display (start_wday:XX)
	Show appointment ending time on group week view and month view	Important	[config] display (show_endtime:XX)

Target	Operation	Type	Output specification
Appointment types	Set appointment types	Important	[config] personal_menu
E-mail forwarding settings	Set E-mail forwarding setting	Important	[config] forward_mail (forward:XX, email:XX)
Import appointments data	Import appointments from CSV	Important	[imporot] personal_event [create] event (eid:XX, event_title:'XX')
Export appointments data	Export appointment to CSV	Important	[export] personal_event
Appointment statistics	Export appointment statistic	Important	[export] statistics (uid/oid:XX, display_name:'XX')
Export to iCalendar file	Export appointments to iCalendar file	Important	[export_ical] personal_event [export_ical] personal_month_event
V-CUBE Meeting	V-CUBE Meeting settings	Important	[config] netmeeting_forward_mail (email:'XX')

Appointment log property

eid: Event ID

event_title: Appointment title

attendance_check: Attendance[1]

attendance_status_initialize: Initializing attendee responses to appointments[4]

value: Accept ("attend") or Decline ("absent")

comment: Message

status: Approve ("accept") or reject ("reject") for the facility usage request

follow_id: Comments ID

fid: File ID

file_name: File name

range: Range of appointments to be deleted [2]

tentative_appointment: Start time and date of the tentative appointment

version_setting: File versioning setting[3]

error_cd: V-CUBE Meeting error code

error_msg: V-CUBE Meeting error message

invalid_address_[Integer starting from 1]: Invalid address

[1]: "0" (request) or "1" (do not request) is displayed.

[2]: "only YYYY-MM-DD" (This appointment only (EEEE, MMMM DD, YYYY)), "on and after YYYY-MM-DD" (Appointments on and after EEEE, MMMM DD, YYYY), or "all" (All appointments)

[3]: "0" indicates to set no version limit,"-1" indicates unlimited, or set the number of version limit other than "0" or "1".

[4]: One of the following values is displayed:

- 0 (Do not initialize responses)
- 1 (Initialize responses)

> **Tip**
> - The time zone of the user who deleted the appointments is applied to "range" and "tentative_appointment".

Appointment log

Target	Operation		Type	Output specification
Appointment	Add	New appointment	Important	[create] event (eid:XX, event_title: 'XXX', attendance_check: 'XX')
		Attendance	Important	[modify] attendance_status (eid:XX, value:'XX)
	File attachment setting		Important	[create] file (eid:XX, fid:XX, file_name:'XX')
	Edit	Leave this appointment	Important	[modify] event (eid:XX, event_title:'XX')
		Attend an appointment		
		Attendee responses to appointments	Important	[modify] attendance_status (eid:, value:'XX'[, comment:'XXX'])
		Change response	Important	[modify] attendance_status (eid:XX, value:'XX'[, comment:'XXX'])
		Initializing attendee responses to appointments	Important	[modify] event (eid:xx, event_title: 'XXX', attendance_check:XX, attendance_status_initialize:XX)
		Add an attachment	Important	[create] file (eid:XX, fid:XX, file_name:'XX')
		Delete an attachment	Important	[delete] file (eid:XX, fid:XX, file_name:'XX')
	Download an attachment		General	[download] file(eid:XX, fid:XX, file_name:'XX', version:XX)
	Delete [1]	Regular appointment	Important	[delete] event (eid:XX, event_title:'XX')
		All day appointment		
		Repeating appointment	Important	[delete] event (eid:XX, event_title:'XX' range:'XX')
		Tentative appointment	Important	[delete] event (eid:XX, event_title:'XX' tentative_appointment:'XX')
	Set		Important	[fix] event (eid:XX, event_title:'XX')
	Process facility usage requests		Important	[modify] event_facility_approval (eid:XX, faid:XX, uid:XX, status:'XX'[, comment:'XXX'])
	Failure of adding appointment with Web conference		Error	[netmeeting_rsv_add] netmeeting_api_error (error_cd:XX, error_msg:'XXX')
	Forward an appointment		Information	Could not forward the schedule notification (invalid_address_1:'XX'…)
Comment of appointment	Add		Important	[create] follow (eid:XX, follow_id:XX)

Target	Operation	Type	Output specification
Edit attachment information	Edit	Important	[modify] file_information (eid:XX, fid:XX, file_name:'XX', version_setting:XX)
	Delete an attachment	Important	[delete] file (eid:XX, fid:XX, file_name:'XX')

[1]: is displayed other than **delete all appointments** screen on system setting.

Facility log property

faid: Facility ID

fgid: Facility group ID

language_code: Language code[1]

facility_name: Facility name

facilitygroup: Facility group name

prev_facility_name: Previous facility name

next_facility_name: Next facility name

[1]: is displayed "ja", "en" or "zh".

Facility log

Target	Operation	Type	Output specification
Facilities	Add a facility	Important	[create] facility (faid:XX, facility_name:'XX')
	Edit a facility	Important	[modify] facility (faid:XX, facility_name:'XX')
	Delete facilities	Important	[delete] facility (faid:XX, facility_name:'XX')
	Reorder facilities	Important	[order] facility
	Import facilities from CSV	Important	[imporot] faciliy [create] facility (faid:XX, facility_name:'XX') [modify] facility (faid:XX, facility_name:'XX') [create] facilitygroup (fgid:XX, facilitygroup:XX)
	Export facilities to CSV	Important	[export] facility
	Add localized facility name	Important	[create] facility_local (faid:XX, language_code:'XX', facility_name:'XX')
	Edit localized facility name	Important	[modify] facility_local (faid:XX, language_code:'XX', prev_facility_name:'XX', next_facility_name:'XX')
	Delete localized facility name	Important	[delete] facility_local (faid:XX, language_code:'XX', facility_name:'XX')
	Import localized facility names	Important	[import] facility_local (faid:XX, language_code:'XX', facility_name:'XX')
	Import localized facility name : Edit	Important	[import] facility_local (faid:XX, language_code:'XX', prev_facility_name:'XX', next_facility_name:'XX')
	Import localized facility name : delete	Important	[delete] facility_local (faid:XX, language_code:'XX', facility_name:'XX')
	Export localized facility name	Important	[export] facility_local (faid:XX, languageCode:'XX', facility_name:'XX')

Facility group log property

fgid: Facility group ID
facilitygroup: Facility group name
language_code: Language code[1]
facilitygroup_name: Facility group name
prev_facilitygroup_name: Previous facility group name
next_facilitygroup_name: Next facility group name

[1]: is displayed "ja", "en", or "zh".

Facility group log

Target	Operation	Type	Output specification
facility groups	Add a facility group	Important	[create] facilitygroup (fgid:XX, facilitygroup:XX)
	Edit a facility group	Important	[modify] facilitygroup (fgid:XX, facilitygroup:XX)
	Delete facility groups	Important	[delete] facilitygroup (fgid:XX, facilitygroup:XX)
	Reorder facility groups	Important	[order] facilitygroup
	Reorder facilities	Important	[order] facilitygroup (fgid:XX, facilitygroup:XX)
	Import facility groups from CSV	Important	[import] facility_group
	Export facility groups from CSV	Important	[export] facilitygroup
	Add a localized name	Important	[create] facilitygroup_local (fgid:XX, language_code:'XX', facilitygroup_name:'XX')
	Edit a localized name	Important	[modify] facilitygroup_local (fgid:XX, language_code:'XX', prev_facilitygroup_name:'XX', next_facilitygroup_name:'XX')
	Delete localized names	Important	[delete] facilitygroup_local (fgid:XX, language_code:'XX', facilitygroup_name:'XX')
	Import localized names for adding	Important	[import] facilitygroup_local (fgid:XX, language_code:'XX', facilitygroup_name:'XX')
	Import localized names for editing	Important	[import] facilitygroup_local (fgid:XX, language_code:'XX', prev_facilitygroup_name:'XX', next_facilitygroup_name:'XX')
	Import localized names for deleting	Important	[import_delete] facilitygroup_local (fgid:XX, language_code:'XX', facilitygroup_name:'XX')
	Export localized names	Important	[export] facilitygroup_local (fgid:XX, languageCode:'XX', facilitygroup_name:'XX')

Messages

System setting log property

search_text: Search text
start: Starting time stamp of search period
end: Completing time stamp of search period
item_list_[integer from 1]: Search key[1]
user_list_[integer from 1]: Target user ID
mid: Message ID
creator_name: User name of sender
receiver_name_[integer from 1]: User name of receiver
subject: Subject
data: Details
timestamp: Delete messages date

[1]:is displayed "subject", "data", "sender", "addressee" or "follow".

System setting log

Target	Operation	Type	Output specification
Messages	Search	General	[inspection_search] message ([search_text:XX,] start:XX, end:XX[, item_list_1:XX,...][, user_list_1:XX,...])
	View	General	[inspection_browse] message (mid:XX, creator_name:'XX', subject:'XX'[, data:XX], receiver_name_1:XX,...)
	Delete all	Important	[delete_all] message (timestamp:XX)

Folder log property

folder_id: Folder ID
folder_name: Folder name
parent_folder_id: Parent folder ID
list_index: Categories order in same hierarchy

Folder log

Target	Operation	Type	Output specification
Folders	Add	Important	[create] folder (folder_id:XX, folder_name:'XX', parent_folder_id:XX)
	Edit	Important	[modify] folder (folder_id:XX, folder_name:'XX')
	Move	Important	[move] folder (folder_id:XX, parent_folder_id:XX, list_index:XX)
	Delete	Important	[delete] folder (folder_name:'XX')

Message operation log property

mid: Message ID

fid: Comments ID

creator_name: User name of sender

receiver_name_[integer from 1]: User name of receiver

subject: Subject

data: Details

file_name_[integer from 1]: Attachment file name

folder_id: Folder ID

source_folder_id: Source folder ID

maintainer_name_[integer from 1]: User name of users who have rights to modify or delete messages.

Message operation log

Target	Operation	Type	Output specification
Messages	Add	Important	[create] message (mid:XX, creator_name:'XX', subject:'XX'[, data:XX][, file_name_1:XX,...], receiver_name_1:XX[, maintainer_name_1:XX,...])
	Edit	Important	[modify] message (mid:XX, creator_name:'XX', subject:'XX'[, data:XX], receiver_name_1:XX[, maintainer_name_1:XX,...])
	Move	Important	[move] message (mid:XX, creator_name:'XX', folder_id:XX)
	Delete	Important	[delete] message (mid:XX, creator_name:'XX', source_folder_id:XX)
	Delete all	Important	[delete] message (mid:XX, creator_name:'XX', subject:'XX'[, data:XX][, file_name_1:XX,...], receiver_name_1:XX,...)
Comment	Comment	Important	[create] follow (mid:XX, fid:XX, creator_name:'XX', subject:'XX'[, data:XX][, file_name_1:XX,...])
	Delete	Important	[delete] follow (mid:XX, fid:XX, creator_name:'XX', subject:'XX'[, data:XX][, file_name_1:XX,...])

Bulletin Board

System setting log property

enable_follow: Default setting of user right to comment[1]

enable_htmleditor: Allow the use of right text[1]

enable_follow_link: Allow the use of anchor links in comments[1]

enable_acknowledgement: Default Acknowledgement status[1]

enable_manually_enter_sender: Manually enter "From" name[1]

enable_confirm_authority_read_and_notification_users: Access permissions and notification recipients[1]

default_value_from: Default "From" name[7]

cid: Category ID

uid: User ID

gid: Organization ID

rid: Static role ID

dynamic_role: Dynamic role key [2]

dynamic_role: Dynamic role key [3]

auth: Authority [4]

force_notify: Do not allow users to remove notifications. [5]

target: Target object

[1]:is displayed "TRUE"(allow) or "FALSE"(do not allow).
[2]:is displayed "Everyone", "LoginUser" or "Administrators".
[3]:is displayed "Everyone" or "LoginUser".
[4]:is displayed "read", "write", "read/write", "write/follow" or "read/write/follow".
[5]:is displayed "1"(do not allow) or "0" (allow).
[6]:is displayed "user", "group", "role" or "dynamic_role".
[7]: One of the following values is displayed:

- 0 (User name)
- 1 (Manually enter)

System setting log

Target	Operation	Type	Output specification
General settings	Allow to post comments by default	Important	[config] common (enable_follow:'XX', enable_htmleditor:'XX', enable_follow_link:'XX', enable_acknowledgement:'XX', enable_manually_enter_sender:'XX', enable_confirm_authority_read_and_notification_ users:'XX', default_value_from:XX)
	Allow the use of rich text		
	Allow the use of anchor links		
	Request acknowledgement status by default		
	Allow to manually enter "From" name		
	Allow to check access permissions and notification recipients		
Operational administrators	Add	Important	[create] privilege (cid:XX, uid/gid/rid/dynamic_role:XX)
	Delete	Important	[delete] privilege (cid:XX, uid/gid/rid/dynamic_role:XX)
	Delete all	Important	[delete_all] privilege (cid:XX, target:XX)
User rights	Edit security models	Important	[modify] category (cid:XX, security_model:'XX')
	Add	Important	[create] access (cid:XX, security_model:'XX', uid/gid/rid/dynamic_role:XX, auth:XX)
	Edit	Important	[modify] access (cid:XX, security_model:'XX', uid/gid/rid/dynamic_role:XX, auth:XX)
	Delete	Important	[delete] access (cid:XX, security_model:'XX', uid/gid/rid/dynamic_role:XX)

Target	Operation	Type	Output specification
	Delete all	Important	[delete_all] access (cid:XX, target:XX)
	Import from CSV	Important	[import] access[import] access (cid:XX[, uid/gid/rid:XX], folder:XX,security_model:'XX'[,auth:XX])
	Export to CSV	Important	[export] access
Notification settings	Notifications settings	Important	[modify] category (cid:XX, force_notify:XX)
	Add	Important	[create] notify (cid:XX, uid/gid/rid/dynamic_role:XX)
	Delete	Important	[delete] notify (cid:XX, uid/gid/rid/dynamic_role:XX)
	Delete all	Important	[delete_all] notify (cid:XX, target:XX)

Category log property

cid: Category ID
language_code: Language code[1]
name: Category name
prev_category_name: Previous category name
next_category_name: Next category name
foreign_key: Category key
parent:: Parent category ID
list_index: Categories order in same hierarchy

[1]: is displayed "ja", "en" or "zh".

Category log

Target	Operation	Type	Output specification
Categories	Add	Important	[create] category (cid:XX, name:'XX', foreign_key:XX, parent:XX)
	Edit	Important	[modify] category (cid:XX, name:'XX', foreign_key:XX)
	Move	Important	[move] category (cid:XX, parent:XX, list_index:XX)
	Delete	Important	[delete] category (cid:XX)
	Import categories information	Important	[create] category (cid:XX, foreign_key:XX, name:'XX') [modify] category (cid:XX, foreign_key:XX, name:'XX')
	Add a localized name	Important	[create] category_local (cid:XX, language_code:'XX', category_name:'XX')
	Change localized name	Important	[modify] category_local (cid:XX, language_code:'XX', prev_category_name:'XX', next_category_name:'XX')
	Delete localized names	Important	[delete] category_local (cid:XX, language_code:'XX', category_name:'XX')

Target	Operation	Type	Output specification
	Import localized names	Important	[import] category_local (cid:XX, language_code:'XX', category_name:'XX')
	Import localized names for editing	Important	[import] category_local (cid:XX, language_code:'XX', prev_category_name:'XX', next_category_name:'XX')
	Import localized names for deleting	Important	[import_delete] category_local (cid:XX, language_code:'XX', category_name:'XX')
	Export localized names	Important	[export] category_local (cid:XX, language_code:'XX', category_name:'XX')

Topic log property

aid: Topic ID

subject: Subject

creator_name: From

can_follow: Allow to post comments by default [.1]

start_timestamp: Starting time stamp of topic

end_timestamp: Completing time stamp of topic

enable_acknowledgement: Default Acknowledgement status[2]

maintainer_name_[integer starting from 1]: Name of a maintainer

notify_check: Selection status of **Notify this update**[3]

version: Version of attachment file

name: Attachment name

[1]:is displayed "1"(allow) or "0"(do not allow).
[2]: One of the following values is displayed:

- 1 (Request acknowledgment status by default)
- 0 (Do not request acknowledgment status by default)

[3]: One of the following values is displayed:

- ON (Notify of changes to contents of topic)
- OFF (Do not notify of changes to contents of topic)

Topic log

Target	Operation	Type	Output specification
Topics	Add	Important	[create] article (aid:XX, creator_name:'XX', subject:'XX', can_follow:XX, start_timestamp:XX, end_timestamp:xxxxx, enable_acknowledgement:XX, maintainer_name_1:'XX', … maintainer_name_N:'XX')

Target	Operation	Type	Output specification
	Edit	Important	[modify] article (aid:XX, creator_name:'XXX', subject:'XX', can_follow:XX, start_timestamp:xxxxxx, end_timestamp:xxxxx, enable_acknowledgement:XX, maintainer_name_1:'xxxx', ... maintainer_name_N:'xxxx',notify_check:'XX')
	Move	Important	[move] article (aid:XX)
	Delete	Important	[delete] article (aid:XX, subject: 'XX')
	View	General	[browse] article (aid:XX, uid:XX)
Drafts	Save	Important	[create] draft (aid:XX)
	Edit	Important	[modify] draft (aid:XX) [modify] draft (aid:XX)
	Delete	Important	[delete] draft (aid:XX)
Comments	Comment	Important	[create] follow (aid:XX, follow_id:XX)
	Delete	Important	[delete] follow (aid:XX, follow_id:XX)
	Attachment	Important	[create] file (aid:XX, follow_id:XX, fid:XX)
	Delete attachments	Important	[delete] file (aid:XX, follow_id:XX, fid:XX)
Attachments	Save	Important	[create] file (aid:XX, fid:XX)
	Delete	Important	[delete] file (aid:XX, fid:XX)
	Download	General	[download] file (uid:XX, fid:XX, version:XX, name:'XX')

Cabinet

Folder log property

hid: Folder ID

fid: File ID

uid: User ID

oid: Organization ID

rid: Role ID

src_hid: Previous folder ID

dst_hid: Next folder ID

language_code or languageCode: Language code [1]

folder: Folder title

prev_folder_name: Previous folder name

next_folder_name: Next folder name

operation: Operational details [2]

security_model: Security model [3]

auth: Authority [4]

[1]:is displayed "ja", "en" or "zh".
[2]:is displayed "create" or "update".
[3]:is displayed "revoke" or "grant".
[4]:is displayed   "read", "write" or "read/write".

Folder log

Target	Operation	Type	Output specification
Folders	Add	Important	[create] folder (hid:XX, folder:XX)
	Edit	Important	[modify] folder (hid:XX, folder:XX)
	Reorder	Important	[order] folder (hid:XX, folder:XX)
	Move	Important	[move] folder (hid:XX, src_hid:XX, dst_hid:XX, folder:XX)
	Delete	Important	[delete] folder (hid:XX, folder:XX)
	Import from CSV	Important	[import] folder [import] folder (hid:XX, folder:XX, operation:XX)
	Export to CSV	Important	[export] folder
	Add a localized name	Important	[create] folder_local (hid:XX, language_code:'XX', folder_name:'XX')
	Change localized name	Important	[modify] folder_local (hid:XX, language_code:'XX', prev_folder_name:'XX', next_folder_name:'XX')
	Delete localized names	Important	[delete] folder_local (hid:XX, language_code:'XX', folder_name:'XX')
	Import localized names	Important	[import] folder_local (hid:XX, language_code:'XX', folder_name:'XX')
	Import localized names for editing	Important	[import] folder_local (hid:XX, language_code:'XX', prev_folder_name:'XX', next_folder_name:'XX')
	Import localized names for deleting	Important	[import_delete] folder_local (hid:XX, language_code:'XX', folder_name:'XX')
	Export localized names	Important	[export] folder_local (hid:XX, languageCode:'XX', folder_name:'XX')
User rights	Add	Important	[create] access (hid:XX[, uid/oid/rid:XX], folder:XX, security_model:'XX', auth:XX)
	Delete	Important	[delete] access (hid:XX[, uid/oid/rid:XX], folder:XX, security_model:'XX')
	Modify	Important	[modify] access (hid:XX[, uid/oid/rid:XX], folder:XX, security_model:'XX', auth:XX)
	Delete all	Important	[delete_all] access (hid:XX, folder:XX)
	Edit security models	Important	[modify] access (hid:XX, folder:XX, security_model:'XX')
	Import from CSV	Important	[import] access [import] access (hid:XX[, uid/oid/rid:XX], folder:XX, security_model:'XX'[,auth:XX])
	Export to CSV	Important	[export] access

File log property

hid: Folder ID or folder id belonging to trash
fid: File ID
src_hid: Pervious folder ID, or "garbage"(trash)
dst_hid: Next folder ID, or "garbage"(trash)
file_name: File name
title: File title
version: Version

version_setting: Version management setting [1]

compress: Compressed file [2]

[1]:"0" indicates to set no version limit, "-1" indicates unlimited, or set the number of version limit other than "0" or "1".

[2]:is displayed always "1".

File log

Target	Operation	Type	Output specification
Files	Download	General	[download] file (hid:XX, fid:XX, file_name:'XX', title:'XX', version:XX)
	Download multiple files	General	[download] file (hid:XX, fid:XX, file_name:'XX', title:'XX', version:XX, compress:1)
	Add	Important	[create] file (hid:XX, fid:XX, file_name:'XX', title:'XX', version_setting:XX)
	Update	Important	[update] file (hid:XX, fid:XX, file_name:'XX', title:'XX', version:XX)
	Edit file information	Important	[modify] file_information (hid:XX, fid:XX, file_name:'XX', title:'XX', version_setting:XX)
	Move	Important	[move] file (fid:XX, src_hid:XX, dst_hid:XX, file_name:'XX', title:'XX')
	Delete	Important	[delete] file (hid:XX, fid:XX, file_name:'XX', title:'XX')
	Restore a file	Important	[restore] file (hid:XX, fid:XX, file_name:'XX', title:'XX', version:XX)

Memo

System setting log property

filesize_limit: Maximum total file size

enable_htmleditor: Allow the use of rich text.

[1]:-1 indicates unlimited or set the byte number for limit other than "-1".

[2]:is displayed "0" or "1".

System setting log

Target	Operation	Type	Output specification
General setting	Add	Important	[config] common (filesize_limit:XX, enable_htmleditor:XX)

Folder log property

did: Folder ID

folder: Folder title

pdid: Parent folder ID

Folder log

Target	Operation	Type	Output specification
Folders	Add	Important	[create] folder (did:XX, folder:XX, pdid:XX)
	Edit	Important	[modify] folder (did:XX, folder:XX, pdid:XX)
	Delete	Important	[delete] folder (did:XX, folder:XX, pdid:XX)

Memo log property

iid: Memo ID
did: Folder ID
title: Memo title

Memo log

Target	Operation	Type	Output specification
Memo	Add	Important	[create] memo (iid:XX, title:'XX', did:XX)
	Edit	Important	[modify] memo (iid:XX, title:'XX', did:XX)
	Delete	Important	[delete] memo (iid:XX, title:'XX', did:XX)

File log property

did: Folder ID[1]
fid: File ID
file_name: File name
title: File title
version: Version
version_setting: Version limit setting[2]

[1]:"0" indicates update list.
[2]:"0" indicates no version limit, "-1" indicates unlimited or set the number of version other than "0" or "-1".

File log

Target	Operation	Type	Output specification
files	Add	Important	[create] file (did:XX, fid:XX, file_name:'XX', title:'XX', version_setting:XX)
	update	Important	[update] file (did:XX, fid:XX, file_name:'XX', title:'XX', version:XX)
	Edit file information	Important	[modify] file_information (did:XX, fid:XX, file_name:'XX', title:'XX', version_setting:XX)
	Delete	Important	[delete] file (did:XX, fid:XX, file_name:'XX', title:'XX')
	Restore file	Important	[restore] file (did:XX, fid:XX, file_name:'XX', title:'XX', version:XX)

Phone Messages

System setting log property

sso: Single sign on ID
object_user: Access target user ID
object_group: Access target organization ID
object_role: Access target role ID
access_user: Access user ID
access_group: Access organization ID
access_static_role: Access static ID
access_dynamic_role: Access dynamic role key[1]
auth: Authority[2]

[1]:is displayed "Everyone", "LoginUser", or "Administrators".
[2]:is displayed "add", "browse" or "add/browse".

System setting log

Target	Operation	Type	Output specification
General settings	Single sign on setting	Important	[config] common (sso:XX)
User rights	Add	Important	[create] access (object_user/object_group/object_role:XX, access_user/access_group/access_static_role/access_dynamic_role:XX, auth:XX)
	Edit	Important	[modify] access (object_user/object_group/object_role:XX, access_user/access_group/access_static_role/access_dynamic_role:XX, auth:XX)
	Delete	Important	[delete] access (object_user/object_group/object_role:XX, access_user/access_group/access_static_role/access_dynamic_role:XX)
	Delete all	Important	[delete_all] access (object_user/object_group/object_role:XX)
	Edit security models	Important	[modify] access (object_user/object_group/object_role:XX, security_model:'XX')
	Import from CSV	Important	[import] access
	Export to CSV	Important	[export] access

Personal setting log property

forward_email: Notification kinds [1]
email_address: E-mail address in the case of the value of forward_email is "user_established"

[1]:is displayed "off", "user_info" or "user_established".

Personal setting log

Target	Operation	Type	Output specification
E-mail forwarding settings	Set	Important	[config] forward_mail (forward_email:XX [, email_address:XX])

Phone Messages operation log property

mid: Memo ID

client_name: Caller

matter: Message type

telephone_number: Phone number

message: Message

sender: Sender ID

receiver: Receiver ID

send_time: Time stamp of sending

confirm_time: Time stamp of confirming

invalid_address_[Integer starting from 1]: Invalid address

Phone Messages operation log

Target	Operation	Type	Output specification
Phone Messages	Add	Important	[create] phone_message (mid:XX, client_name:'XX', matter:XX[, telephone_number:XX], message:XX, sender:XX, receiver:XX, send_time:XX)
	Delete	Important	[delete] phone_message (mid:XX)
	Confirm	Important	[modify] phone_message (mid:XX, confirm_time:XX)
	E-mail forwarding	Warning	Could not forward the phonemessage notification (invalid_address_1:'XX', invalid_address_2: 'XX')

Timesheet

System setting log property

auto_punchout: Auto punch out time [1]

offset_day: Tally start day [2]

offset_month: Numerical month offset [3]

absence_max: Number of additional in and outs [2]

change_of_day: Auto date advance time [4]

user_modify: Allow users to update records. [1]

[1]:is displayed "0" or "1".
[2]:is displayed number.
[3]:is displayed adding number of tally start day.
[4]:is displayed time, the date will automatically advance to the next day.

System setting log

Target	Operation	Type	Output specification
General settings	Auto punch time setting	Important	[config] common (auto_punchout:XX)
	Tally start day	Important	[config] common (offset_day:XX)
	Numerical month offset	Important	[config] common (offset_month:XX)
	Number of additional in and outs	Important	[config] common (absence_max:XX)
	auto date advance time	Important	[config] common (change_of_day:XX)
	allow users to update records	Important	[config] common (user_modify:XX)

Timesheet log property

uid: User ID
id: Record ID
date: Date [1]
in_src: Pervious start time of work
out_src: Previous end time of work
absence_out_src_[integral from 1]: Previous out time from office
absence_in_src_[integral from 1]: Previous in time to office
in_dst: Next start time of work
out_dst: Next end time of work
absence_out_dst_[integral from 1]: Next out time from office
absence_in_dst_[integral from 1]: Next in time to office

[1]:is displayed format as "YY/MM/DD".

Timesheet data log

Target	Operation	Type	Output specification
Data	Edit hours	Important	[modify] record (uid:XX, id:XX, date:XX [, in_src: XX, out_src: XX [, absence_out_src_1: XX, absence_in_src_1: XX [, ...]]], in_dst: XX, out_dst: XX [, absence_out_dst_1: XX, absence_in_dst_1: XX [, ...]])"

ToDo

ToDo operation log property

tid: ToDo ID
cid: Category ID
title: ToDo name

ToDo operation log

Target	Operation	Type	Output specification
ToDo	Add	Important	[create] todo (tid:XX, cid:XX, title:'XX')
	Edit	Important	[modify] todo (tid:XX, cid:XX, title:'XX')
	Delete	Important	[delete] todo (tid:XX)
	Complete	Important	[finish] todo (tid:XX)

Category log property

cid: Category ID

title: Category name

Category log

Target	Operation	Type	Output specification
Categories	Add	Important	[create] category (cid:XX, title:'XX')
	Delete	Important	[delete] category (cid:XX)

Address Book

System setting log property

bid: Book ID

language_code: Language code [1]

display_name: Book name

sharedbook_name: Localized name

prev_sharedbook_name: Previous localized book name

next_sharedbook_name: Next localized book name

type: Book type

id: Record ID

list_index: Number of descending order

iid: Item ID

uid: User ID

gid: Organization ID

rid: Static role ID

dynamic_role: Dynamic role key [2]

sso: Single sign on ID

value: Setting value、use: use item [3]

necessary: Required item [3]

not_modify: Forbid users from editing [3]

display: List view [3]

authorities: Authority [4]

security_model: Security model [5]

auth: User right [6]

1:is displayed "ja", "en" or "zh".

2:is displayed "Everyone", "LoginUser" or "Administrators".
3:is displayed "0" or "1".
4:is displayed "private_address" or "shared_address".
5:is displayed "grant" or "revoke".
6:is displayed "browse", "editing" or "browse/editing".

System setting log

Target	Operation	Type	Output specification
Book list	Add	Important	[create] shared_address_book (bid:XX, display_name:'XX', type:XX, id:XX)
	Edit	Important	[modify] shared_address_book (bid:XX, display_name:'XX', id:XX)
	Reorder	Important	[order] shared_address_book (bid:XX, list_index:XX)
	Delete	Important	[delete] shared_address_book (bid:XX)
	Add a localized name	Important	[create] sharedbook_local (bid:XX, language_code:'XX', sharedbook_name:'XX')
	Change localized name	Important	[modify] sharedbook_local (bid:XX, language_code:'XX', prev_sharedbook_name:'XX', next_sharedbook_name:'XX')
	Delete localized names	Important	[delete] sharedbook_local (bid:XX, language_code:'XX', sharedbook_name:'XX')
Item settings of personal address books	Edit built in item	Important	[config] private_address_card_item (iid:XX, use:XX, necessary:XX, not_modify:XX, display:XX, sso:XX)
	Add a custom item	Important	[create] private_address_card_item (iid:XX, id:XX, type:XX, use:XX, necessary:XX, not_modify:XX, display:XX, sso:XX)
	Edit custom items	Important	[modify] private_address_card_item (iid:XX, use:XX, necessary:XX, not_modify:XX, display:XX, sso:XX, display_name:'XX', id:XX)
	Reorder custom items	Important	[order] private_address_card_item (iid:XX, list_index:XX)
	Delete custom items	Important	[delete] private_address_card_item (iid:XX)
Item settings of shared address books	Edit built in item	Important	[config] shared_address_card_item (bid:XX, iid:XX, use:XX, necessary:XX, not_modify:XX, display:XX, sso:XX)
	Add custom item	Important	[create] shared_address_card_item (bid:XX, iid:XX, display_name:'XX', id:XX, type:XX, use:XX, necessary:XX, not_modify:XX, display:XX, sso:XX)
	Edit custom item	Important	[modify] shared_address_card_item (bid:XX, iid:XX, use:XX, necessary:XX, not_modify:XX, display:XX, sso:XX, display_name:'XX', id:XX)
	Reorder custom items	Important	[order] shared_address_card_item (bid:XX, iid:XX, list_index:XX)
	Delete custom items	Important	[delete] shared_address_card_item (bid:XX, iid:XX)
Permission settings	Add	Important	[create] availability (uid/gid/rid/dynamic_role:XX, authorities:XX)
	Delete	Important	[delete] availability (uid/gid/rid/dynamic_role:XX)
	Delete all	Important	[delete_all] availability

Target	Operation	Type	Output specification
	Edit security model	Important	[config] availability (security_model:'XX')
Operational administrators	Add	Important	[create] privilege (bid:XX, uid/gid/rid/dynamic_role:XX)
	Delete	Important	[delete] privilege (bid:XX, uid/gid/rid/dynamic_role:XX)
	Delete all	Important	[delete_all] privilege (bid:XX)
User rights	Add	Important	[create] access (bid:XX, uid/gid/rid/dynamic_role:XX, auth:XX)
	Edit	Important	[modify] access (bid:XX, uid/gid/rid/dynamic_role:XX, auth:XX)
	Delete	Important	[delete] access (bid:XX, uid/gid/rid/dynamic_role:XX)
	Delete all	Important	[delete_all] access (bid:XX)
	Edit security model	Important	[modify] access (bid:XX, security_model:'XX')
Import address data	Import from CSV file	Important	[import] shared_address_book (bid:XX)
Export address data	Export to CSV file	Important	[export] shared_address_book (bid:XX)
Export user rights data	Export to CSV file	Important	[export] shared_address_book_access (bid:XX)
Import user rights data	Edit user right	Important	[import] shared_address_book (bid:XX) [modify] access (bid:XX, uid/gid/rid/dynamic_role:XX, auth:XX)
	Add user right	Important	[import] shared_address_book (bid:XX) [create] access (bid:XX, uid/gid/rid/dynamic_role:XX, auth:XX)

Personal setting log property

bid: Book ID
value: Setting value
usergroups: Organization membership [1]
sort_key: Pronunciation[1]
url: URL [1]
primary_group: Priority organization [1]
attendee: Presence information [1]
email_address: E-mail [1]
description: Memo [1]
post: Position [1]
telephone_number: Contact [1]
image: Image file [1]
personal_name: Personal name [1]
company_name: Company name [1]
section_name: Department name [1]
personal_telephone_number: Personal telephone number [1]
personal_sort_key: Personal name pronunciation [1]

company_sort_key: Company name pronunciation [1]

zip_code: Post code [1]

physical_address: Address [1]

map: Map [1]

route: Route [1]

company_telephone_number: Company telephone number [1]

facsimile_number: Company facsimile number [1]

post_name: Position name [1]

[1]:is displayed "0" or "1".

Personal setting log

Target	Operation	Type	Output specification
Visible items settings	User list	Important	[config] userlist_card_item (attendee:XX, description:'XX', email_address:XX, image:XX, post:XX, primary_group:XX, sort_key:XX, telephone_number:XX, url:'XX', usergroups:XX)
	Shared address	Important	[config] shared_address_card_item (bid:XX, company_name:'XX', company_sort_key:XX, company_telephone_number:XX, description:'XX', email_address:XX, facsimile_number:XX, image:XX, map:XX, personal_name:'XX', personal_sort_key:XX, personal_telephone_number:XX, physical_address:XX, post_name:'XX', route:XX, section_name:'XX', url:'XX', zip_code:XX)
	Personal address	Important	[config] private_address_card_item (company_name:'XX', company_sort_key:XX, company_telephone_number:XX, description:'XX', email_address:XX, facsimile_number:XX, image:XX, map:XX, personal_name:'XX', personal_sort_key:XX, personal_telephone_number:XX, physical_address:XX, post_name:'XX', route:XX, section_name:'XX', url:'XX', zip_code:XX)
Import address data	Import from CSV	Important	[import] private_address_book
Export address data	Export to CSV	Important	[export] private_address_book

Shared address book log property

cid: Data ID

bid: Book ID

display_name: Book name

type: Book type

id: Record ID

Shared address book log

Target	Operation	Type	Output specification
Shared address books	Add	Important	[create] shared_address_card (cid:XX, bid:XX, subject:'XX'[, given_name:'XX'][, family_name:'XX'] [, given_sort_key:XX][, family_sort_key:XX] [, company_name:'XX'][, company_sort_key:XX] [, section_name:'XX'][, zip_code:XX] [,physical_address:XX][, map:XX][, route:XX] [, route_time:XX][, route_fare:XX] [, company_telephone_number:XX][, facsimile_number:XX] [, url:'XX'][, post_name:'XX'] [, personal_telephone_number:XX][, email_address:XX] [,image:XX][, description:'XX'])
	Edit	Important	[modify] shared_address_card (cid:XX, bid:XX, subject:'XX'[, given_name:'XX'][, family_name:'XX'] [,given_sort_key:XX][, family_sort_key:XX] [,company_name:'XX'][, company_sort_key:XX] [,section_name:'XX'][, zip_code:XX][,physical_address:XX] [, map:XX][, route:XX][,route_time:XX][, route_fare:XX] [,company_telephone_number:XX][,facsimile_number:XX] [, url:'XX'][, post_name:'XX'] [,personal_telephone_number:XX][, email_address:XX] [,image:XX][, description:'XX'])
	Delete	Important	[delete] shared_address_card (bid:XX, cid:XX)

Personal setting Address Book log property

cid: Data ID
uid: User ID
subject: Subject
given_name: First name
family_name: Last name
given_sort_key: First name pronunciation
family_sort_key: Last name pronunciation
company_name: Company name
company_sort_key: Company name pronunciation
section_name: Department name
zip_code: Post code
physical_address: Address
map: Map
route: Route
route_time: Route time
route_fare: Route fare
company_telephone_number: Company telephone number
facsimile_number: Company FAX number
url: URL
post_name: Position name

personal_telephone_number: Personal phone number

email_address: E-mail

image: Image file

description: Memo

Personal address book log

Target	Operation	Type	Output specification
Personal address books	Add	Important	[create] private_address_card (cid:XX, uid:XX, subject:'XX'[, given_name:'XX'][, family_name:'XX'] [,given_sort_key:XX][, family_sort_key:XX] [,company_name:'XX'][, company_sort_key:XX] [,section_name:'XX'][, zip_code:XX][,physical_address:XX] [, map:XX][, route:XX][,route_time:XX][, route_fare:XX] [,company_telephone_number:XX][,facsimile_number:XX] [, url:'XX', post_name:'XX'][,personal_telephone_number:XX] [, email_address:XX][,image:XX][, description:'XX'])
	Edit	Important	[modify] private_address_card (cid:XX, uid:XX, subject:'XX'[, given_name:'XX'][, family_name:'XX'] [,given_sort_key:XX][, family_sort_key:XX] [,company_name:'XX'][, company_sort_key:XX] [,section_name:'XX'][, zip_code:XX][,physical_address:XX] [, map:XX, route:XX][,route_time:XX][, route_fare:XX] [,company_telephone_number:XX][,facsimile_number:XX] [, url:'XX', post_name:'XX'][,personal_telephone_number:XX] [, email_address:XX][,image:XX][, description:'XX'])
	Delete	Important	[delete] private_address_card (cid:XX)

E-mail

System setting log property

General settings

disable_mail: Stop sending and receiving e-mail[1]

auto_receive_period: Receive e-mail at specific time(hours)

auto_receive_time_[integral from 1]: Receive e-mail at specific time[2]

check_mail_on_login: Check new E-mail when logging in

incremental_search: Use of incremental search[1]

deny_use_html_pict: Allow of HTML E-mail image display[1]

mail_display_plaintext: Display only text in default HTML e-mail view[1]

deny_use_history: Has e-mail log.[1]

allow_account_operation: Operations for e-mail account[7]

deny_leave: Leave E-mail on incoming mail server[1]

deny_check_mails: Check for new E-mail.[1]

deny_all_receive: Receive account's E-mail at once.[1]

deny_send_html_mail: Allow of HTML E-mail creation[1]

automatic_mail: Allow of automatic e-mail forwarding[1]

deny_use_confirm: Allow of use read receipts[1]

deny_use_status: Allow managing e-mail by status[1]

screen_layout_2pane: 2 panes (Hide preview)[1]

screen_layout_3pane: 3 panes (Show preview)[1]

Mail server settings

foreign_key: Mail server code

name: Mail

smtp: Outgoing mail server name(SMTP)

smtp_ssl: Set the use of SSL/TLS for outgoing mail server. [1]

smtp_starttls: Set the use of STARTTLS for outgoing mail server. [1]

smtp_starttls: Whether to use encrypted connection (STARTTLS) [1]

smtp_auth: SMTP authentication type

pop_before_smtp: Set or do not set authenticate before sending e-mail. [1]

pbsmtp_wait_sec: Waiting time(second) before sending of POP before SMTP

smtp_timeout_sec: Time-out period(second)

retrieve_protocol: Receive protocol [3]

retrieve: Incoming mail server name

retrieve_port: Incoming port number

retrieve_ssl: Set the use of SSL/TLS for incoming mail serve. [1]

retrieve_auth: POP3 authentic method [4]

retrieve_timeout_sec: Time-out period(second)

User account

account_id: Account ID

account_code: User account code

account_name: User account name

mail_server: Mail server

email: Email address

retrieve_account:: Account name

retrieve_save: Leave E-mail on incoming mail server. [5]

smtp_account: Outgoing mail account

disabled: Deactivate user account. [1]

E-mail quotas

user_limit: 1 maximum E-mail quota per user [6]

retrieve_limit: Incoming E-mail maximum size [6]

send_limit: Outgoing E-mail maximum size [6]

Per-user mailbox quotas

uid: Set user ID

user_limit: Maximum size of per-user mailbox quotas[6]

retrieve_limit: Incoming E-mail maximum size [6]

send_limit: Outgoing E-mail maximum size [6]

[1]:is displayed "0" or "1".
[2]:is displayed format as "HHMM".
[3]:is displayed "POP3" or "IMAP4".
[4]:is displayed "APOP" or "USER".
[5]:is displayed "LEAVE" or "DELETE".
[6]:"-1" indicates unlimited setting.
[7]: "all" (allow add, edit, and delete), "modify" (allow only edit), or "none" (do not allow) is displayed.

System setting log

Target	Operation	Type	Output specification
General settings	Setting	Important	[config] general (disable_mail:XX, check_mail_on_login:XX, incremental_search:XX, deny_use_html_pict:XX, mail_display_plaintext:XX, deny_use_history:XX, allow_account_operation:'XX', deny_leave:XX, deny_check_mails:XX, deny_all_receive:XX, deny_send_html_mail:XX, automatic_mail:'XX', deny_use_confirm:XX, deny_use_status:XX, screen_layout_2pane:XX, screen_layout_3pane:XX)
Mail server settings	Add	Important	[create] server (server_id:XX, foreign_key:XX, name:'XX', smtp:XX, smtp_port:XX, smtp_ssl:XX, smtp_starttls:XX, smtp_auth:XX[, pop_before_smtp:XX, pbsmtp_wait_sec:XX], smtp_timeout_sec:XX, retrieve_protocol:XX, retrieve:XX, retrieve_port:XX, retrieve_ssl:XX[, retrieve_auth:XX], retrieve_timeout_sec:XX)
	Edit	Important	[modify] server (server_id:XX, foreign_key:XX,name:'XX', smtp:XX, smtp_port:XX, smtp_ssl:XX, smtp_starttls:XX,, smtp_auth:XX[, pop_before_smtp:XX, pbsmtp_wait_sec:XX], smtp_timeout_sec:XX, retrieve_protocol:XX, retrieve:XX, retrieve_port:XX, retrieve_ssl:XX[, retrieve_auth:XX], retrieve_timeout_sec:XX)
	Delete	Important	[delete] server (server_id:XX, foreign_key:XX,name:'XX', smtp:XX, smtp_port:XX, smtp_ssl:XX, smtp_starttls:XX, smtp_auth:XX[, pop_before_smtp:XX, pbsmtp_wait_sec:XX], smtp_timeout_sec:XX, retrieve_protocol:XX, retrieve:XX, retrieve_port:XX, retrieve_ssl:XX[, retrieve_auth:XX], retrieve_timeout_sec:XX)
User accounts	Add	Important	[create] account (account_id:XX, account_code:XX[,account_name:'XX'], mail_server:XX, email:XX,retrieve_account:'XX', retrieve_save:XX[,smtp_account:'XX'], disabled:XX)

Target	Operation	Type	Output specification
	Edit	Important	[modify] account (account_id:XX, account_code:XX[,account_name:'XX'], mail_server:XX, email:XX,retrieve_account:'XX', retrieve_save:XX[,smtp_account:'XX'], disabled:XX)
	Delete	Important	[delete] account (account_id:XX, account_code:XX[,account_name:'XX'][, mail_server:XX], email:XX,retrieve_account:'XX', retrieve_save:XX[,smtp_account:'XX'], disabled:XX)
E-mail quotas	Set	Important	[config] mail_limit (user_limit:XX, retrieve_limit:XX, send_limit:XX)
Import from CSV	Import mail servers	Important	[import] server (server_id:XX, foreign_key:XX)
	Import user accounts	Important	[import] account (account_id:XX)
Export to CSV	Export mail servers	Important	[export] server (server_id:XX, foreign_key:XX)
	Export user accounts	Important	[export] account (account_id:XX)
Per-user mailbox quotas	Set	Important	[config] user_mail_limit (uid:XX, user_limit:XX, retrieve_limit:XX, send_limit:XX)

Personal setting log property

account_id: Account ID

account_code: User account code

account_name: User account name

mail_server: Mail server

email: Email address

retrieve_account:: Account name

retrieve_save: Leave E-mail on incoming mail server. [1]

smtp_account: Outgoing mail account

disabled: Inactive [2]

mid: E-mail ID

Subject: E-mail title

To: Recipients (To)

use_for_sending: Show "Request read receipt" button on the **Compose E-mail** screen. [2]

response: Response to read receip[3]

no_response_bcc: Only when I am included in To or Cc[2]

account: E-mail account

folder: Folder name

year: Year

month: Month

day: Day

[1]: is displayed "LEAVE" or "DELETE".

[2]: is displayed "0" or "1".
[3]: is displayed "ignore", "manual" or "auto".
[4]: is displayed all E-mail account, or selected E-mail account.

Personal setting log

Target	Operation		Type	Output specification
E-mail accounts	Add		Important	[create] account (account_id:XX, account_code:'XX', account_name:'XX', mail_server:XX, email:'XX', retrieve_account:'XX', retrieve_save:'XX', disabled:XX)
	Change		Important	[modify] account (account_id:XX, account_code:'XX', account_name:'XX', mail_server:XX, email:'XX', retrieve_account:'XX', retrieve_save:'XX', disabled:XX)
	Delete	Accounts	Important	[delete] account (account_id:XX, account_code:'XX', account_name:'XX', mail_server:XX, email:'XX', retrieve_account:'XX', retrieve_save:'XX', disabled:XX)
				[account.modify] account_code = XX, account_name = XX, mail_server =XX, email = XX, retrieve_account = XX, retrieve_save = XX, smtp_account = XX, disabled = XX (id:XX)
		Mail data	Important	[delete] mail (mid:XX, account_id:XX, subject:'XX', to:'XX')
Read	Set		Important	[config] confirm (use_for_sending:XX, response:XX[,no_response_bcc:XX])
Import from CSV	Import data		Important	[import] mail (account:'XX', folder:XX)
Export to CSV file	Export data		Important	[export] mail (account:'XX', folder:XX)
E-mail	Delete all		Important	[delete_all] mail (account:'XX', year:XX, month:XX, day:XX)

Folder log property

account_id: Account ID

folder_id: Folder ID

folder_name: Foldername

parent_folder_id: Parent folder ID

memo: Memo

list_index: Category order of same hierarchy

mail_account: E-mail account

Folder log

Target	Operation	Type	Output specification
folders	Add	Important	[create] folder (account_id:XX, folder_id:XX, folder_name:'XX', parent_folder_id:XX[, memo:'XX'])

Target	Operation	Type	Output specification
	Edit	Important	[modify] folder (account_id:XX, folder_id:XX, folder_name:'XX', parent_folder_id:XX[, memo:'XX'])
	Move	Important	[move] folder (account_id:XX, folder_id:XX, folder_name:'XX', parent_folder_id:XX, list_index:XX)
	Delete	Important	[delete] folder (account_id:XX, folder_id:XX, folder_name:'XX')

E-mail operation log property

mid: E-mail ID
account_id: E-mail account ID
to: Recipient
from: Sender
subject: Subject[1]
data: Details[1]
file_name_[integer from 1]: Attachment name[1]
folder_id: Folder ID
source_folder_id: Source folder ID

[1]: Up to 100 characters are output.

E-mail operation log

Target	Operation	Type	Output specification
E-mail	Send	Important	[send] mail (mid:XX[, subject:'XX'][, data:XX][,filename_1:XX] [, to:XX][, cc:XX][, bcc:XX])
	Receive	Important	[receive] mail (mid:XX[, subject:'XX'], from:XX[,data:XX] [, filename_1:XX])
	Move	Important	[move] mail (mid:XX, account_id:XX, folder_id:XX, source_folder_id)
	Delete	Important	[delete] mail (mid:XX, account_id:XX[, subject:'XX'][,to:XX])

Cybozu Online Service

System setting log property

use_product_id: Send ID for Cybozu Online Service site[1]
sid: Service ID
name: Service name
activate: Enabled[1]
[1]: is displayed "0" or "1".

System setting log

Target	Operation	Type	Output specification
General settings	Set	Important	[config] common (use_product_id:XX)
Service list	Select service	Important	[config] service (sid:XX, name:'XX', activate:XX)
Receive event data	Receive	Important	[download] event_data (sid:XX, name:'XX')

Error log property

sid: Service ID

name: Service name

cache_file: Cached file path

url: Received URL

Error log

Target	Operation	Type	Output specification
Errors	Event data path	Warning	parse_error (sid:XX, name:'XX', cache_file:XX)
	Receive event data	Warning	connection_error (sid:XX, name:'XX', url:'XX')

RSS Reader

System setting log property

timeout: Time-out period

cache_preservation: Save the cache.

cache_interval: Refresh the cache.

use_personal: Allow users to change site setting in personal settings.

use_shared: Show shared site mandatorily

uid: User ID

cid: Channel ID

aid: Article ID

url: Site URL

memo: Memo

cybozu_information: Receive notices from Cybozu.

System setting log

Target	Operation	Type	Output specification
General settings	Edit	Important	[config] system_rss (timeout/cache_preservation/cache_interval/use_personal/use_shared:XX, uid:XX)
Shared sites	Receive articles	General	[create] system_rss (cid:XX, aid:XX, url:'XX')
	Add a site	Important	[create] system_rss (cid:XX, url:'XX'[, memo:'XX'],uid:XX)

Target	Operation	Type	Output specification
	Modify a site	Important	[modify] system_rss (cid:XX, url:'XX'[, memo:'XX'],uid:XX)
	Delete a site	Important	[delete] system_rss (cid:XX, url:'XX', uid:XX)
	Delete all sites	Important	[delete_all] system_rss (uid:XX)
	Import sites from CSV	Important	[import] system_rss (uid:XX)
	Export sites to CSV	Important	[export] system_rss (uid:XX)
Notices from Cybozu	Settings for receiving	Important	[config] system_cybozu_information (cybozu_information:XX, uid:XX)

Personal setting log property

timeout: Time-out period

cache_preservation: Save the cache.

cache_interval: Refresh the cache.

use_personal: Allow users to change site setting in personal settings.

use_shared: Show shared site mandatorily

uid: User ID

cid: Channel ID

aid: Article ID

url: Site URL

memo: Memo

Personal setting log

Target	Operation	Type	Output specification
General settings	Change	Important	[config] personal_rss (timeout/cache_preservation/ cache_interval/use_personal/use_shared:XX, uid:XX)
Sites	Receive an article	General	[create] personal_rss (cid:XX, aid:XX, url:'XX')
	Add a site	Important	[create] personal_rss (cid:XX, url:'XX'[, memo:'XX'], uid:XX)
	Change a site	Important	[modify] personal_rss (cid:XX, url:'XX'[, memo:'XX'], uid:XX)
	Delete a site	Important	[delete] personal_rss (cid:XX, url:'XX', uid:XX)

Error log property

cid: Channel ID

error: Error details

url: Site URL

cache: Cache

uid: User ID

status: HTTP status code

Error log

Target	Operation	Type	Output specification
Site	Parse error	Warning	rss_parse_error (cid:XX, error:XX, url:'XX', cache:XXX, uid:XX)
	Connection error	Warning	rss_http_error (cid:XX, status:XX, url:'XX', cache:XXX, uid:XX)

Presence indicators

System setting log property

uid: User ID

oid: Organization ID

rid: Role ID

auto_set_presence: Set automatically set status to "At desk" after login. [1]

auto_set_absence: Set automatically set status to "Absence" after logout. [1]

personal_proxy_setting: Allow users to set proxies. [1]

value: Value

agent_uid/oid: Proxies user ID or organization ID

[1]:is displayed "ON" or "OFF".

System setting log

Target	Operation	Type	Output specification
General settings	Automatically set status	Important	common(auto_set_presence:XX, auto_set_absence:XX
	Allow users to set proxies	Important	[config] common (personal_proxy_setting:XX)
Edit status menu	Setting	Important	[config] system_presence[(value:XX, XX ...)]
Proxy settings	Add	Important	[add] agent_modify(uid/oid:XX[,agent_uid:XX] [,agent_oid:XX])
	Delete selected item	Important	[delete] agent_modify(uid/oid:XX [,agent_uid:XX] [,agent_oid:XX])
	Delete all	Important	[delete_all] agent_modify(uid/oid:XX)
	CSV Import proxies from CSV	Important	[import]agent_modify
	CSV Export proxies to CSV	Important	[export]agent_modify

Personal setting log property

value: Value

uid: User ID

agent_uid: Proxy user ID

agent_oid: Proxy user's organization ID

Personal setting log

Target	Operation	Type	Output specification
Status	Set	Important	[config] personal_presence[(value:XX, XX ...)]
Proxy	Add	Important	[add] agent_modify (uid:XX [, agent_uid:XX,...] [,agent_oid:XX,...'])

Presence indicators log property

mid: Proxy ID
uid: User ID
info: Presence information, memo

Presence indicators log

Target	Operation	Type	Output specification
Status	Change	Important	[modify] presence information (mid:XX, uid:XX, info:XX)

Favorite

System setting log property

star_limit: value

System setting log

Target	Operation	Type	Output specification
General settings	Add a maximum number of favorites	Important	[config] common (star_limit:XX)

Notifications

System setting log property

aid: External notifications ID
code: External notifications code
name: External notifications name
receive: Receiving unregistered external notifications [1]
timestamp: The date of deleting
module_id: Application ID
action_id: Pperation[2]
flag: Receive notifications by each operation. [3]

[1]: is displayed "true" or "false"
[2]: is displayed "create", "update", or "delete"
[3]: is displayed "1" or "0".

System setting log

Target	Operation	Type	Output specification
External notifications	Add	Important	[create] system_notifyinfo (aid:XX, code:XX, name:'XX')
	Change	Important	[modify] system_notifyinfo (aid:XX, code:XX, name:'XX')
	Delete	Important	[delete] system_notifyinfo (aid:XX)
Managing unregistered external notifications	Setting	Important	[config] system_notify_set (receive:XX)

Personal setting log property

not_use: Deactivate external notifications[1]

[1]:is displayed "true" for user or "false" for no use

Personal setting log

Target	Operation	Type	Output specification
Retention period of notifications	Setting	Important	[config] personal_keep (notify:XX, history:XX)

Workflow

Application user log property

uids_[integer from 1]: User ID
authority_cellular: User right for Keitai[1]
ctime: Time to allow users for using applications

[1]:is displayed "on" or "off".

Application user log

Target	Operation	Type	Output specification
Application users	Add	Important	[create] availability_user_add([, uids_1:XX,...], authority_cellular:XX, ctime:XX)
	Change	Important	[modify] availability_user_modify([, uids_1:XX,...], authority_cellular:XX)
	Delete selected items	Important	[delete] availability_user_delete_multi([, uids_1:XX,...])
	Delete all	Important	[delete] availability_user_delete_all

General settings log property

cutover: Request number annual changeover.

allow_remand: Allow users to send requests back. [1]

applicant: Allow applicants to change routes.[1]

operation_admin: Allow operational administrators to change routes.[1]

system_admin: Allow system administrator to change the routes.[1]

approval_plan: Allow use of "Pending approval". [1]

substitute_application: Allow proxy requests.[1]

substitute_approval: Allow proxy approval.[1]

personal_agent_setting: Allow users to set proxies.[1]

mail_notification: Allow use of e-mail notifications.

mail_notification_url: E-mail notifications URL

js_css_customization_setting: Allow JavaScript and CSS customization[2]

[1]:is displayed "on" or "off"
[2]: One of the following values is displayed:

- on (Allow)
- off (Do not allow)

General setting log

Target	Operation	Type	Output specification
General settings	Change	Important	[config] common_set(cutover:XX, allow_remand:XX, applicant:XX, operation_admin:XX, system_admin:XX, approval_plan:XX, substitute_application:XX, substitute_approval:XX, personal_agent_setting:XX, mail_notification:XX, mail_notification_url:'XX', js_css_customization_setting:'XX')

Request forms log property

cid: Category ID

cids_[integer from 1]: Category ID

s_cid: Parent category ID

fid: Request form ID

fids_[integer from 1]: Request form ID

name: Category name or request form name

foreign_key: Category code or request form code

memo: Memo

auto_export: Export automatically to CSV. [1]

login_name_export: Export applicant user login names. [1]

export_top_line: Export item names at header row. [1]

export_folder: Directory of automatically exported CSV

forms_[integer from 1]: External key of request form

items_[integer from 1]: External key of request form item

paths_[integer from 1]: External key of route information

path_steps_[integer from 1]: External key of route step

path_skips_[integer from 1]: Branch item ID of route information

path_conditions_[integer from 1]: Branch condition of route information

[1]: is displayed "on" or "off".

Request forms log

Target	Operation	Type	Output specification
Categories	Add	Important	[create] category_add (cid:XX, name:'XX', foreign_key:XX, memo:'XX')
	Edit	Important	[modify] category_modify (cid:XX, name:'XX', foreign_key:XX, memo:'XX')
	Move	Important	[modify] category_move (cid:XX, s_cid:XX)
	Delete	Important	[delete] category_delete (cid:XX)
Subcategories	Reorder	Important	[modify] category_order ([, cids_1:XX,...])
Application forms	Add	Important	[create] form_add (cid:XX, fid:XX, name:'XX', foreign_key:XX, memo:'XX', auto_export:XX, login_name_export:XX, export_top_line:XX, export_folder:XX)
	Copy	Important	[create] form_copy ([, fids_1:XX,...])
	Delete selected item	Important	[delete] form_delete_multi ([, fids_1:XX,...])
	Delete all	Important	[delete] form_delete_all (cid:XX)
	Import from XML	Important	[import] form_import ([, forms_1:XX,...][, items_1:XX, ...][, paths_1:XX,...][, path_steps_1:XX,...][, path_skips_1:XX,...][, path_conditions_1:XX,...])
	Export to XML	Important	[export] form_export
Dividers	Add	Important	[create] form_separator_add (cid:XX, fid:XX)
Application forms or dividers	Reorder	Important	[modify] form_order (cid:XX[, fids_1:XX,...])

Request form details log property

cid: Category ID
cids_[integer from 1]: Category ID
s_cid: Parent category ID
fid: Request form ID
admin_memo: Administrative memo
name: Request form name
foreign_key: Request form code
memo: Description
auto_export: Automatic export for request data [1]
export_folder: Directory of automatically exported CSV
active: Set status "Active" or "Inactive"[2].
icon_id: Icon ID
icon_type: Icon type[3]
icon_url: Specify URL.
serial_type: Request numbering

serial_format: Request number format[4]

serial_number: New request number

approved_serial_type: Approval numbering[5]

approved_serial_format: Approval number format

apply_status: JavaScript and CSS customization[6]

js_[Integer starting from 1]: Link and file applied to JavaScript customization

css_[Integer starting from 1]: Link and file applied to CSS customization

[1]: is displayed "on" or "off".

[2]: is displayed "active" or "deactive".

[3]: is displayed "standard", "embedded" or "url".

[4]: is displayed "all", "every" or "not_use".

[5]: "every" or "not use" will appear.

[6]: is displayed "applied" or "not applied".

Request form details log

Target	Operation	Type	Output specification
Administrative memo	Edit	Important	[modify] form_memo_modify (fid:XX, admin_memo:'XX')
Request form information	Edit	Important	[modify] form_modify (fid:XX, name:'XX', foreign_key:XX, memo:'XX', auto_export:XX, export_folder:XX)
Request form	Move	Important	[modify] form_move (cid:XX, s_cid:XX, fid:XX)
	Set status "Active" or "Inactive"	Important	[modify] form_activate (fid:XX, active:XX)
	Delete	Important	[delete] form_delete (fid:XX)
Icon	Set a Icon	Important	[modify] form_icon_modify (icon_id:XX, icon_type:XX, icon_url:'XX')
Request numbering	Set	Important	[modify] form_serial_modify (fid:XX, serial_type:XX, serial_format:XX)
	Initialize	Important	[modify] form_serial_initialize (fid:XX, serial_number:XX)
Approval numbering	Set	Important	[modify]form_serial_modify(fid:XX, serial_type:'XX', serial_format:'XX', approved_serial_type:'XX', approved_serial_format:'XX')
	Initialize	Important	[modify]form_approved_serial_initialize (fid:XX,approved_serial_number:XX)
JavaScript and CSS customization	Edit	Important	[modify] customization (fid:XX, apply_status:'XX', js_1:'XX'…,css_1;'XX'…)

Request form items log property

fid: Request form ID

iid: Item ID

iids_[integer from 1]: Item ID

psids_[integer from 1]: Route step ID

foreign_key: External key

display_name: Item name

code: Item code

br: Place item on same row as previous item [1]

separator: Separator

option_string_type: Label of a string to display before or after the entry field.

option_string: Enter a string to display before or after the entry field.

description_editor: Select from "Plain text" or "Rich text". [2]

description: Description

description_type: Select the check box to show description with icon. [3]

size: Entry field width

max_input_size: Maximum input characters

input_chars: Character restrictions [4]

initial_type: Initial value [5]

initial_text_value: Default value

initial_user_value: User information

required: Required item [6]

col_size: Characters

row_size: Lines

initial_value: Default value or default check box value [7]

menu_items_[integer from 1]: Menu details

menu_item_type: Menu item type [8]

radio_items_[integer from 1]: Radio details

input_numbers: Limits input numbers. [9]

effective_figures: Significant figures

minus_type: Negative value display format

right_align: Right-align numeric values [10]

split_rank: Display thousands separator [11]

max_input_number: Maximum value

min_input_number: Minimum value

not_display: Calculation results view [12]

calc_type: Calculation results details [13]

calc_operator_operator: Operator [14]

calc_operator_operand1_type: Operator item [1]

calc_operator_operand1_value: Constant [1]

calc_operator_operand2_type: Operator item [2]

calc_operator_operand2_value: Constant [2]

calc_total_values: Simple sum of the selected item value.

initial_type: Default date[15]

initial_year: Year

initial_month: Month

initial_day: Day

date_type: Date type [16]

initial_hour: Hour [17]

initial_minute: Minutes [17]

max_files: Maximum file numbers

inline: File view[18]

thumbnail: Reduced display of image [19]

thumbnail_xsize: Width

thumbnail_ysize: Height

search_type: Import item [20]

[1]: is displayed "right_position" or "not_right_position".
[2]: is displayed "text" or "edit".
[3]: is displayed "icon" or "not_icon".
[4]: is displayed "full", "half" or "no_limit".
[5]: is displayed "manual_input" or "user_info".
[6]: is displayed "required" or "not_required".
[7]: is displayed "checked" or "not_checked".
[8]: is displayed "0" or "1".
[9]: is displayed "limit" or "no_limit".
[10]: is displayed "right_align" or "not_right_align".
[11]: is displayed "split_rank" or "not_split_rank".
[12]: is displayed "display" or "not_display".
[13]: is displayed "operation" or "total".
[14]: is displayed "plus","minus", "multiplication" or "division".
[15]: is displayed "now_date", "specific_date" or "blank_date".
[16]: "date" or "date_time".
[17]: Hour and minutes if "Date format" is "Date and time".
[18]: is displayed "inline" or "not_inline".
[19]: is displayed "thumbnail" or "not_thumbnail".
[20]: is displayed "route/fare", "route" or "fare".

Request form items log

Target	Operation	Type	Output specification
String(one line)	Add	Important	[create] form_layout_string_single_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, size:XX, max_input_size:XX, input_chars:XX, initial_type:XX, initial_text_value:XX, initial_user_value:XX, required:XX)
	Change	Important	[modify] form_layout_string_single_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, size:XX, max_input_size:XX, input_chars:XX, initial_type:XX, initial_text_value:XX, initial_user_value:XX, required:XX)

Target	Operation	Type	Output specification
String(multiple lines)	Add	Important	[create] form_layout_string_multiple_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, col_size:XX, row_size:XX, initial_value:XX, required:XX)
	Change	Important	[modify] form_layout_string_multiple_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, col_size:XX, row_size:XX, initial_value:XX, required:XX)
Menu	Add	Important	[create] form_layout_menu_string_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, menu_items:'XX... ', initial_value:XX, menu_item_type:XX, required:XX)
	Change	Important	[modify] form_layout_menu_string_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, menu_items:'XX ... ', initial_value:XX, menu_item_type:XX, required:XX)
Option buttons	Add	Important	[create] form_layout_radio_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, radio_items:'XX ...', initial_value:XX, required:XX)
	Change	Important	[modify] form_layout_radio_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, radio_items:'XX ...', initial_value:XX, required:XX)
Check box	Add	Important	[create] form_layout_checkbox_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_value:XX)
	Change	Important	[modify] form_layout_checkbox_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_value:XX)

Target	Operation	Type	Output specification
Numeric value	Add	Important	[create] form_layout_numeric_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, input_numbers:XX, initial_value:XX, effective_figures:XX, minus_type:XX, right_align:XX, split_rank:XX, max_input_number:XX, min_input_number:XX, required:XX)
	Change	Important	[modify] form_layout_numeric_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, input_numbers:XX, initial_value:XX, effective_figures:XX, minus_type:XX, right_align:XX, split_rank:XX, max_input_number:XX, min_input_number:XX, required:XX)
Automated calculation	Add	Important	[create] form_layout_calc_numeric_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, effective_figures:XX, minus_type:XX, right_align:XX, split_rank:XX, not_display:XX, calc_type:XX, calc_operator_operator:XX, calc_operator_operand1_type:XX, calc_operator_operand1_value:XX, calc_operator_operand2_type:XX, calc_operator_operand2_value:XX, calc_total_values:XX)
	Change	Important	[modify] form_layout_calc_numeric_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, effective_figures:XX, minus_type:XX, right_align:XX, split_rank:XX, not_display:XX, calc_type:XX, calc_operator_operator:XX, calc_operator_operand1_type:XX, calc_operator_operand1_value:XX, calc_operator_operand2_type:XX, calc_operator_operand2_value:XX, calc_total_values:XX)

Target	Operation	Type	Output specification
Date	Add	Important	[create] form_layout_date_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_type:XX, initial_year:XX, initial_month:XX, initial_day:XX, required:XX)
	Change	Important	[modify] form_layout_date_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_type:XX, initial_year:XX, initial_month:XX, initial_day:XX, required:XX)
Attachment	Add	Important	[create] form_layout_file_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, max_files:XX, inline:XX, thumbnail:XX, thumbnail_xsize:XX, thumbnail_ysize:XX, required:XX)
	Change	Important	[modify] form_layout_file_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, max_files:XX, inline:XX, thumbnail:XX, thumbnail_xsize:XX, thumbnail_ysize:XX, required:XX)
Route Search	Add	Important	[create] form_layout_route_search_add (fid:XX, iid:XX, foreign_key:XX, display_name:'XX', code:XX, search_type:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, reauired:XX)
	Change	Important	[modify] form_layout_route_search_modify (iid:XX, foreign_key:XX, display_name:'XX', code:XX, search_type:XX, br:XX, separator:XX, option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, reauired:XX)
JavaScript customization	Add	Important	[create] form_layout_js_customize_add (fid:XX, iid:XX, foreign_key:'XX', code:'XX', br:'XX')
	Edit	Important	[modify] form_layout_js_customize_add (iid:XX, foreign_key:'XX', code:'XX', br:'XX')
	Delete	Important	[delete] form_layout_js_customize_add (iid:XX)
Blank line	Add	Important	[create] formlayout_blank_add (fid:XX, iid:XX)
Item	Delete	Important	[delete] form_layout_delete (iid:XX)
	Delete selected item	Important	[delete] form_layout_delete_multi ([, iids_1:XX,...])
	Delete all	Important	[delete] form_layout_delete_all (fid:XX)
	Copy	Important	[create] form_layout_copy (fid:XX[, iids_1:XX,...])

Target	Operation	Type	Output specification
	Reorder	Important	[modify] formlayout_order (fid:XX[, iids_1:XX,...])

Item access rights of request form log property

fid: Request form ID

iid: Item ID

psid: Route step ID

view: User right to view [1]

edit: User right to edit [1]

[1]: is displayed "on" or "off".

Item access rights of request form log

Target	Operation	Type	Output specification
Set item access rights	Set	Important	[modify] item_access_modify (fid:XX, iid:XX, psid:XX, view:XX, edit:XX)

Auto add to Scheduler log

Target	Operation	Type	Output specification
Request form	Set auto add to Scheduler	Important	[config] schedule cooperation (use:'XX', fid:XX, event_type:'XX', menu_title:'XX', start_iid:XX, start_display_name:'XX', end_iid:XX, end_display_name:'XX')
Scheduler	Auto add an appointment	Important	[cooperation] schedule_info (pid:XX, fid:XX, subject:'XX', applicant_user_name:'XX', approval_user_name:'XX', event_type:'XX', menu_title:'XX', start_year:XX, start_month:XX, start_day:XX[, start_hour:XX, start_minute:XX], end_year:XX, end_month:XX, end_day:XX[,end_hour:XX, end_minute:XX], timezone:'XX')

Auto add to Scheduler log property

use: Auto add to Scheduler[1]

fid: Request form ID

event_type: Period[2]

menu_title: Appointment type

start_iid: Start date and time item ID

start_display_name: Start date and time item name

end_iid: End date and time item ID

end_display_name: End date and time item name

pid: Request ID

subject: Request subject

applicant_user_name: Applicant user name[3]

approval_user_name: Approver user name[4]

start_year: Appointment start year

start_month: Appointment start month

start_day: Appointment start day

start_hour: Appointment start time - hour[5]

start_minute: Appointment start time - minute[5]

end_year: Appointment end year

end_month: Appointment end month

end_day: Appointment end day

end_hour: Appointment end time - hour[5]

end_minute: Appointment end time - minute[5]

timezone: Time zone of appointment date and time

[1]: One of the following values is displayed:
- on
- off

[2]: One of the following values is displayed:
- regular
- all_day

[3]: Outputs the user name of the original applicant, even when a proxy applicant requested.

[4]: Outputs the user name of the original approver, even when a proxy approver approved.

[5]: Outputs the time only when the time is set.

Route information log property

fid: Request form ID

pid: Route ID

name: Route name

type: Route type [1]

foreign_key: Route code

richeditor: Select from "Plain text" or "Rich text". [2]

description: Description

icon: Select the check box to show description with icon. [3]

[1]: is displayed "publish" or "monopoly".
[2]: is displayed "text" or "edit".
[3]: is displayed "icon" or "not_icon".

Route information log

Target	Operation	Type	Output specification
Route information	Add	Important	[create] path_add (fid:XX, pid:XX, name:'XX', type:XX, foreign_key:XX, richeditor:XX, description:'XX', icon:XX)
	Edit	Important	[modify] path_modify (pid:XX, name:'XX', type:XX, foreign_key:XX, richeditor:XX, description:'XX', icon:XX)
Shared route	Set	Important	[modify] path_select (fid:XX, pid:XX)

Target	Operation	Type	Output specification
Dedicated route	Share	Important	[modify] path_publish (pid:XX, type:XX)

Route step log property

pid: Route ID

psid: Route step ID

code: Item code

psids_[integer from 1]: Route step ID

uids_[integer from 1]: User ID

gids_[integer from 1]: Group ID

srids_[integer from 1]: Static roles ID

role: Route step name

type: Step requirement [1]

acceptance_type: Approval route steps type [2]

change_path: Allow changes to route. [3]

path: Route ID

skip: Set omitted value. [4]

applicant: Applicant flag [5]

chief: Superior selection flag [6]

change_path: Allow changes to default route value. [7]

[1]: is displayed "approval" or "circular".
[2]: is displayed "and" or "or".
[3]: is displayed "permission" or "not_permission".
[4]: is displayed "skip" or "not_skip".
[5]: is displayed "applicant" or "not_applicant".
[6]: is displayed "chief" or "not_chief".
[7]: is displayed "allow" or "deny".

Route step log

Target	Operation	Type	Output specification
Route step	Add	Important	[create] path_step_add (pid:XX, psid:XX, role:XX,code:XX,type:XX, acceptance_type:XX, change_path:XX)
	Edit	Important	[modify] path_step_modify (psid:XX, role:XX,code:XX,path:XX, type:XX, acceptance_type:XX, change_path:XX)
	Reorder	Important	[modify] path_step_order (pid:XX[, psids_1:XX,...])
	Delete	Important	[delete] path_step_delete (psid:XX)
	Delete selected items	Important	[delete] path_step_delete_multi ([, psids_1:XX,...])
Default value	Add	Important	[create] default_add (psid:XX, [, uids_1:XX,...] [,gids_1:XX,...][, srids_1:XX,...], skip:XX, applicant:XX)
	Superior selection	Important	[modify] default_chief_set (rid:XX, psid:XX, chief:XX)
	Set omitted value	Important	[modify] default_skip_set (psid:XX)

Target	Operation	Type	Output specification
	Delete selected items	Important	[delete] default_delete_multi (psid:XX, [, uids_1:XX,...] [, gids_1:XX,...][, srids_1:XX,...], skip:XX, applicant:XX)
	Delete all	Important	[delete] default_delete_all (psid:XX)
	Allow changes to default route value	Important	[modify] default_change_path (psid:XX, change_path:XX)

Route branching log property

fid: Request form ID

iid: Item ID

sid: Route branching information ID

pcid: Route branching condition ID

pcids_[integer from 1]: Route branching condition ID

name: Route branching condition name

number: Number branching condition

operator: Branching condition

option: Option buttons branching condition

path_skip: Omitted route step ID

Route branching log

Target	Operation	Type	Output specification
Route branching information	Add	Important	[create] path_skip_set (fid:XX, sid:XX, iid:XX)
Route branching condition	Delete	Important	[delete] path_skip_delete (sid:XX)
	Add	Important	[create] path_condition_add (sid:XX, pcid:XX, name:'XX', number:XX, operator:XX, option:XX, path_skip:XX)
	Edit	Important	[modify] path_condition_modify (pcid:XX, name:'XX', number:XX, operator:XX, option:XX, path_skip:XX)
	Reorder	Important	[modify] path_condition_order (sid:XX[, pcids:XX,...])
	Delete	Important	[delete] path_condition_delete (pcid:XX)
	Delete selected items	Important	[delete] path_condition_delete_multi ([, pcids:XX,...])

Route list log property

fid: Request form ID

iid: Item ID

pid: Route ID

pcid: Route branching condition ID

pcids_[integer from 1]: Route branching condition ID

uids_[integer from 1]: User ID

gids_[integer from 1]: Group ID

srids_[integer from 1]: Static roles ID

cirds_[integer from 1]: Superior roles ID

name: Route name

type: Route type [1]

foreign_key: Route code

richeditor: Select from "Plain text" or "Rich text". [2]

description: Description

icon: Select the check box to show description in icon display. [3]

admin_memo: Administrative memo

psid: Route step ID

role: Route step name

type: Route requirement [4]

acceptance_type: Approval route step type [5]

change_path: Allow changes to route. [6]

skip: Set omitted value. [7]

applicant: Applicant flag [8]

chief: Superior selection flag

change_path: Allow changes to default route value

[1]: is displayed "publish" or "monopoly".
[2]: is displayed "text" or "edit".
[3]: is displayed "icon" or "not_icon".
[4]: is displayed "approval" or "circular".
[5]: is displayed "and" or "or".
[6]: is displayed "permission" or "not_permission".
[7]: is displayed "skip" or "not_skip".
[8]: is displayed "applicant" or "not_applicant".
[9]: is displayed "chief" or "not_chief".
[10]: is displayed "allow" or "deny".

Route list log

Target	Operation	Type	Output specification
Shared routes information	Add	Important	[create] path_add (fid:XX, pid:XX, name:'XX' type:XX, foreign_key:XX, richeditor:XX, description:'XX', icon:XX)
	Edit	Important	[modify] path_modify (pid:XX, name:'XX' type:XX, foreign_key:XX, richeditor:XX, description:'XX', icon:XX)
	Delete	Important	[delete] path_delete (pid:XX)
	Delete selected items	Important	[delete] path_delete_multi ([,pids_1:XX,...])
Administrative memo	Edit	Important	[modify] admin_memo_modify (pid:XX, admin_memo:'XX')
Route steps	Add	Important	[create] path_step_add (pid:XX, psid:XX, role:XX, type:XX, acceptance_type:XX, change_path:XX)
	Edit	Important	[modify] path_step_modify (psid:XX, role:XX, path:XX, type:XX, acceptance_type:XX, change_path:XX)

Target	Operation	Type	Output specification
	Delete	Important	[delete] path_step_delete (psid:XX)
	Delete selected items	Important	[delete] path_step_delete_multi ([, psids_1:XX,...])
	Reorder	Important	[modify] path_step_order (pid:XX[, psids_1:XX,...])
Default values	Add	Important	[create] default_add (psid:XX, [, uids_1:XX,...] [, gids_1:XX,...][, srids_1:XX,...], skip:XX, applicant:XX)
	Superior selection	Important	[modify] default_chief_set (rid:XX, psid:XX, chief:XX)
	Delete selected items	Important	[delete] default_delete_multi (psid:XX, [, uids_1:XX,...][, gids_1:XX,...][, srids_1:XX,...], skip:XX, applicant:XX)
	Delete all	Important	[delete] default_delete_all (psid:XX)
	Set omitted value	Important	[modify] default_skip_set (psid:XX)
	Allow changes to default route value	Important	[modify] default_change_path (psid:XX, change_path:XX)
Dedicated routes	Share	Important	[modify] path_publish (pid:XX, type:XX)
Divider	Add	Important	[create] path_separator_add (pid:XX)
Routes or dividers	Reorder	Important	[modify] path_order ([, pids_1:XX, ...])
XML files	Import	Important	[import] path_import ([, pids_1:XX,...][, psids_1:XX,...][, uids_1:XX,...][, gids_1:XX,...][, srids_1:XX,...] [, crids_1:XX,...], skips:XX, applicants:XX)
	Export	Important	[export] path_export

User right log property

cid: Category ID
uids_[integer from 1]: User ID
gids_[integer from 1]: Group ID
srids_[integer from 1]: Static roles ID
drids_[integer from 1]: Dynamic roles ID
security_model: Security model[1]
authority: Authority [2]

[1]: is displayed "grant" or "revoke".
[2]: is displayed "on" or "off".

User right log

Target	Operation	Type	Output specification
Security models	Edit	Important	[modify] access_model_modify (cid:XX, security_model:'XX',
User rights	Add	Important	[create] access_add (cid:XX[, uids_1:XX,...][, gids_1:XX,...] [, srids_1:XX,...][, drids_1:XX,...], security_model:'XX', authority:XX)

Target	Operation	Type	Output specification
	Delete selected users	Important	[delete] access_delete_multi (cid:XX[, uids_1:XX,...] [,gids_1:XX,...][, srids_1:XX,...][, drids_1:XX,...])
	Delete all	Important	[delete] access_delete_all (cid:XX)

Operational administrators log property

cid: Category ID

uids_[integer from 1]: User ID

gids_[integer from 1]: Group ID

srids_[integer from 1]: Static roles ID

drids_[integer from 1]: Dynamic roles ID

tids_[integer from 1]: Target ID

target_types: Target type [1]
[1]: is displayed "user", "group", "static_role" or "dynamic_role".

Operational administrators log

Target	Operation	Type	Output specification
Operational administrators	Add	Important	[create] privilege_add ([, uids_1:XX,...][, gids_1:XX,...] [, srids_1:XX,...][, drids_1:XX,...])
	Delete selected users	Important	[delete] privilege_delete_multi (cid:XX[, uids_1:XX,...] [, gids_1:XX,...][, srids_1:XX,...][, drids_1:XX,...])
	Delete all	Important	[delete] privilege_delete_all (cid:XX)

Manage requests log property

fid: Request form ID

pid: Request form ID

pids_[integer from 1]: Request form ID

uids_[integer from 1]: User ID

add_uids_[integer from 1]: Added user ID

deleted_uids_[integer from 1]: Deleted user ID

comment: Comment

Manage requests log

Target	Operation	Type	Output specification
Requests data	Delete	Important	[delete] petition_delete (pid:XX)
	Delete selected data	Important	[delete] petition_delete_multi ([, pids_1:XX,...])
	Delete all	Important	[delete] petition_delete_all (fid:XX)
	Print	Important	[print] petition_print
Route steps	Change processors	Important	[modify] petition_path_step_modify ([, add_uids_1:XX, ...] [, deleted_uids_1:XX,...], comment:'XX'
CSV files	Export	Important	[export] petition_export

CSV file imports and exports log property

uids_[integer from 1]: User ID

parent_foreign_key: Parent category key

foreign_key: Category key

name: Category name

memo: Memo

item: Roles

value: Security model

name: Role name

authority_cellular: Limit Keitai use [1]

ctime: Time to allow users for using applications

languageCode： Language code[2]

category_name： Category name

[1]: is displayed "1" or "0".

[2]: "ja" (Japanese), "en" (English), or "zh" (Simplified Chinese) will appear.

CSV file imports and Exports log

Target	Operation	Type	Output specification
Categories	Import	Important	[import] category_import ([, parent_foreign_key_1:XX ...] [, foreign_key_1:XX...][, name_1:XX...][,memo_1:XX...])
	Export	Important	[export] category_export
Category names	Import from CSV	Important	[import] category_local (cid:XX, languageCode:'XX', category_name:'XX')
	Export to CSV	Important	[export] category_local (cid:XX, languageCode:'XX', category_name:'XX')
User rights	Import	Important	[import] category_accesses_import ([,foreign_key_1:XX...] [, item_1:XX...][, value_1:XX...][, name_1:XX...])
	Export	Important	[export] category_accesses_export
Application users	Import	Important	[import] availability_user_import (foreign_key_1:'XX', ...)
	Export	Important	[export] availability_user_export

Create requests data log property

pid: Request ID

fid: Request formID

name: Request form name

icon_type: Icon type [1]

icon_id: Icon ID

icon_url: Icon URL

serial_type: Request number type [2]

serial_format: Request number format

serial_number: Last request number

subject: Subject

[1]: is displayed "0", "1" or "2".
[2]: is displayed "0", "1" or "2".

Create requests data log

Target	Operation	Type	Output specification
Requests data	Create	Important	[create] petition_add (pid:XX, fid:XX, name:'XX', icon_type:XX, icon_id:XX, icon_url:'XX', serial_type:XX, serial_format:XX, serial_number:XX, subject:'XX')
	Draft	Important	[create] petition_draft_add (pid:XX, fid:XX, name:'XX', icon_type:XX, icon_id:XX, icon_url:'XX', serial_type:XX, serial_format:XX, serial_number:XX, subject:'XX')
Reuse requests data	Create	Important	[create] petition_reuse (pid:XX, fid:XX, name:'XX', icon_type:XX, icon_id:XX, icon_url:'XX', serial_type:XX, serial_format:XX, serial_number:XX, subject:'XX')
	Draft	Important	[create] petition_reuse_draft (pid:XX, fid:XX, name:'XX', icon_type:XX, icon_id:XX, icon_url:'XX', serial_type:XX, serial_format:XX, serial_number:XX, subject:'XX')
Draft requests data	Submit	Important	[modify] petition_draft (pid:XX, fid:XX, name:'XX', icon_type:XX, icon_id:XX, icon_url:'XX', serial_type:XX, serial_format:XX, serial_number:XX, subject:'XX')
	Save draft	Important	[modify] petition_draft_draft (pid:XX, fid:XX, name:'XX', icon_type:XX, icon_id:XX, icon_url:'XX', serial_type:XX, serial_format:XX, serial_number:XX, subject:'XX')
Send requests data to applicants	Submit	Important	[modify] remand_petition (pid:XX, fid:XX, name:'XX', icon_type:XX, icon_id:XX, icon_url:'XX', serial_type:XX, serial_format:XX, serial_number:XX, subject:'XX')

Process requests data log property

pid: Request ID
pids_[integer from 1]: Request ID
fid: Request form ID
foid: Folder ID
add_uids_[integer from 1]: Added user ID
deleted_uids_[integer from 1]: Deleted user ID
comment: Comment
approved_serial_type: Approval numbering[2]
approved_serial_format: Approval number format
approved_serial_number: Approval number
invalid_address_[Integer starting from 1]: Invalid address

uid: User ID

status: Status of application [1]

ptime: Cancelled time or withdrawn time

[1]: is displayed "5" or "6".
[2]: One of the following values is displayed:

- 1 (Unique within each form)
- 2 (None)

Process requests data log

Target	Operation	Type	Output specification
Requests data	Approve	Important	[modify]petition_accept (pid:XX, comment:'XX', approved_serial_type:XX, approved_seria l_format:XX, approved_serial_number:XX)
	Reject	Important	[modify] petition_reject (pid:XX, comment:'XX')
	Confirm	Important	[modify] petition_confirm (pid:XX, comment:'XX')
	Sent back	Important	[modify] petition_remand (pid:XX, comment:'XX')
	Withdrawn	Important	[modify] petition_cancel (pid:XX, uid:XX, status:XX, comment:'XX', ptime:XX)
	Delete	Important	[delete] folder_relation_delete (foid:XX, pid:XX)
	Delete selected requests data.	Important	[delete] folder_relation_delete_multi (foid:XX[, pids_1:XX,...])
	Print	Important	[print] petition_print
	E-mail notifications	Important	Could not forward the workflow notification (invalid_address_1:'XX',...)
Route steps	Change processors	Important	[modify] petition_path_step_modify ([, add_uids_1:XX, ...] [, deleted_uids_1:XX,...], comment:'XX')

Proxy setting log property

uid: User ID

agent_petition_[integer from 1]: Proxy applicant user ID

agent_approval_[integer from 1]: Proxy approver user ID

foreign_key: Delegator user ID

agent: Proxy user ID

Proxy setting log

Target	Operation	Type	Output specification
Proxy applicant	Import	Important	[import] agent_petition_import ([, foreign_key_1:XX...][, agent_1:XX...])
	Export	Important	[export] agent_petition_export
Proxy approver	Import	Important	[import] agent_approval_import ([, foreign_key_1:XX...][, agent_1:XX...])
	Export	Important	[export] agent_approval_export
Proxy	Change	Important	[modify] agent_modify (uid:XX[, agent_petition_1:XX, ...][, agent_approval_1:XX, ...])

Make requests public settings log property

cid: Category ID
uids_[integer from 1]: User ID
gids_[integer from 1]: Group ID
srids_[integer from 1]: Static roles ID
drids_[integer from 1]: Dynamic roles ID
security_model: Security model[1]
authority: Authority [2]

[1]:"grant" or "revoke"
[2]:"on" or "off"

Make requests public settings log

Target	Operation	Type	Output specification
Security model	Edit	Important	[modify] public_model_modify (cid:XX, security_model:'XX')
User rights	Add	Important	[create] public_add ([, uids_1:XX,...][, gids_1:XX,...] [, srids_1:XX,...][, drids_1:XX,...], security_modex:XX, authority:XX)
	Delete selected users	Important	[delete] public_delete_multi (cid:XX[, uids_1:XX,...] [, gids_1:XX,...][, srids_1:XX,...][, drids_1:XX,...])
	Delete all	Important	[delete] public_delete_all (cid:XX)

Workflow portlet settings log property

folder_type: Type of list [1]
font_size: Font size
number: Number view [2]
status: Status view [2]
transactor: Applicant or processor view[2]
time: Submit date view [2]
rows: Results per item

[1]: is displayed "2", "3", or "6".
[2]: is displayed "on" or "off".

Workflow portlet settings log

Target	Operation	Type	Output specification
Portlet	Set	Important	[config] portlet_set (folder_type:XX, font_size:XX, number:XX, status:XX, transactor:XX, time:XX, rows:XX)

MultiReport

Application user settings log property

uids_[integer from 1]: User ID
authority_cellular: User right for Keitai [1]
ctime: Time to allow users for using applications

[1]: is displayed "on" or "off".

Application user settings log

Target	Operation	Type	Output specification
Application users	Add	Important	[create] availability_user_add ([, uids_1:XX,...], authority_cellular:XX, ctime:XX)
	Change	Important	[modify] availability_user_modify ([, uids_1:XX,...], authority_cellular:XX)
	Delete selected users	Important	[delete] availability_user_delete_multi ([, uids_1:XX,...])
	Delete all	Important	[delete] availability_user_delete_all

Report forms log property

cid: Category ID
cids_[integer from 1]: Category ID
s_cid: Parent Category ID
fid: Report form ID
fids_[integer from 1]: Report form ID
name: Category name or report form name
enable_follow: Allow to post comments. [1]
foreign_key: Category code or report form code
memo: Memo
forms_[integer from 1]: External key of report form
items_[integer from 1]: External key of report item
language_code: Language code

[1]: is displayed "on" or "off".

Report forms log

Target	Operation	Type	Output specification
Categories	Add	Important	[create] category_add (cid:XX, name:'XX', foreign_key:XX, memo:'XX')
	Edit	Important	[modify] category_modify (cid:XX, name:'XX', foreign_key:XX, memo:'XX')
	Move	Important	[modify] category_move (cid:XX, s_cid:XX)
	Delete	Important	[delete] category_delete (cid:XX)
Category names	Add	Important	[create] category_local (cid:XXX, language_code: 'XX', category_name:'XX')

Target	Operation	Type	Output specification
	Edit	Important	[modify] category_local (cid:XXX, language_code: 'XX', prev_category_name:'XX', next_category_name:'XX')
	Delete	Important	[delete] category_local (cid:XXX, language_code:'XX', category_name:'XX')
	Import from CSV	Important	[import] category_local (cid:XXX, language_code:'XX', category_name:'XX')
	Export to CSV	Important	[export] category_local (cid:XXX, language_code:'XX', category_name:'XX')
Subcategories	Reorder	Important	[modify] category_order ([, cids_1:XX,...])
Report forms	Add	Important	[create] form_add (cid:XX, fid:XX, name:'XX', foreign_key:XX, enable_follow:XX, "enable_member:XX", memo:'XX')
	Copy	Important	[create] form_copy ([, fids_1:XX,...])
	Delete selected forms	Important	[delete] form_delete_multi ([, fids_1:XX,...])
	Delete all	Important	[delete] form_delete_all (cid:XX)
	Import from XML	Important	[import] form_import ([, forms_1:XX,...][, items_1:XX,...])
	Export to XML	Important	[export] form_export
Dividers	Add	Important	[create] form_separator_add (cid:XX, fid:XX)
Report forms or dividers	Reorder	Important	[modify] form_order (cid:XX[, fids_1:XX,...])

Report form details property

cid: Category ID
cids_[integer from 1]: Category ID
s_cid: New category ID
fid: Report form ID
admin_memo: Administrative memo
name: Report form name
foreign_key: Report form code
enable_follow: Allow to post comments. [1]
memo: Description
active: active flag or inactive flag [2]

[1]: is displayed "on" or "off".
[2]: is displayed "Active" or "Inactive".

Report form details log

Target	Operation	Type	Output specification
Administrative memo	Edit	Important	[modify] form_memo_modify (fid:XX, admin_memo:'XX')
Report forms information	Edit	Important	[modify] form_modify (fid:XX, name:'XX', foreign_key:XX, enable_follow:XX, "enable_member: XX", memo:'XX')
Report form	Move	Important	[modify] form_move (cid:XX, s_cid:XX, fid:XX)

Target	Operation	Type	Output specification
	Active or inactive	Important	[modify] form_activate (fid:XX, active:XX)
	Delete	Important	[delete] form_delete (fid:XX)
	Edit	Important	[modify] form_memo_modify (fid:XX, admin_memo:'XX')

Report form item settings log property

fid: Report form ID

iid: Item ID

iids_[integer from 1]: Item ID

data_type: External key

display_name: Item name

option_string_type: Label of a string to display before or after the entry field.

option_string: Enter a string to display before or after the entry field.

description_editor: Select from "Plain text" or "Rich text". [1]

description: Description

description_type: Select the check box to show description with icon [2]

size: Entry field width

max_input_size: Maximum input characters

input_chars: Character restrictions [3]

initial_type:

- String(one line) type item default value setting [4]

- Date type item default value [5]

- Time type item default value [6]

initial_text_value: Default value

initial_user_value: User information

required: Required item [7]

col_size: Characters

row_size: Lines

initial_value: Default value or default check box value [8]

menu_items_[integer from 1]: Menu details

menu_item_type: Menu item type [9]

radio_items_[integer from 1]: Radio details

input_numbers: Limits input numbers. [10]

effective_figures: Significant figures

minus_type : Negative value display format

right_align: Right-align numeric values [11]

split_rank: Display thousands separator [12]

max_input_number: Maximum value

min_input_number: Minimum value

initial_year: Year

initial_month: Month

initial_day: Day

initial_hour: Hour

initial_minute: Minute

unit: Time scale

max_files: Maximum file numbers

inline: File view [13]

thumbnail: Reduced display of image [14]

thumbnail_xsize: Width

cid: Category ID

uids_[integer from 1]: User ID

gids_[integer from 1]: Group ID

srids_[integer from 1]: Static roles ID

drids_[integer from 1]: Dynamic roles ID

security_model: Security model[15]

authority: Authority [16]

[1]: is displayed "text" or "edit".
[2]: is displayed "icon" or "not_icon".
[3]: is displayed "full", "half" or "no_limit".
[4]: is displayed "manual_input" or "user_info".
[5]: is displayed "now_date", "specific_date" or "blank_date".
[6]: is displayed "now_time", "specific_time" or "blank_time".
[7]: is displayed "required" or "not_required".
[8]: is displayed "checked" or "not_checked".
[9]: is displayed "0" or "1".
[10]: is displayed "limit" or "no_limit".
[11]: is displayed "right_align" or "not_right_align".
[12]: is displayed "split_rank" or "not_split_rank".
[13]: is displayed "inline" or "not_inline".
[14]: is displayed "thumbnail" or "not_thumbnail".
[15]: is displayed "grant" or "revoke".
[16]: is displayed "on" or "off".

Report form item settings log

Target	Operation	Type	Output specification
String(one line)	Add	Important	[create] form_layout_string_single_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, size:XX, max_input_size:XX, input_chars:XX, initial_type:XX, initial_text_value:XX, initial_user_value:XX, required:XX)
	Edit	Important	[modify] form_layout_string_single_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, size:XX, max_input_size:XX, input_chars:XX, initial_type:XX, initial_text_value:XX, initial_user_value:XX, required:XX)

Target	Operation	Type	Output specification
String(multiple lines)	Add	Important	[create] form_layout_string_multiple_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, col_size:XX, row_size:XX, initial_value:XX, required:XX)
	Edit	Important	[modify] form_layout_string_multiple_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, col_size:XX, row_size:XX, initial_value:XX, required:XX)
Menu	Add	Important	[create] form_layout_menu_string_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, menu_items:'XX ...', initial_value:XX, menu_item_type:XX, required:XX)
	Edit	Important	[modify] form_layout_menu_string_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, menu_items:'XX ...', initial_value:XX, menu_item_type:XX, required:XX)
Option buttons	Add	Important	[create] form_layout_radio_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, radio_items:'XX ...', initial_value:XX, required:XX)
	Edit	Important	[modify] form_layout_radio_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, radio_items:'XX ...', initial_value:XX, required:XX)
Check box	Add	Important	[create] form_layout_checkbox_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_value:XX)
	Edit	Important	[modify] form_layout_checkbox_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_value:XX)

Target	Operation	Type	Output specification
Numeric value	Add	Important	[create] form_layout_numeric_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, input_numbers:XX, initial_value:XX, effective_figures:XX, minus_type:XX, right_align:XX, split_rank:XX, max_input_number:XX, min_input_number:XX, required:XX)
	Edit	Important	[modify] form_layout_numeric_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, input_numbers:XX, initial_value:XX, effective_figures:XX, minus_type:XX, right_align:XX, split_rank:XX, max_input_number:XX, min_input_number:XX, required:XX)
Date	Add	Important	[create] form_layout_date_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_type:XX, initial_year:XX, initial_month:XX, initial_day:XX, required:XX)
	Edit	Important	[modify] form_layout_date_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_type:XX, initial_year:XX, initial_month:XX, initial_day:XX, required:XX)
Time	Add	Important	[create] form_layout_time_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, unit:XX, initial_type:XX, initial_hour:XX, initial_minute:XX, required:XX)
	Edit	Important	[modify] form_layout_time_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, initial_type:XX, initial_hour:XX, initial_minute:XX, required:XX)
Attachment	Add	Important	[create] form_layout_file_add (fid:XX, iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, max_files:XX, inline:XX, thumbnail:XX, thumbnail_xsize:XX, thumbnail_ysize:XX, required:XX)

Target	Operation	Type	Output specification
	Edit	Important	[modify] form_layout_file_modify (iid:XX, data_type:XX, display_name:'XX', option_string_type:XX, option_string:XX, description_editor:XX, description:'XX', description_type:XX, max_files:XX, inline:XX, thumbnail:XX, thumbnail_xsize:XX, thumbnail_ysize:XX, required:XX)
Blank line	Add	Important	[create] formlayout_blank_add (fid:XX, iid:XX)
Items	Delete	Important	[delete] form_layout_delete (iid:XX)
	Delete selected items	Important	[delete] form_layout_delete_multi ([, iids_1:XX,...])
	Delete all	Important	[delete] form_layout_delete_all (fid:XX)
	Copy	Important	[create] form_layout_copy (fid:XX[, iids_1:XX,...])
	Reorder	Important	[modify] formlayout_order (fid:XX[, iids_1:XX,...])

User right log property

cid: Category ID
uids_[integer from 1]: User ID
gids_[integer from 1]: Group ID
srids_[integer from 1]: Static roles ID
drids_[integer from 1]: Dynamic roles ID
security_model: Security model[1]
authority: Authority [2]

[1]: is displayed "grant" or "revoke".
[2]: is displayed "on" or "off".

User rights log

Target	Operation	Type	Output specification
Security models	Edit	Important	[modify] access_model_modify (cid:XX, ecurity_model)
User rights	Add	Important	[create] access_add (cid:XX[, uids_1:XX,...][,gids_1:XX,...][, srids_1:XX,...][, drids_1:XX,...], security_model:'XX', authority:XX)
	Delete selected users	Important	[delete] access_delete_multi (cid:XX[, uids_1:XX,...][, gids_1:XX,...][, srids_1:XX,...][, drids_1:XX,...])
	Delete all	Important	[delete] access_delete_all (cid:XX)

Filter log property

cid: Category ID
fid: Filter ID
name: Filter name
and_or: Search conditions [1]

[1]: is displayed "and" or "or".

Filter log

Target	Operation	Type	Output specification
Filters	Add	Important	[create] filter_add (fid:XX, name:'XX', and_or:XX)
	Edit	Important	[modify] filter_modify (fid:XX, name:'XX', and_or:XX)
	Copy	Important	[create] filter_copy ([, fids_1:XX,...])
	Delete	Important	[delete] filter_delete (fid:XX)
	Delete selected filters	Important	[delete] filter_delete_multi ([, fids_1:XX,...])
	Delete all	Important	[delete] filter_delete_all (cid:XX)

Filter conditions log property

cid: Filter conditions ID

fid: Filter ID

type: Filter type [1]

number: Numbers to measure scale

text: Filter character strings

condition: Filter conditions [2]

[1]: character strings as follows:
- form_name
- title
- date
- creator
- item
- follow

[2]: filter conditions as follows:
- includes
- does not include
- is
- is not
- starts with
- ends with
- is on or after
- is on or before
- is more than
- is equal or more than
- is less than
- is equal or less than

Search conditions log

Target	Operation	Type	Output specification
Search conditions	Add	Important	[create] filtercondition_add (fid:XX, cid:XX[, type:XX] [, number:XX][, text:XX][, condition:XX])
	Edit	Important	[modify] filtercondition_modify (fid:XX, cid:XX[, type:XX] [, number:XX][, text:XX][, condition:XX])

Target	Operation	Type	Output specification
	Delete	Important	[delete] filtercondition_delete (fid:XX, cid:XX)

Operational administrators log property

cid: Category ID

uids_[integer from 1]: User ID

gids_[integer from 1]: Group ID

srids_[integer from 1]: Static roles ID

drids_[integer from 1]: Dynamic roles ID

tids_[integer from 1]: Target ID

target_types: Target type [1]

[1]: is displayed "user", "group", "static_role" or "dynamic_role".

Operational administrators log

Target	Operation	Type	Output specification
Operational administrators	Add	Important	[create] privilege_add ([, uids_1:XX,...][, gids_1:XX,...] [, srids_1:XX,...][, drids_1:XX,...])
	Delete selected user	Important	[delete] privilege_delete_multi (cid:XX[, uids_1:XX,...] [, gids_1:XX,...][, srids_1:XX,...][, drids_1:XX,...])
	Delete all	Important	[delete] privilege_delete_all (cid:XX)

Manage reports log property

fid: Report form ID

rid: Report ID

rids_[integer from 1]: Report ID

uids_[integer from 1]: User ID

add_uids_[integer from 1]:   Added user ID

deleted_uids_[integer from 1]: Deleted user ID

Manage reports log

Target	Operation	Type	Output specification
Reports	Delete	Important	[delete] report_delete (rid:XX)
	Delete selected reports	Important	[delete] report_delete_multi ([, rids_1:XX,...])
	Delete all	Important	[delete] report_delete_all (fid:XX)

CSV file imports and exports log property

cid: Category code

uids_[integer from 1]: User ID

parent_foreign_key: Parent category key

foreign_key: Category key

nameorcategory_name: Category name

languageCode: Language code
memo: Memo
item: Role
value: Security model
name: Role name
authority_cellular: Limit Keitai use [1]
ctime: Time to allow users for using applications

[1]: is displayed "1" or "0".

CSV file imports and exports log

Target	Operation	Type	Output specification
Categories	Import	Important	[import] category_import ([, parent_foreign_key_1:XX...][, foreign_key_1:XX...][, name_1:XX...][, memo_1:XX...])
	Export	Important	[export] category_export
Category names	Import	Important	[import] category_local (cid:XX, languageCode:XX, category_name:'XX')
	Export	Important	[export] category_local (cid:XX, languageCode:XX, category_name:'XX')
User rights	Import	Important	[import] category_accesses_import ([, foreign_key_1:XX...][, item_1:XX...][, value_1:XX...][, name_1:XX...])
	Export	Important	[export] category_accesses_export
Applications users	Import	Important	[import] availability_user_import (foreign_key_1:'XX', ...)
	Export	Important	[export] availability_user_export

Report operations log property

Reports

rid: Report ID
uid: User ID
fid: Report form ID
file_id: File ID
name: Report form name
subject: Subject
private: Only attendees and notification recipients is available. [1]

Follow

rid: Report ID
uid: User ID
file_id: File ID
follow_id: Comments ID
version: Attachment version
name: Attachment name

[1]: is displayed "private" or "public".

Report operations log

Target	Operation	Type	Output specification
Reports	Delete	Important	[create] report_add (rid:XX, fid:XX, name:'XX', subject:'XX', private:XX)
	Edit	Important	[modify] report_modify (rid:XX, fid:XX, name:'XX', subject:'XX', private:XX)
	Delete	Important	[delete] report_delete (rid:XX)
	View	General	[browse] report_browse (rid:XX, uid:XX)
Reuse reports	Add	Important	[create] report_reuse (rid:XX, fid:XX, name:'XX', subject:'XX', private:XX)
Draft reports	Add	Important	[create] report_draft_add (rid:XX, fid:XX, name:'XX', subject:'XX', private:XX)
	Edit	Important	[modify] report_draft_modify (rid:XX, fid:XX, name:'XX', subject:'XX', private:XX)
	Delete	Important	[delete] report_draft_delete (rid:XX)
Follows	Post	Important	[create] follow_add (rid:XX, follow_id:XX, uid:XX)
	Delete	Important	[delete] follow_delete (rid:XX, follow_id:XX)

Report portlet settings log property

display_type: Type of list [1]

fid: Reports of filters ID

font_size: Font size

creator: Select the check box to view author name

mtime: Select the check box to vies update date [2]

rows: Number of items

[1]: is displayed "receive", "send", "draft", "all" or "filter".

[2]: is displayed "on" or "off".

Report portlet settings log

Target	Operation	Type	Output specification
Portlet	Set	Important	[config] portlet_set (display_type:XX, fid:XX, font_size:XX, creator:XX, mtime:XX, rows:XX)

Full text search

System setting log

Target	Operation	Type	Output specification
Password	Update	Important	[change] password

Full text search server communication log property

product_id: Product ID

url: Search URL

setting_url: Specify URL.

ip: IP address

move: Edit search target product URL. [1]

[1]: is displayed "0" or "1".

Full text search server communication log

Target	Operation	Type	Output specification
Full text search	Receive requests to add products	Important	[initialize] server (product_id:XX, url:'XX', setting_url:'XX', ip:XX, move:XX)
	Receive requests to change	Important	[modify] server (product_id:XX, url:'XX', setting_url:'XX', ip:XX, move:XX)
	Receive request to delete	Important	[delete] server (product_id:XX)

Search error log property

fault_code: Error code

fault_string: Error message

cause_string: Cause

guide_string: Counter measure

Search Error log

Target	Operation	Type	Output specification
Full text search	Search error	Error	search_server_error (fault_code:XX, fault_string:XX, cause_string:XX, guide_string:XX)

Keitai

Keitai settings log property

uid: User ID

Keitai settings log

Target	Operation	Type	Output specification
Application users	Add	Important	[create] availability_user (uid:XX)
	Delete	Important	[delete] availability_user (uid:XX)
	Delete all	Important	[delete_all] availability_user
	Import from CSV	Important	[import] availability_user
	Export to CSV	Important	[export] availability_user

KUNAI

KUNAI settings log property

availability_*integer starting from 1*: Target to which set permissions [1]

schedule, message, workflow, mail, address, space, bulletin, report:

Applications that are allowed or prohibited to be used in KUNAI [2]

[1]: "dynamic_role" (dynamic role), "static_role" (static role), "group" (organization), or "user"(organization)

[2]: "1" (allow) or "0" (prohibit)

KUNAI settings log

Target	Operation	Type	Output specification
Permission	Add	Important	[add] availability_user_add (availability_1:'dynamic_role/static_role/group/user:XX, schedule:XX, message:XX, workflow:XX, mail:XX, address:XX, space:XX, bulletin:XX, report:XX', availability_2:...)
	Change	Important	[modify] availability_user_modify (dynamic_role/static_role/group/user:XX, schedule:XX, message:XX, workflow:XX, mail:XX, address:XX, space:XX, bulletin:XX, report:XX , availability_2:...)
	Delete	Important	[delete] availability_user_delete_multi (dynamic_role/static_role/group/user:XX, ...)
	Delete all	Important	[delete] availability_user_delete_all
	Import	Important	[import] availability_user_import (availability_1:'dynamic_role /static_role/ group/user:XX, schedule:XX, message:XX, workflow:XX, mail:XX, address:XX, space:XX, bulletin:XX, report:XX', availability_2: ...)
	Export	Important	[export] availability_user_export

Respond

Respond settings log property

allow_respond: Permission for the respond feature[1]

- mssg: Messages
- bllt: Bulletin Board

[1]:is displayed "0" or "1".

Respond settings log

Target	Operation	Type	Output specification
General settings	Setting	Important	[config] common(allow_respond:'mssg:XX, bllt:XX')

Personal setting

Password settings log property

uid: User ID
name: User name
account: Login name

Password settings log

Target	Operation	Type	Output specification
Password	Edit	Important	[change] password (uid:XX, name:'XX', account:'XX')

My group settings log property

mgid: My group ID
owner: Author user ID
name: My group name
memo: Notes
mgids: My group ID [1]
uids: User ID [1]

[1]:Allow a user to have multiple ID.

My group settings log

Target	Operation	Type	Output specification
My groups	Add	Important	[create] mygroup (mgid:XX, owner:'XX', name:'XX',memo:'XX')
	Edit	Important	[modify] mygroup (mgid:XX, owner:'XX', name:'XX',memo:'XX',uids:XX,XX,faids:XX)
	Delete	Important	[delete] mygroup (mgid:XX, owner:'XX', name:'XX', memo:'XX')
	Reorder	Important	[order] mygroup (mgids:XX, XX, XX)
	Add users	Important	[user_assign] mygroup (mgid:XX,uids:XX,XX,faids:XX)

Command line

Command line operation log property

mid: Message ID
aid: Topic ID
fid: Comments ID
subject: Subject
data: Details
file_name_[integer from 1]: Attachment name
receiver_name_[integer from 1]: Receiving user name
before_date: Date of deleting

Command line operation log

Target	Operation	Type	Output specification
Schedules	Delete	Important	[delete_all] command_line_delete_event (before_date:XX)
Messages	Delete	Important	[delete] message (mid:XX, creator_name:'XX', subject:'XX', data:XX, file_name_1:'XX', receiver_name_1:'XX')
Topics	Delete	Important	[delete] article (aid:XX, subject:'XX')
Attachments	Delete	Important	[delete] file (aid:XX, fid:XX)

Appendix E Data Input Specifications

The data input specification list of Garoon is as follows including explanation of data kinds and input limit:

Data input specification of basic system administration

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Customer information	Company name	String (one line)	100			
	Pronunciation of company name	String (one line)	100			
	Logo (URL)	String (one line)	255			
Applications	Application name	String (one line)	100	✓		
Application user	Allow to use	Check box				
	Allow to remote access	Check box				
User	Standard name	String (one line)	100	✓		
	Name (English spelling)	String (one line)	100			In the case of enabling an English spelling field
	Log in name	String (one line)	100	✓	✓	
	Password	String (one line)	64			
	Confirmation password	String (one line)	64			
	Display order	String (one line)	8			Character restriction: Numeric value up to 8 digits - Minimum: 0 - Maximum: 99999999
	Pronunciation	String (one line)	100			
	Presence information	String (one line)	100			
	E-mail	String (one line)	100			

Item	Item name		Type	Limited input	Required item	Unique restriction	Description
	Notes		String (multiple lines)	65535			[1]
	Job title		String (one line)	100			
	Contact		String (one line)	100			
	URL		String (one line)	255			
Organizations	Standard organization name		String (one line)	100	✓		
	Localized organization name		String (one line)	100			In case of adding a localized name
	Organization code		String (one line)	100	✓	✓	
	Notes		String (multiple lines)	65535			[1]
Roles	Permission to select roles		Check box				
	Add a role	Role name	String (one line)	100	✓	✓	
		Notes	String (multiple lines)	65535			[1]
User profiles Custom items	Item name		String (one line)	100	✓		
	Item code		String (one line)	100	✓	✓	Character restriction: Valid characters - Single byte alphanumeric characters - Underscores (_)
	Item - string (one line)		String (one line)	100			
	String (multiple lines) of item type		String (multiple lines)	65535			[1]
	URL of item type		String (one line)	255			
	Image URL of item type		String (one line)	255			

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	E-mail of item type	String (one line)	100			
	IP phone of item type	String (one line)	100			
	Password of item type	String (one line)	64			
Environment variable authentication for login authentication	Display name	String (one line)	100	✓		
	Environment variable name	String (one line)	100	✓		
	Exclude everything up to and including the following string when authorizing	String (one line)	100			
	Exclude this string and everything after it when authorizing	String (one line)	100			
Basic authentication for login authentication	Display name	String (one line)		✓		
Open Integrated Authentication ver.2 or Cybozu Common Authentication for session authentication	Display name	String (one line)	100	✓		
	Cookie	String (one line)	100	✓		
	Authentication password	String (one line)	64	✓		
	Confirmation password	String (one line)	64	✓		
	Domain	String (one line)	100			
Environment authentication for session authentication	Display name	String (one line)	100	✓		
	Environment variable name	String (one line)	100	✓		
	Prefix	String (one line)	100			
	Suffix	String (one line)	100			
Open Integrated Authentication ver.2 for session authentication	Display name	String (one line)	100	✓		
	Authentication password	String (one line)	64	✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Confirmation password	String (one line)	64	✓		
	Cookie domain	String (one line)	100			
	Cookie path	String (one line)	100			
Basic authentication for session authentication	Display name	String (one line)	100	✓		
Authentication database	Display name	String (one line)	100	✓		
	Server name	String (one line)	100	✓		
	Port number	String (one line)	100	✓		Character restriction: numeric value
	Account name	String (one line)	100	✓		
	Password	String (one line)	64	✓		
	Confirmation password	String (one line)	64	✓		
	Search base DN	String (one line)	100	✓		
	Search filter	String (one line)	100	✓		
Single sign-on	Display name	String (one line)	100	✓		
	System URL	String (one line)	255	✓		Character restriction: URL
	Variable name of item type	String (one line)	100			
	Default value of item type	String (one line)	100			
Single sign-on in personal settings	Variable name of item type	String (one line)	100			
	Default value of item type	String (one line)	100			
MIME type	Extension	String (one line)	100	✓		
	MIME type	String (one line)	100	✓		
Application menu	Standard subject of link to application	String (one line)	100	✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Display name of link to application	String (one line)	100			In case of adding localized names
	Subject of link to URL	String (one line)	100	✓		
	Display name of link to URL with language options	String (one line)	100			In case of adding localized names
	URL	String (one line)	255	✓		
	Icon URL	String (one line)	255			
App menu	Standard subject of app menu	String (one line)	100	✓		
	Display name of app menu	String (one line)	100			In case of adding localized names
	URL	String (one line)	255			
Web mail	Service name	String (one line)	100	✓		
	URL	String (one line)	1024	✓		
Calendars	Calendar name	String (one line)	100	✓		
	Event details	String (multiple lines)	65535	✓		[1]
License	Customer number	String (one line)	6	✓		
	License key	String (one line)	5	✓		
System mail account	Outgoing mail server	String (one line)	100	✓		
	Outgoing port number	String (one line)	100	✓		Character restriction: numeric value
	E-mail	String (one line)	100	✓		
Web proxy settings	Proxy server name	String (one line)	100	✓		
	Proxy server port number	String (one line)	100	✓		Character restriction: numeric value

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Proxy exceptions	String (multiple lines)	100			
Office settings	Standard office name	String (one line)	100	✓		
	Localized office name	String (one line)	100			In case of adding localized names
	Office code	String (one line)	100	✓	✓	
Locale settings	Standard locale name	String (one line)	100	✓		
	Localized locale name	String (one line)	100			In case of adding a localized name
	Locale code	String (one line)	100	✓	✓	
Proxy API setting	Status	Radio button				Options: ·Active ·Inactive
	Proxy code	String (one line)	100	✓		
	Method	Drop-down list				Options: ·GET ·POST ·PUT ·DELETE
	URL	String (one line)	65535	✓		[1]
	Parameters	String (one line)	4294967295			The Limited input value

Item	Item name	Type	Limited input	Requi red item	Unique restriction	Description
	Headers	String (one line)				indicates the maximum total number of characters of the following information: ·The keys and values of parameters and the keys and values of headers set by the administrator ·Garoon's internal process information

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Portal

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
System portal name	Standard portal name	String (one line)	100	✓		
	Localized portal name	String (one line)	100			In case of adding localized names
	Portlet group name	String (one line)	100	✓		
	Default portal	Menu				
	Reorder portals	Menu				
My portal	My Portal name	String (one line)	100	✓		
	My portlet group name	String (one line)	100	✓		
	Reorder My Portals	Menu				
Portlet	Portlet name	String (one line)	100			

Portlet

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
System HTML portlet	Standard portlet name	String (one line)	100	✓		
	Localized portlet name	String (one line)	100			In the case of adding a localized name
	Group	Menu				
	My portal	Check box				
	Portlet details	String (multiple lines)	4294967295	✓		[1]
	Plain text	Radio button				
	Rich text	Radio button				
Administrator HTML portlet	Standard portlet name	String (one line)	100	✓		
	Localized portlet name	String (one line)	100			
	Group	Menu				
	My portal	Check box				
	Portlet details	String (multiple lines)	4294967295	✓		[1]
Personal HTML portlet	Portlet name	String (one line)	100	✓		
	Group	Menu				
	Portlet details	String (multiple lines)	4294967295	✓		[1]
	Plain text	Radio button				
	Rich text	Radio button				
Application menu portlet	Font size	Menu	65535			[1]
	Menu width	Check box				[1]
	Number of menu items	Menu	65535			[1]

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Format	Radio button				
Notices portlet	Plain text	Radio button				
	Rich text	Radio button				
	Contents	String (multiple lines)	65000			1
Calendars portlet	Font size	Menu	65535			1
	System calendar to be used	Menu	65535			1
	Calendar type	Menu	65535			1
	Display Sunday	Check box				1
	Rokuyo	Check box				1
	Weather forecast	Check box				1

1: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Space

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Categories	Standard subject	String (one line)	100	✓		
	Localized subject	String (one line)	100			In the case of adding a localized name
	Category code	String (one line)	100	✓	✓	2
	Notes	String (multiple lines)	65535			1
Spaces	Name	String (one line)	100	✓		
	Categories	Menu		✓		
	Members	Menu				
	Space administrators	Menu		✓		
	Icon	Menu				
	Visibility	Radio button		✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Join and leave permissions	Check box				Default value: Allow members to join and leave the space: OFF
	Notes	String (multiple lines)	65535			2
Discussions	Subject	String (one line)	100	✓		
	Body	String (multiple lines)	65535			2
	Visibility	Radio button		✓		
	Notes	String (multiple lines)	65535			2
Shared To-Dos	Name	String (one line)	100	✓		
	Due date	Date				Due dates can be empty.
	Assignees	Menu				
	Body	String (multiple lines)	65535			2
Discussion search	Search text	String (one line)	100			
Apps	Name	String (one line)	64	✓		

1: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

2: The default value is set automatically by Garoon.

Bookmarks

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Shared bookmarks	Subject	String (one line)	100	✓		
	URL	String (one line)	255	✓		
	Notes	String (multiple lines)	65535			1

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Reorder links or dividers	Menu				
	Single sign-on	Menu				
Personal bookmarks	Subject	String (one line)	100	✓		
	URL	String (one line)	255	✓		
	Notes	String (multiple lines)	65535			[1]
	Reorder links or dividers	Menu				
Shared categories	Standard subject	String (one line)	100	✓		
	Localized subject	String (one line)	100			In the case of adding a localized name
	Category code	String (one line)	100	✓	✓	
	Notes	String (multiple lines)	65535			[1]
	Reorder subcategories	Menu				
Personal categories	Subject	String (one line)	100	✓		
	Category code	String (one line)	100	✓	✓	
	Notes	String (multiple lines)	65535			[1]
	Reorder subcategories	Menu				

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Bookmark search	Search text	String (one line)	100			
Bookmark portlet settings	Font size	Menu	65535			[1]
	Number of columns	Menu	65535			[1]
	Category		65535			[1]
	Shared or Personal	Radio button				[1]
	Search category	String (one line)	100			

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Schedule

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Appointments	Subject menu	Menu	100			
	Subject	String (one line)	100			
	Notes	String (multiple lines)	65535			[1]
	Company name	String (one line)	100			
	Postcode	String (one line)	100			
	Address	String (one line)	65535			[1]
	Route	String (one line)	65535			[1]
	Travel time	String (one line)	100			
	Travel expense	String (one line)	100			
	Company phone number	String (one line)	100			

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Notes	String (multiple lines)	65535			[1]
	Visibility	Radio button				
	Appointments with response requests	Check box				
	User search	String (one line)	45			
	Comments	String (multiple lines)	65535			[1]
Custom items of facility reservation	Item name	String (one line)	100	✓		
	Item code	String (one line)	100	✓	✓	
	String (one line) of item type	String (one line)	100			
	String (multiple lines) of item type	String (multiple lines)	65535			[1]
	Menu of item type	String (multiple lines)	65535			[1]
Facilities	Standard facility name	String (one line)	100	✓		
	Localized facility name	String (one line)	100			In the case of adding a localized name
	Facility code	String (one line)	100	✓	✓	
	Notes	String (multiple lines)	65535			[1]
	V-CUBE Meeting	Check box				In the case of using V-CUBE Meeting

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Maximum number of participants	String (one line)	3			In the case of using V-CUBE Meeting
Facility groups	Standard facility group name	String (one line)	100	✓	✓	
	Localized facility group name	String (one line)	100			In the case of adding a localized name
	Facility group code	String (one line)	100		✓	[2]
	Notes	String (multiple lines)	65535			[1]
Schedule search	Search text	String (one line)	100			
Appointment type menu	Appointment type	String (one line)	100			
Additional appointments	Additional appointment note	String (multiple lines)	65535			[1]
V-CUBE Meeting	Enable V-CUBE Meeting	Check box				
	V-CUBE Meeting version	Radio button				Default value: V-CUBE Meeting 5
	Show URL on the details screen	Check box				
	Send invitation URL via e-mail	Check box				
	Number of external invitee fields	String (one line)	3			Maximum value: 100
	V-CUBE Meeting URL	String (one line)	255			[3]

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Login ID	String (one line)	100			3
	Password	String (one line)	64			3
E-mail forwarding of personal settings	E-mail address for forwarding appointment notifications	String (one line)	100			
JavaScript and CSS customization	Customization	Radio button				
	Name	String (one line)	100	✓		
	Applied to	Menu				
	JavaScript customization (Add link)	String (one line)	512			1
	JavaScript customization (Add file)	File				
	CSS customization (Add link)	String (one line)	512			1
	CSS customization (Add file)	File				

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

[2]: "*Standard facility group name*_code" is set automatically when this field is empty.

[3]: Use the information that was issued to you when you signed up for V-CUBE Meeting.

Messages

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Folders	Title	String (one line)	100	✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Memo	String (multiple lines)	65535			[1]
Messages	Title	String (one line)	100	✓		
	Body	String (multiple lines)	4294967 295			[1]
	Comments	String (multiple lines)	4294967 295			[1]
	User search	String (one line)	45			
Messages search (User screen)	Search text	String (one line)	100			
Messages search (Administrator screen)	Search text	String (one line)	100			
Filters	Filter name	String (one line)	100	✓		
	Conditions	String (one line)	100			

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Bulletin Board

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Categories	Standard subject	String (one line)	100	✓		
	Localized subject	String (one line)	100			In the case of adding a localized name
	Category code	String (one line)	100	✓	✓	[1]
	Notes	String (multiple lines)	65535			[2]
Topics	Subject	String (one line)	100	✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Body	String (multiple lines)	4294967295			[2]
	Comments	String (multiple lines)	4294967295			[2]
	Allow to edit and delete topic	Radio button				Default value: Only sender
	Notify this update	Check box				Default value: Notify this update: ON
Bulletin board search	Search text	String (one line)	100			

[1]: The default value is set automatically by Garoon.
[2]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Cabinet

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Folders	Standard subject	String (one line)	100	✓		
	Localized subject	String (one line)	100			In the case of adding a localized name
	Folder code	String (one line)	100	✓	✓	[1]
	Notes	String (multiple lines)	65535			[2]
Files	Subject	String (one line)	100			
	Description	String (multiple lines)	65535			[2]
	Update comment	String (multiple lines)	65535			[2]
Bulletin board search	Search text	String (one line)	100			

[1]: The default value is set automatically by Garoon.
[2]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Memo

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Memos	Subject	String (one line)	100	✓		
	Contents	String (multiple lines)	4294967295			1
Files	Subject	String (one line)	100			
	Description	String (multiple lines)	65535			1
	Update comment	String (multiple lines)	65535			1
Folders	Subject	String (one line)	100	✓		
	Notes	String (multiple lines)	65535			1
Memo search	Search text	String (one line)	100			

1: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Phone Messages

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Phone Messages	Caller	String (one line)	100			
	Phone number	String (one line)	100			
	Message	String (multiple lines)	65535			1
	Search text	String (one line)	100			
E-mail forwarding settings	E-mail address for forwarding Phone Messages	String (one line)	100			

1: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Timesheet

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Timesheet	Notes	String (one line)	100			

To-Do List

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
To-Do	To-Do name	String (one line)	100	✓		
	Notes	String (multiple lines)	65535			1
Categories	Category name	String (multiple lines)	255			

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Address Book

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Address	Display as	String (one line)	100	✓		
	Last name	String (one line)	100			
	First name	String (one line)	100			
	Last name pronunciation	String (one line)	100			Default value: The value entered in the "Last name" field in "Name (Pronunciation)" will be automatically entered.

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	First name pronunciation	String (one line)	100			Default value: The value entered in the "First name" field in "Name (Pronunciation)" will be automatically entered.
	Company name	String (one line)	100			
	Company name pronunciation	String (one line)	100			
	Department name	String (one line)	100			
	Postcode	String (one line)	100			
	Address	String (one line)	4096			
	Route	String (one line)	100			
	Travel time	String (one line)	100			
	Travel expense	String (one line)	100			
	Company phone number	String (one line)	100			
	Company fax number	String (one line)	100			
	URL	String (one line)	255			
	Position	String (one line)	100			
	Personal phone number	String (one line)	100			
	E-mail	String (one line)	100			
	Notes	String (multiple lines)	65535			[1]
My address groups	Address group name	String (one line)	100	✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Notes	String (multiple lines)	65535			[1]
Books	Standard book name	String (one line)	100	✓		
	Localized book name	String (one line)	100			In the case of adding a localized name
	Book code	String (one line)	100	✓	✓	
Address Book search	Search text	String (one line)	100			
Custom items	Item name	String (one line)	100	✓		
	Item code	String (one line)	100	✓	✓	
	String (one line) of item type	String (one line)	100			
	String (multiple lines) of item type	String (multiple lines)	65535			[1]
	URL of item type	String (one line)	255			
	Image URL of item type	String (one line)	255			
	E-mail of item type	String (one line)	100			
	IP phone of item type	String (one line)	100			

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

E-mail

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Mail server	Mail server code	String (one line)	100	✓	✓	
	Mail server name	String (one line)	100	✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Outgoing mail server name	String (one line)	100	✓		
	Outgoing port number	String (one line)	100	✓		Input limit: Only number is available.
	Incoming mail server name	String (one line)	100	✓		
	Incoming port number	String (one line)	100	✓		Input limit: Only number is available.
User account	User account code	String (one line)	100	✓	✓	
	User account name	String (one line)	100			

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	E-mail	String (one line)	100	✓		The characters that can be input: • a to z • A to Z • 0 to 9 • Symbols Symbols: Hyphen (-), period (.), exclamation point (!), sharp sign (#), dollar sign ($), apostrophe ('), percentage sign (%), ampersand (&), a--6sterisk (*), plus sign (+), slash (/), equal sign (=), question mark (?), caret (^), underscore (_), grave accent (`), left curly bracket ({), right curly bracket (}), pipe (|), tilde (~)
	Incoming mail account name	String (one line)	100	✓		
	Incoming mail password	String (one line)	64			
	Outgoing mail account name	String (one line)	100	✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Outgoing mail password	String (one line)	64			
	User search	String (one line)	100			
E-mail	To	String (one line)	65535			[1]
	Cc	String (one line)	65535			[1]
	Bcc	String (one line)	65535			[1]
	Title	String (one line)	255			[1]
	Body	String (multiple lines)	4294967295			[1]
	Signature		65535			[1,2]
Folder	Subject	String (one line)	100	✓		
	Notes	String (multiple lines)	65535			[1]
E-mail search of user screen	Search text	String (one line)	100			
E-mail search of system administrator screen	Search text	String (one line)	100			
Signature	Signature name	String (one line)	100	✓		
	Contents	String (multiple lines)	65535			[1]
Sender information settings	Name to show after "From"	String (one line)	100			
E-mail filter settings	Filter name	String (one line)	100	✓		
	Conditions	String (one line)	100			

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

[2]: Displays if the signature has been configured in the personal settings. If more than one signature have been configured, the drop down list to select the signature will appear.

Workflow

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Dedicated or shared route	Route name	String (one line)	100	✓		
	Route code	String (one line)	100	✓	✓	
	Description	String (multiple lines)	65535			
	Text type	Radio button				Default value is text.
	Show description in icon display	Check box				Default value is null.
Administrative memo	Administrative memo	String (multiple lines)	65535			
Approval route steps	Step requirement	Radio button				-Approval (all approvers) -Approval (one or more approvers) Default value is Approval (all approvers)
Approval and acknowledgment route steps	Step name	String (one line)	100	✓		
	Allow changes to route	Check box				Default value is null.
	Allow applicant to change initial value	Check box				Default value is null.
Select shared route	File	File		✓		
Categories	Standard title	String (one line)	100	✓		
	Localized title	String (one line)	100			In the case of adding a localized name
	Category code	String (one line)	100	✓	✓	
	Notes	String (multiple lines)	65535			[1]

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Request forms	Request form name	String (one line)	100	✓		[1]
	Request form code	String (one line)	100	✓	✓	
	Description	String (multiple lines)	65535			[1]
	Request form icon	Radio button		✓		Select from 12 icons and indicate URL.
	URL of icon	String (one line)	255			
Set auto add to Scheduler	Auto add to Scheduler	Check box				
	Period	Radio button				- Select an option when "Enable auto add to Scheduler" is selected. Options: - Regular - All day
	Appointment type	Drop-down list				- Select an option when "Enable auto add to Scheduler" is selected. - Select from the appointment types set in Scheduler.
	Start date and time	Drop-down list		✓		- Select an option when "Enable auto add to Scheduler" is selected. - Select an item with "Date" type.

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	End date and time	Drop-down list		✓		- Select an option when "Enable auto add to Scheduler" is selected. - Select an item with "Date" type.
Request & Approval numbering	Request numbering	Radio button				Options: - Unique across all request forms - Unique within each form - None
	Request number format	String (one line)	100			
	Approval numbering	Radio button				Options: - Unique within each form - None
	Approval number format	String (one line)	100			
Change initial approval number	New initial approval number	String (one line)	100			
JavaScript and CSS customization	Customization	Radio button				Default value: No
	JavaScript customization (Add link)	String (one line)	512			[5]
	JavaScript customization (Add file)	File				
	CSS customization (Add link)	String (one line)	512			[5]
	CSS customization (Add file)	File				

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Common items	Type	Menu				Options are as follows: String (one line) String (multiple lines) Option button Check box Numeric value Automated calculation Date Attachment Route search Default value is String (one line).
	Item name	String (one line)	100	✓		
	Item code	String (one line)	100		✓	
	Text type	Radio button				Options are as follows: -Plain text -Rich text Default value is plain text.
	Description	String (multiple lines)	65535			
	Show description with icon	Check box				Default value is null.
	Required item	Check box				Default value is null.
	String to display before or after the entry field	String (one line)	100			

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Place to display setting string	Menu				Options are as follows: -Do not use a label. -Place it before item. -Place it after item. Default value is "Do not use a label".
	Place item on same row as previous item	Check box				Default value is null.
	Separator	String (one line)	100			
Items of one line string	Entry field width	String (one line)	100	✓		Input limit: Only number is available.
	Maximum input characters	String (one line)	100			Input limit: Only number is available.
	Character restriction	Radio button				Option are as follows: -No limit -Only two-byte character -Only single-byte characters Default value is without input limit
	Initial value	Radio button				Options are as follows: -Direct input -User information Default value is "Direct input".
	direct input	String (one line)	100			

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	User information	Menu				Options are as follows: -User ID -User name -User login name -User pronunciation -User E-mail -User contact -User URL -User notes -User position Default value is "User ID".
Items of multiple lines string	Character size[3]	String (one line)	100	✓		Input limit: Only number is available. Default value is 40.
	Line size[4]	String (one line)	100	✓		Input limit: Only number is available. Default value is 3.
	Initial value	String (multiple lines)	65535			
Items of menu	Menu item	Radio button				Options are as follows: -Direct input -User information of organization membership Import user information when you set this item. Default value is "Direct input".
	Direct input	String (multiple lines)	65535			
	Initial value	String (one line)	100			

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Items of option buttons	Options	String (multiple lines)	65535			
	Initial value	String (one line)	100			
Items of check box	Initial value	Check box				Default value is null.
Items of numeric value	Limits	Radio button				Options are as follows: -None -Limited Default value is "None".
	Maximum	String (one line)	100			Input limit: Only number is available.
	Minimum	String (one line)	100			Input limit: Only number is available.
	Initial value	String (one line)	100			Input limit: Only number is available.
	Significant figures	Menu				The number between zero and 10 is available for setting. Default value is 0.
	Negative value format	Menu				Display options: --1234 -▲1234 -△1234 Default value is "-1234".
	Right-align numeric values	Check box				Default value is null.
	Display thousands separator	Check box				Default value is null.
Items of automated calculation	Significant figures	Menu				Select the number from 0 to 10. Default value is "0".

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Negative value display format	Menu				Display options: --1234 -▲1234 -△1234 Default value is "-1234".
	Calculation details	Radio button				Options are as follows: -Arithmetic -Simple sum Default value is "Arithmetic".
	Type of left side number	Menu				
	Left side number	String (one line)	100			Input limit: Only number is available.
	operators	Menu				Options are as follows: -＋ -－ -× -÷ Default value is "＋".
	Type of right side number	String (one line)	100			Input limit: Only number is available.
	Right side number	Menu				
	Right-align numeric values	Check box				Default value is null.
	Display thousands Separator	Check box				Default value is null.
	Do not display calculation results on calculation form	Check box				Default value is null.

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Items of date	Date format	Radio button				Options are as follows: - Date only - Date and time
	Initial value	Radio button				Options are as follows: - Request date - Specific date - Unspecified (blank) Default value is "Request date".
		Date				
		Date time				Specify if "Date format" is "Date and time".
Items of attachment	Maximum number of files	Menu				Select the number of attachment files from 1 to 5. Default value is 1.
	Show image with body text	Check box				Default value is null.
	Resize image	Check box				Default value is null.
	Resize image of width	String (one line)	3			Input limit: Only number is available. Minimum number of characters: 0 Maximum number of characters: 999

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Resize image of height	String (one line)	3			Input limit: Only number is available. Minimum number of characters: 0 Maximum number of characters: 999
JavaScript customization items	Item code	String (one line)	100		✓	
	Place item on same row as previous item	Check box				
Items of Route Search		Menu				
Edit route steps	Comments	String (multiple lines)	65535			
Process unprocessed requests	Comments	String (multiple lines)	65535			
Send back or cancel requests	Comments	String (multiple lines)	65535			

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

MultiReport

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Categories	Subject	String (one line)	100	✓		
	Localized subject	String (one line)	100			In case of adding a localized name
	Category code	String (one line)	100	✓	✓	
	Notes	String (multiple lines)	65535			[1]
Report forms	Form name	String (one line)	100	✓		

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Form code	String (one line)	100	✓	✓	
	Description	String (multiple lines)	65535			[1]
Common Items	Type	String (one line)	100		✓	Options are as follows: - String (one line) - String (multiple lines) - Menu - Option buttons - Check box - Numeric value - Date - Time - Attachment Default value is String (one line).
	Item name	String (one line)	100	✓		
	Text Type	Radio button				
	Description	String (multiple lines)	65535			[1]
	Show description with icon	Check box				
	Required item	Check box				
	String to display before or after the entry field	String (one line)	100			
	Place to display setting string	Menu				-Do not use a label. -Place it before item. -Place it after item. Default value is "Do not use a label".

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Items of one line string	Entry field width[2]	String (one line)	100	✓		
	Maximum input characters	String (one line)	100			
	Character restriction	Radio button				Options are as follows: -None -Double-byte characters only -Single-byte characters only Default value is "None".
	Direct input	String (one line)	100			
	User information	Menu				Options are as follows: -User ID -User name -User login name -User pronunciation -User E-mail -User contact -User URL -User notes -User position Default value is "User ID".
Items of multiple lines string	Character size[3]	String (one line)	100	✓		Input limit: Only number is available. Default value is 40.
	Line size[4]	String (one line)	100	✓		Input limit: Only number is available. Default value is 3.
	Initial value	String (multiple lines)	65535			[1]

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Items of menu	Menu item	Radio button				Options are as follows: -Direct input -User information of organization membership Default value is "Direct input". Organization membership indicates the user information of report creator.
	Direct input	String (multiple lines)	65535			[1]
	Initial value	String (one line)	100			
Items of option buttons	Options	String (multiple lines)	65535			[1]
	Initial value	String (one line)	100			
Items of check box	Initial value	Check box				Default value is null.
Items of numeric value	Limits	Radio button				Options are as follows: -None -Limited Default value is "None".
	Maximum	String (one line)	100			
	Minimum	String (one line)	100			
	Initial value	String (one line)	100			
	Significant figures	Menu				
	Negative value format	Menu				Display options: --1234 -▲1234 -△1234 Default value is "-1234".

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Display options	Check box				Display options: -Right-align numeric values -Display thousands separator Default value is null.
Items of date	Initial value	Radio button				Options are as follows: -Creation date -Specific date -Unspecified (blank) Default value is "Creation date".
	Specific initial value	Date				
Items of time	Initial value	Radio button				Options are as follows: -Creation time -Specific time -Leave it blank Default value is "Creation time".
	Specific initial value	Time				
Items of attachment	Maximum number of files	Menu				Select the number of attachment files from 1 to 5. Default value is "1".
	Show image with body text	Check box				Default value is null.
	Resize image	Check box				Default value is null.

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	Resize image of width	String (one line)	3			Input limit: Only number is available. Minimum number of characters: 0 Maximum number of characters: 999
	Resize image of height	String (one line)	3			Input limit: Only number is available. Minimum number of characters: 0 Maximum number of characters: 999

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

[2]: The value of "Entry field width" is just general guidelines. The actual value varies depending on the Web browser and the input characters.

[3]: The number is an approximate value. The maximum number of characters can be entered in one line varies depending on the Web browser and the character you are using.

[4]: The number is an approximate value. The maximum number of lines per filed varies depending on the Web browser and the character you are using.

RSS Reader

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Shared sites	Site name	String (one line)	100			
	URL	String (one line)	255	✓		
	Notes	String (multiple lines)	65535			[1]

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Cybozu Online Service

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Route search	Search text of	String (one line)	100			

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
	departure place					
	Search text of destination	String (one line)	100			

Presence indicators

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
Presence information	Status menu settings	String (multiple lines)	65535			[1]

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Notifications

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
External notification	Display name	String (one line)	60	✓		
	External notification code	String (one line)	60	✓		
	Permitted URLs	String (multiple lines)	4294967295	✓		[1]
Notification search	Search text	String (one line)	100			

[1]: The maximum number of characters is "65535" with single-byte characters. The maximum number of characters varies depending on the character type.

Respond

Item	Item name	Type	Limited input	Required item	Unique restriction	Description
General settings	Available on	Check box				Options are: ・Messages ・Bulletin board

Appendix F Search Specifications

The search specification list of Garoon is as follows.

Tip

• Categories and folders can be searched only by the users who have been granted the user rights.

Item	Target	Search in	Description
Search users or Select users	Users	User name: Default:	Searches users that meet either of the conditions if you set multiple search conditions such as user name login name and pronunciation.
		User name: English spelling	
		Login name	
		Pronunciation	Searches users with E-mail address that is displayed on user information.
		E-mail	
		Job position	Searches users with job titles that is displayed on user information.
		Custom items	Items whose statuses are set to "Active".
Space	Discussions	Subject	Searches discussions that meet all of the conditions when you put a space after each keyword.
		User name	
		Body	
		Comment	
	Shared To-Dos[1]	Subject	
		Body	
		Comment	
		Updated by	
		Attachment file name	
		Attachment contents	
	Shared To-Do Assignees[1]	Name (Display name)	
		Name (Localized name)	
		Login name	
		Pronunciation	
		E-mail	
		Job title	
		Custom items	
Personal Bookmarks or Shared Bookmarks	Categories	Category name	
	Links	Subject	
		URL	
Schedule	Appointments	Subject	Appointment type and text subject
		Company information	Company name is available for target.
		Notes	
		Comments	

Item	Target	Search in	Description
	Users	User name (Display name)	
		User name (Localized name)	
		Login name	
		Pronunciation	
		E-mail	
		Job position	Searches users with job titles that is displayed on user information.
		Custom items	Items whose statuses are set to "Active".
	Facilities	Facility name data	
Messages	Messages	Title	The AND search can be performed using multiple keywords in subjects or body text of messages by separating each keyword with a space.
		Body	
		Comments	
		From	
		To	
Bulletin Board	Categories	Category name	Searches localized names with the language that are available to users. The AND search can be performed using multiple keywords by separating each keyword with a space.
	Topics	Subject	
		Body	
		From	
		Comments	
Cabinet	Folders	Folder name	Added localized name is available for target.
	Files	Subject	
		File name	
		File description	
		Registered	
		Updated	
Memo	Memos	Subject	
		Contents	
	Files	Subject	
		Description	
Phone Messages	Phone messages	To	Searches users with search text key words that are displayed on Phone Messages.
		Message	
		From	
	Phone messages history	Message	
		Recipient's name	
		Sender's name	
User list	Users	User name (Display name)	

Item	Target	Search in	Description
		User name (Localized name)	
		Pronunciation	
		E-mail	
		Job position	Searches users with job titles that is displayed on user information.
		Custom items	Items whose statuses are set to "Active"
Personal Address Book	Built-in items	Title	
		Name	Items with selected "Active" on the Items settings screen are available for target.
		Name (Pronunciation)	
		Company	
		Company (Pronunciation)	
		Department	
		Postcode	
		Address	
		Map	
		Route	
		Company phone number	
		Company fax number	
		URL	
		Position	
		Personal phone number	
		E-mail	
		Memo	
	Custom items	String (one line)	Items with selected "Active" on the Items settings screen are available for target.
		String (multiple lines)	
		URL	
		Image URL	
		E-mail	
		IP phone	
E-mail	E-mail	Title	The following e-mails cannot be searched: - Unread e-mails
		Body	
		From	
		To	
		Cc	
		Bcc	
Workflow	Requests	Status	
		Request date	
		Number	
		Title	
		Applicant	
		Entry field	
MultiReport	Categories	Category name	

Item	Target	Search in	Description
	Reports	Subject	Cannot search categories without access privilege.
		Date	
		Author	
		Items	The following types are included. - String (one line) - String (multiple lines) - Option buttons item
		Comments	
		Items with details	You can set search conditions to each item on a report form.
Notifications	Notifications	Subject	
		Contents	
		Name	
	External notifications	Subject	
		Contents	
		Name	

[1]: Users can select a search target only when the Full text search server is installed.To select a search target, use the search box on the **Shared To-Dos** tab of **Space**.
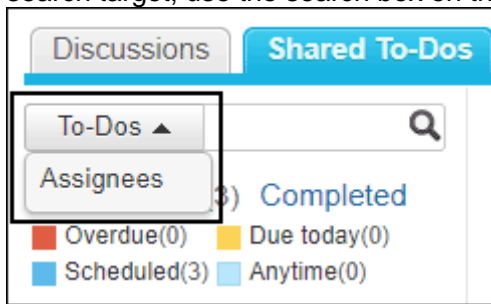
Appendix F.1.1   Data That Is Not Displayed as Search Results

The following items or data is not displayed as search results, even when they match a keyword.
- Hidden items
- Items that are configured by the system administration to not be used

Appendix G Error Messages

The error messages displayed in Garoon are as follows:

DB***** Database error

Error number	Error message	Cause	Countermeasure
DB00000	Failed to connect to the DB server.	Failed to connect to the following database: - Host: *** - Database: *** ******	Confirm whether or not the DB server is operating normally.
DB01005	Failed to create table on DB server.	Response from database server: ******	Please contact Cybozu official partner or distributors.
DB01030	DB server table handler has returned an error.	Response from database server: ******	Please contact Cybozu official partner or distributors.
DB01040	The number of clients connected to the DB server is too large.	Response from database server: ***	Wait a while, and then try again. If this condition persists for a long time, consult the administrator of the server.
DB01041	Resources are insufficient on the DB server.	Response from database server: ***	Increase the maximum resources that can be used by the DB server.
DB01042	DB server failed to obtain client address.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01043	DB server failed to handshake with client.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01051	Cannot find table.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01054	An unknown column was specified.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01061	An index exists with the same name.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01062	The value is duplicated.	Response from database server: ***	Specify a unique value, and try again.
DB01064	The query syntax is invalid.	Response from database server: ***	Please contact Cybozu official partner or distributors.

Error number	Error message	Cause	Countermeasure
DB01072	The column for the index target does not exist.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01091	You cannot delete a column or index.	Response from database server: ***	Confirm whether or not the column or index exists.
DB01104	You attempted to process an extremely large amount of data.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01109	You have attempted to use an unknown table on the DB server.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01129	DB server is currently blocking connection.	Response from database server: ***	To the server's administrator: Execute mysqladmin flush-hosts.
DB01136	Number of columns and the number of values do not match.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01146	No tables exist in the database.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01205	Lock acquisition timed out on the DB server.	***	Please try again. If this condition persists for a long time, contact your system administrator.
DB01213	A deadlock occurred in the database.	Response from database server: ***	Try again.
DB01216	Object cannot be added because of external key restriction.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01217	Object cannot be deleted because of external key restriction.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01300	There is an invalid character in the string.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01451	Object cannot be deleted because of external key restriction.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB01452	Object cannot be added because of external key restriction.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB02000	An error occurred on the DB engine client.	Response from database server: ***	Please contact Cybozu official partner or distributors.
DB02001	Failed to create Unix domain socket on DB engine.	Failed to connect to the following database: - Host: *** - Database: *** ***	Please contact Cybozu official partner or distributors.

Error number	Error message	Cause	Countermeasure
DB02002	Failed to connect locally with DB engine.	Failed to connect to the following database: - Host: *** - Database: *** ***	Confirm whether or not the DB server is operating normally.
DB02003	Failed to connect to the DB server.	Failed to connect to the following database: - Host: *** - Database: *** ***	Confirm whether or not the DB server is operating normally.
DB02004	Failed to create IP socket on DB engine.	Failed to connect to the following database: - Host: *** - Database: *** ***	Please contact Cybozu official partner or distributors.
DB02005	You attempted to connect to an unknown DB server.	The IP address of the following host is unknown: *** ***	Confirm whether or not the server settings are correct.
DB02010	Failed to connect tolocalhost.	Failed to connect to the following database: - Host: *** - Database: *** ***	Consult the administrator of the server.
DB02011	DB engine failed to connect using TCP.	Failed to connect to the following database: - Host: *** - Database: *** ***	Please contact Cybozu official partner or distributors.
DB02012	DB engine failed to handshake while connecting to the server.	Failed to connect to the following database: - Host: *** - Database: *** ***	Please contact Cybozu official partner or distributors.
DB02013	The connection with the DB server has been disconnected.	Response from database server: ***	Confirm the condition of the server.
DB99999	A database error has occurred. Database error number: xxx	Response from database: ***	Please contact Cybozu official partner or distributors.

FW***** System error

Error number	Error message	Cause	Countermeasure
FW00001	An unexpected error has occurred.	Cause is unknown.	Please contact Cybozu official partner or distributors.
FW00002	Cannot import file.	Could not open the following file: ***.	Confirm that you have selected the file you want and that you have access to the file.
FW00003	Cannot write the file.	Could not open the following file: ***.	Confirm that you have selected the file you want and that you have access to the file.
FW00004	An error occurred while processing.	Required items have not been entered.	Enter the required items and try again. If details are displayed, resolve by referencing them.
FW00005	The character string is invalid for "Pronunciation".	The following string includes characters that cannot be used in "Pronunciation": ***	Modify to an appropriate string, and try again. If details are displayed, resolve by referencing them.
FW00006	Failed to add the file.	The following file could not be added correctly: ***	Confirm the target file, and add again.
FW00007	Cannot log in.	The password or login name is incorrect.	Confirm the password or login name, and try again.
FW00008	Cannot log in.	The account of the user who is attempting to log in is inactive.	Confirm with the system administrator whether your account is active.
FW00009	Cannot access the specified screen.	This screen or function requires the following privileges: ***. The currently logged-in user does not have the privilege to access this screen or function.	Consult with the system administrator or the application's operational administrator.
FW00010	The confirmation password is incorrect.	The confirmation password is incorrect.	Confirm the password you have entered, and try again.
FW00011	There is not enough available disk space.	You need at least the following amount of disk space to run the component: n MB.	Secure free disk space on the following: ***
FW00012	Failed to import the CSV file.	The format of the following line is invalid: n.	Modify to the correct format, and try again.

Error number	Error message	Cause	Countermeasure
FW00013	Access from an illegal terminal has been detected.	The client that started the session and the current client are different.	Restart your Web browser, and then access.
FW00014	The driver class is not defined.	The class name is incorrect or no class definition exists.	Define the following driver class for the following file: - File name: *** - Driver class: ***
FW00015	Hook function is not defined.	The function name is incorrect or no function definition exists.	Define the following hook function for the following file: - File name: *** - Hook function: ***
FW00016	License information is invalid.	The license information file may be corrupt.	Please contact Cybozu official partner or distributors.
FW00017	There is no license driver.	The license driver may have been deleted.	Please contact Cybozu official partner or distributors.
FW00018	Cannot find log target object.	The log target name may be incorrect.	Confirm the following is the correct target name: ***.
FW00019	Log category name is invalid.	The following category name is not in the correct format: ***.	Specify one character or more string for subcategory.
FW00020	Invalid log target.	The log target requires the implementation of the CB_LogTarget interface.	Please contact Cybozu official partner or distributors.
FW00021	Failed to put the file.	null	Wait a while, and then try again. If this problem persists, please contact us.
FW00022	Failed to get the file.	null	Wait a while, and then try again. If this problem persists, please contact us.
FW00023	Failed to get the file.	null	Wait a while, and then try again. If this problem persists, please contact us.
FW00026	Container settings are invalid.	The required attribute "class" is not included in the following identifier's settings: ***.	Specify the required attributes.
FW00027	Invalid container settings object.	Specify an appropriate container settings object.	Please contact Cybozu official partner or distributors.

Error number	Error message	Cause	Countermeasure
FW00028	Cannot obtain object from container.	The following identifier has not been set: ***.	Please contact Cybozu official partner or distributors.
FW00029	Cannot access this URL.	The following page has not been made public: ***.	Please contact Cybozu official partner or distributors.
FW00030	Invalid date.	Enter a valid date.	Please contact Cybozu official partner or distributors.
FW00031	Invalid time period.	Enter a valid time period.	Please contact Cybozu official partner or distributors.
FW00032	Cannot find time zone information.	The time zone identifier may be incorrect.	Confirm whether the following is the correct time zone identifier: ***.
FW00033	Cannot use this role name.	The specified role name is being used as a reserved name and cannot be added again.	Set everything but the following role name. - Everyone - LoginUser - CommandLine
FW00034	Invalid date and time period.	Enter a valid date and time period.	Please contact Cybozu official partner or distributors.
FW00035	A backup mode driver does not exist.	The backup mode driver may have been deleted.	Please contact Cybozu official partner or distributors.
FW00036	Failed to download the file.	The file may have been deleted for some reason.	Confirm with system administrator.
FW00037	The POST parameter size that can be processed has been exceeded.	POST parameters cannot be processed if they are larger than the following size: n bytes.	Please contact Cybozu official partner or distributors.
FW00038	Failed to validate license driver.	The license driver may be corrupt.	Please contact Cybozu official partner or distributors.
FW00039	Cannot continue processing.	You may not have the write privilege for the following directory: ***.	Confirm with system administrator.
FW00040	Cannot continue POP3 communication.	(Response from mail server:) "***"	Confirm the condition of the server you are connecting to.
FW00041	Cannot continue IMAP communication.	(Response from mail server:) "***"	Confirm the condition of the server you are connecting to.
FW00042	Cannot continue processing.	Cannot create the following file: ***.	Confirm with system administrator.

Error number	Error message	Cause	Countermeasure
FW00043	Cannot display page.	An invalid request may have been made.	After reloading the page, try the operation again. If this does not resolve the problem, check with the system administrator.
FW00044	Cannot find the specified locale.	The locale was specified incorrectly, or the locale no longer exists.	Confirm the target locale.
FW00045	Cannot set the specified locale code.	You are specifying an existing office code.	A duplicate locale code cannot be set. Specify a unique locale code.
FW00046	Cannot find the specified office.	The office was specified incorrectly, or the office no longer exists.	Confirm the target office.
FW00047	Cannot set the specified office code.	You are specifying an existing office code.	A duplicate office code cannot be set. Specify a unique office code.
FW00048	Invalid character encoding is used in the request parameter.	An invalid request may have been created.	Confirm the request details.
FW00050	Failed to import the CSV file.	The language code was specified incorrectly.	Confirm the language code of the line number shown.
FW00051	The URL is invalid.	(folder name/file path) does not exist.	Enter the valid URL.
FW00053	Cannot connect to the session server.	One of the following reasons may cause the error: - The server to store sessions is down. - The configuration to connect to the session server is wrong.	Wait a while, and then try again.
FW00054	Connection with the session server was lost.	An error occurred while communicating with the session server.	Wait a while, and then try again.
FW00055	Failed to parse JSON.	Invalid JSON data.	Please check your entries and try again.
FW00060	Failed to unserialize.	Unallowed class object exists in serialized text.	Please contact our official partners or your vendor.

Error number	Error message	Cause	Countermeasure
FW10001	The column type and the value type you want to set do not match.	The column "***" in table "***" is specified as data type "***", but "***" was specified as the value.	Please contact Cybozu official partner or distributors.
FW10002	An invalid column type has been specified.	The following type is not a valid column data type: ***.	Please contact Cybozu official partner or distributors.
FW10003	Failed to change table.	The following table does not exist: ***.	Please contact Cybozu official partner or distributors.

GRN_ADDR_***** Address Book application error

Error number	Error message	Cause	Countermeasure
GRN_ADDR_22000	The address book target driver does not exist.	The address book target driver may have been deleted.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.
GRN_ADDR_22001	Cannot find the specified book.	The book was specified incorrectly, or the book no longer exists.	Confirm the target book.
GRN_ADDR_22002	Cannot find the specified address data.	The address data was specified incorrectly, or the address data no longer exists.	Confirm the target address data.
GRN_ADDR_22003	Cannot find the specified customizable item.	The customizable item ID was specified incorrectly, or the customizable item ID no longer exists.	Confirm the target customizable item ID.
GRN_ADDR_22004	Cannot find the specified user right.	The user right ID was specified incorrectly, or the user right ID no longer exists.	Confirm the target user right ID.
GRN_ADDR_22005	Cannot find the specified file.	The file ID was specified incorrectly, or the file ID no longer exists.	Confirm the target file.
GRN_ADDR_22006	Cannot find the specified user right's target.	The target is invalid.	Confirm the target to which you are granting user rights.

Error number	Error message	Cause	Countermeasure
GRN_ADDR_22007	Cannot find the specified user right.	The privileges specified for user rights are incorrect, or they no longer exist.	Confirm the privileges of the target user rights.
GRN_ADDR_22100	Cannot add this book.	The book code is the same as an existing book's book code.	A duplicate book code cannot be set. Specify a unique book code.
GRN_ADDR_22101	Cannot add this item.	The item's item code is the same as an existing item's item code.	A duplicate item code cannot be set. Specify a unique item code.
GRN_ADDR_22200	Cannot find the specified user list book.	The user list book was specified incorrectly, or the user list book no longer exists.	Confirm the target user list book.
GRN_ADDR_22201	Cannot find the specified personal address book.	The personal address book was specified incorrectly, or the personal address book no longer exists.	Confirm the personal address book.
GRN_ADDR_22202	Cannot find the specified shared address book.	The shared address book was specified incorrectly, or the shared address book no longer exists.	Confirm the shared address book.
GRN_ADDR_22203	Cannot find the specified address data.	The address data was specified incorrectly, or the address data no longer exists.	Confirm the target address data.
GRN_ADDR_22204	Cannot find item.	The item was specified incorrectly, or the item no longer exists.	Confirm the target item.
GRN_ADDR_22205	Cannot find the specified built-in item.	The built-in item was specified incorrectly, or the built-in item no longer exists.	Confirm the target built-in items.
GRN_ADDR_22206	Cannot find the specified customizable item.	The customizable item was specified incorrectly, or the customizable item no longer exists.	Confirm the target customizable items.
GRN_ADDR_22207	Cannot find the specified user right.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user rights.
GRN_ADDR_22208	Cannot find the specified user.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.

Error number	Error message	Cause	Countermeasure
GRN_ADDR_22209	Cannot find the specified organization.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_ADDR_22210	Cannot find the specified role.	The role was specified incorrectly, or the role no longer exists.	Confirm the target role.
GRN_ADDR_22211	Cannot find the specified file.	The file was specified incorrectly, or the file no longer exists.	Confirm the target file.
GRN_ADDR_22212	Failed to Import the CSV file.	The CSV file format is invalid.	Modify the data in the appropriate row.
GRN_ADDR_22213	Cannot find the specified My address group.	The My address group was specified incorrectly, or the specified My address group no longer exists.	Confirm the target address group.
GRN_ADDR_22214	Cannot add the specified address to My addresses group.	The currently logged-in user does not have user rights for the book to which the address will be Imported.	Contact your system administrator or your Application administrator.
GRN_ADDR_22250	Failed to Import the CSV file.	The value of a required item has not been specified.	A required item cannot be loaded with its value empty. Confirm the entered details.
GRN_ADDR_22251	The CSV file data is invalid.	The number of data items entered in the CSV file does not match the fixed number of items.	Confirm the number of items in the CSV file data and the details.
GRN_ADDR_22252	An invalid shared address book has been specified.	The following ID cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_ADDR_22253	Invalid value is specified for target.	The following ID cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_ADDR_22254	An invalid settings item has been specified.	The following type cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_ADDR_22255	You cannot specify this user right.	When Importing user rights from a CSV file, characters other than the pre-determined characters cannot be specified in the third item.	Set the following user rights. -E -B
GRN_ADDR_22300	Cannot access personal address book.	The currently logged-in user is not authorized to use the personal address book.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_ADDR_22301	Cannot use shared address book.	The shared address book has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_ADDR_22302	Cannot access the specified operational administrator screen.	The currently logged-in user does not have user rights for the operational administrative screen.	Contact your system administrator or your Application administrator.
GRN_ADDR_22303	The specified shared address book cannot be viewed.	The currently logged-in user does not have the view privilege because the user does not have user rights for this shared address book.	Contact your system administrator or your Application administrator.
GRN_ADDR_22304	The specified shared address book cannot be edited.	The currently logged-in user is not permitted to edit for this shared address book.	Contact your system administrator or your Application administrator.
GRN_ADDR_22305	User rights cannot be changed.	You are attempting to limit the view privileges of a logged-in operational administrator.	Confirm the settings target of the user rights.
GRN_ADDR_22306	The combination of user rights is invalid.	A user who does not have the view privilege cannot be granted other privileges.	Confirm whether or not "View" is selected in the user rights settings.
GRN_ADDR_22307	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_ADDR_22400	An invalid request was received.	An unexpected request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_ADDR_22401	Cannot find child element.	An invalid request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_ADDR_22402	Cannot find attribute.	An invalid request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.

Error number	Error message	Cause	Countermeasure
GRN_ADDR_22403	Cannot find the specified attribute.	An invalid request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_ADDR_22404	Cannot find subject.	An invalid request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_ADDR_22405	Cannot find CONTACTS.	An invalid request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_ADDR_22406	Cannot find CONTACT.	An invalid request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_ADDR_22407	Cannot find ITEMHDR.	An invalid request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_ADDR_22408	Subject has not been entered.	Subject has not been entered.	Enter the subject.

GRN_BLLT_***** Bulletin Board application error

Error number	Error message	Cause	Countermeasure
GRN_BLLT_16001	Bulletin board is not available.	The bulletin board has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_BLLT_16002	Cannot find the specified category.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.
GRN_BLLT_16003	Cannot find the specified bulletin.	The bulletin was specified incorrectly, or the bulletin no longer exists.	Confirm the target bulletin.
GRN_BLLT_16004	Cannot find the specified comment.	The comment was specified incorrectly, or the comment no longer exists.	Confirm the target comment.
GRN_BLLT_16005	Cannot find specified draft.	The draft was specified incorrectly, or the draft no longer exists.	Confirm the target draft.

Error number	Error message	Cause	Countermeasure
GRN_BLLT_16006	Bulletin period is invalid.	A date and time in the past has been specified in the bulletin start date or end date, or a date and time after the end date has been specified for the start date.	Confirm the bulletin period.
GRN_BLLT_16007	Cannot find the specified parent category.	The category was specified incorrectly, or the category no longer exists.	Select the parent category where you want to move the category.
GRN_BLLT_16008	This bulletin board has been made public already.	The bulletin has been made public because the start day is already passed.	Confirm the bulletin and bulletin period.
GRN_BLLT_16009	Cannot delete this category.	The category cannot be deleted because there is a subcategory or bulletin in the specified category.	Delete a category after removing any subcategories or bulletins.
GRN_BLLT_16010	Cannot delete this category.	The specified category is a system-specific category.	Confirm category specification.
GRN_BLLT_16011	Cannot change this bulletin board.	You are attempting to change a bulletin whose bulletin period has passed.	Confirm the target bulletin's bulletin period..
GRN_BLLT_16012	Cannot find the specified attachment.	The attachment was specified incorrectly, or the attachment no longer exists.	Confirm the target attachment.
GRN_BLLT_16013	Cannot find the specified attachment history.	The attachment's history was specified incorrectly, or the history no longer exists due to the removal of version control function.	Confirm the attachment history again.
GRN_BLLT_16014	The parent category specified as the move destination is invalid.	The specified parent category is the same category you are attempting to move, or it is a category beneath the category you are attempting to move.	Confirm the parent category where you want to move the category.
GRN_BLLT_16015	Cannot delete the specified comment.	Only the commenter can delete a comment.	Ask the commenter to delete the comment.
GRN_BLLT_16016	Cannot post this comment.	There are no comment details.	Enter the details of the comment.

Error number	Error message	Cause	Countermeasure
GRN_BLLT_16017	Cannot add this category.	The category's category code is the same as an existing category code.	A duplicate category code cannot be set. Specify a unique category code.
GRN_BLLT_16018	Cannot view this bulletin board.	You are attempting to view a bulletin outside the bulletin period.	Confirm the target bulletin.
GRN_BLLT_16019	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_BLLT_16020	An unknown value has been specified for the target of the user right.	The target of the user rights was specified incorrectly.	Confirm the settings target of the user rights.
GRN_BLLT_16021	An unknown value has been specified in user rights.	The value of the user rights was set incorrectly.	Confirm the values set for the user rights.
GRN_BLLT_16022	Category code is invalid.	The category code has not been specified, or the specified code is invalid.	Confirm the category code.
GRN_BLLT_16050	Cannot view this bulletin board.	The currently logged-in user is not permitted to view this category's bulletins.	Contact your system administrator or your Application administrator.
GRN_BLLT_16051	Cannot write to the bulletin board in this category.	The currently logged-in user is not permitted to write bulletins in this category.	Contact your system administrator or your Application administrator.
GRN_BLLT_16052	Cannot post comments to this bulletin board.	The currently logged-in user is not permitted to post comments in the bulletins in this category.	Contact your system administrator or your Application administrator.
GRN_BLLT_16053	Failed to set user rights.	The target you want to add the user rights to has not been selected.	Select the object you want to add.
GRN_BLLT_16054	Cannot add operational administrative privileges.	The target you want to add operational administrative user rights to has not been selected.	Select the object you want to add.
GRN_BLLT_16055	Cannot access the specified screen.	Operational administrative privileges are required to perform this operation.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_BLLT_16056	User rights cannot be changed.	View privileges cannot be revoked for a user with user rights who is currently logged-in.	Confirm the details of the user right settings.
GRN_BLLT_16057	Cannot change administrative privileges.	Operational administrative privileges for a logged-in user cannot be revoked.	Confirm the administrative privilege settings.
GRN_BLLT_16058	Cannot delete bulletin.	The specified last updated for the bulletin you want to delete is invalid.	Confirm last updated specification.
GRN_BLLT_16059	Cannot delete.	You are not authorized to delete.	Contact your system administrator or your Application administrator.
GRN_BLLT_16060	Cannot move.	You are not authorized to move.	Contact your system administrator or your Application administrator.
GRN_BLLT_16061	Cannot move.	There is no category to which a move can be made.	Contact your system administrator or your Application administrator.
GRN_BLLT_16062	Cannot change bulletin period.	The currently logged-in user is not permitted to change this bulletin's bulletin period.	Contact your system administrator or your Application administrator.
GRN_BLLT_16063	Cannot change.	You are not permitted to make changes.	Contact your system administrator or your Application administrator.
GRN_BLLT_16064	There is no subcategory for the specified category.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.
GRN_BLLT_16065	Cannot specify this update notification setting.	When Importing update notification settings from a CSV file, characters other than the pre-determined characters cannot be specified in the third item.	Set the following update notification. - 0 - 1
GRN_BLLT_16066	An invalid settings item has been specified.	The following item cannot be used: ***.	Set the following items. - user - group - dynamic_role - role

Error number	Error message	Cause	Countermeasure
GRN_BLLT_16068	Invalid operation.	Simultaneous operations on the same *** are not allowed.	Please contact our official partners or your vendor.
GRN_BLLT_16069	Subject is empty.	Subject is required.	Enter the subject.
GRN_BLLT_16070	Cannot post comments to this topic.	This topic does not allow users to post comments.	Confirm the target topic.
GRN_BLLT_16071	Failed to create notification of new topic.	The notification that informs a new topic with a public period specified is published could not be created for some reason.	Post a comment to the topic or update the topic to create a new notification.
GRN_BLLT_16072	Cannot set the maintainers.	The users specified as the maintainers do not have the write permission for topics in this category.	Contact your system administrator.
GRN_BLLT_16073	"From" is empty.	When "Manually enter" is selected for "From", the field must be entered manually.	Enter the "From" field.

GRN_CBAPI_*****, GRN_CBPAPI_***** API error

Error number	Error message	Cause	Countermeasure
GRN_CBAPI_00000	Default error.	Undefined error.	Confirm the error code.
GRN_CBAPI_10100	Client authentication error.	Invalid authentication request.	Please contact Cybozu official partner or distributors.
GRN_CBAPI_10200	Session authentication error.	Invalid session.	Try the client authentication again.
GRN_CBAPI_10300	System administrator authentication error.	The user does not have system administrator privileges.	Confirm the login user.
GRN_CBAPI_10400	Organization list acquisition error.	The specified organization does not exist.	Confirm the organization code.
GRN_CBAPI_10500	User information acquisition error.	The specified user does not exist.	Confirm user ID.
GRN_CBAPI_10600	User authentication error.	The user or password is incorrect.	Please check your user name and password again.
GRN_CBAPI_10700	The version of Remote Service Manager is invalid.	Garoon does not support the specified Remote Service Manager.	Check the version of Remote Service Manager.
GRN_CBAPI_20100	Invalid parameter.	The specified API_ID does not exist.	Confirm parameters.
GRN_CBAPI_20200	There are insufficient parameters.	Cause is unknown.	Confirm parameters.

Error number	Error message	Cause	Countermeasure
GRN_CBAPI_20300	Invalid parameter.	Time parameter is invalid.	Confirm parameters.
GRN_CBAPI_20400	Invalid parameter.	Local parameter is invalid.	Confirm parameters.
GRN_CBAPI_20500	Invalid parameter.	Client terminal type parameter is invalid.	Confirm parameters.
GRN_CBAPI_80100	Invalid parameter.	Offset parameter is invalid.	Confirm parameters.
GRN_CBAPI_80200	Invalid parameter.	Record count parameter is invalid.	Confirm parameters.
GRN_CBAPI_80300	Cannot obtain user information.	The SQL query is incorrect.	Please contact Cybozu official partner or distributors.
GRN_CBAPI_80400	Session authentication error.	Invalid session.	Confirm URL parameter.
GRN_CBAPI_80500	Invalid parameter.	Login type parameter is invalid.	Confirm parameters.
GRN_CBPAPI_63004	There are insufficient request parameters.	"***" is required.	Please contact our official partners or your vendor.
GRN_CBPAPI_63005	Invalid operation.	"***" is required.	Enter "***".
GRN_CBPAPI_63006	The license has expired.	All Garoon functions have been deactivated except the license registration because the trial period has been expired.	Purchase another license.

GRN_CBNT_***** Cabinet application error

Error number	Error message	Cause	Countermeasure
GRN_CBNT_17001	Cannot use file management.	File management has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_CBNT_17002	Cannot find the specified folder.	The folder was specified incorrectly, or the folder no longer exists.	Confirm the target folder.
GRN_CBNT_17003	This operation cannot be carried out unless the folder is empty.	A subfolder or file exists in the specified folder.	Empty the target folder, and try again.
GRN_CBNT_17004	Cannot find the specified file.	The file was specified incorrectly, or the file no longer exists.	Confirm the target file.
GRN_CBNT_17005	Cannot find the specified file history.	The file history was specified incorrectly, or the file history no longer exists.	Confirm the target file history.

Error number	Error message	Cause	Countermeasure
GRN_CBNT_17006	The parent folder specified as the move destination is invalid.	The specified parent folder is the same folder you are attempting to move, or it is a folder beneath the folder you are attempting to move.	Confirm the parent folder where you want to move.
GRN_CBNT_17007	Failed to set user rights.	A target has not been selected in the user rights settings.	Select a user, organization, or role.
GRN_CBNT_17008	Cannot view the specified folder.	The currently logged-in user does not have view privileges because the user does not have user rights for this folder's files.	Contact your system administrator or your Application administrator.
GRN_CBNT_17009	Cannot add file to the specified folder.	The currently logged-in user is not authorized to add files to this folder.	Contact your system administrator or your Application administrator.
GRN_CBNT_17010	Failed to update profile data.	Data could not be written on the database.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.
GRN_CBNT_17011	Cannot find the specified parent folder.	The file was specified incorrectly, or the file no longer exists.	Confirm the target parent folder.
GRN_CBNT_17012	Cannot add the specified folder.	The folder's folder code is the same as an existing folder code.	A duplicate folder code cannot be set. Specify a unique folder code.
GRN_CBNT_17013	Cannot find the specified file.	The session has been deleted because of a screen transition, and the temporary file no longer exists.	Redo operation from the beginning.
GRN_CBNT_17014	Failed to Import the folder information CSV file.	The CSV file format is invalid.	Modify the data of the line number shown.
GRN_CBNT_17015	Folder code is invalid.	The folder code has not been specified, or the specified code is invalid.	Confirm the folder code.

Error number	Error message	Cause	Countermeasure
GRN_CBNT_17016	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_CBNT_17017	An unknown value has been specified for the target of the user right.	The target of the user rights was specified incorrectly.	Confirm the settings target of the user rights.
GRN_CBNT_17018	An unknown value has been specified in user rights.	The value of the user rights was set incorrectly.	Confirm the values set for the user rights.
GRN_CBNT_17019	Cannot add operational administrative privileges.	The target you want to add operational administrative user rights to has not been selected.	Select the object you want to add.
GRN_CBNT_17020	Cannot access the specified screen.	Operational administrative privileges are required to perform this operation.	Contact your system administrator or your Application administrator.
GRN_CBNT_17021	User rights cannot be changed.	View privileges cannot be revoked for a user with user rights who is currently logged-in.	Confirm the details of the user right settings.
GRN_CBNT_17022	Cannot change administrative privileges.	Operational administrative privileges for a logged-in user cannot be revoked.	Confirm the administrative privilege settings.
GRN_CBNT_17023	Cannot move folder.	The Root folder cannot be moved.	Confirm folder specification.
GRN_CBNT_17024	Failed to delete.	You do not have delete privileges.	Contact your system administrator or your Application administrator.
GRN_CBNT_17025	Failed to move.	You do not have move privileges.	Contact your system administrator or your Application administrator.
GRN_CBNT_17027	Cannot restore the specified file.	The target file has exceeded the restorable period allowed by the system.	Only files deleted within the restorable period can be restored. Confirm the restorable period.

Error number	Error message	Cause	Countermeasure
GRN_CBNT_17029	Cannot specify this update notification setting.	When Importing update notification settings from a CSV file, characters other than the pre-determined characters cannot be specified in the third item.	Set the following update notification. -0 -1
GRN_CBNT_17030	An invalid settings item has been specified.	The following item cannot be used: ***.	Set the following items. -user -group -dynamic_role -role

GRN_CBSEARCH_***** Full text search error

Error number	Error message	Cause	Countermeasure
GRN_CBSEARCH_ 01002	Cannot execute search.	An error occurred while communicating with the full text search server: ***	Confirm the full text search server is running properly.
GRN_CBSEARCH_ 01001	Cannot execute search. Full text search server error number: ***	Response from full text search server: ***	Response from full text search server: "***"
GRN_CBSEARCH_ 00006	Failed to add full text search server.	URL is invalid.	Please contact Cybozu official partner or distributors.
GRN_CBSEARCH_ 00005	This file format is not supported.	You are attempting to download a file whose format is not supported.	Confirm the target file.
GRN_CBSEARCH_ 00004	Cannot find the specified file.	The file was specified incorrectly, or the file no longer exists.	Confirm the target file.
GRN_CBSEARCH_ 00003	Client authentication error.	Product ID is invalid.	Please contact Cybozu official partner or distributors.
GRN_CBSEARCH_ 00002	Client authentication error.	Invalid authentication request.	Please contact Cybozu official partner or distributors.
GRN_CBSEARCH_ 00000	Unknown error.	Cause is unknown.	Please contact Cybozu official partner or distributors.

GRN_CBWS_***** Cybozu Online Service error

Error number	Error message	Cause	Countermeasure
GRN_CBWS_27001	Cybozu Online Service is not available.	Cybozu Online Service has been inactivated, or you are not permitted to use it.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_CBWS_27002	The connection URL to the server for Cybozu Online Service is invalid.	The settings file was specified incorrectly, or the URL has changed.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_CBWS_27003	The specified service is not provided.	The service ID you are specifying may be incorrect.	Contact your system administrator or your Application administrator.
GRN_CBWS_27004	Failed to update the event data.	Event data cannot be acquired or updated.	Contact your system administrator or your Application administrator.
GRN_CBWS_27005	Failed to update profile data.	Data could not be written on the database.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.
GRN_CBWS_27006	Failed to update the event data.	Event data cannot be acquired.	Contact your system administrator or your Application administrator.
GRN_CBWS_27007	Date is invalid.	Cannot set due to the following reason. -The combination of start time and end time data is not valid.	Confirm the dates.
GRN_CBWS_27008	Cannot use this service.	The service has been inactivated, or the service license has expired.	Contact your system administrator.

GRN_CLL***** Keitai error

Error number	Error message	Cause	Countermeasure
GRN_CLLL_26000	Unknown error.	Unknown cause.	Contact Cybozu Technical Center.
GRN_CLLL_26001	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_CLLL_26002	Failed to send login URL.	System mail account cannot be used.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_CLLL_26003	Failed to send login URL.	A Garoon Keitai mail address has not been set.	Confirm Garoon Keitai account settings.
GRN_CLLL_26004	Failed to send login URL.	A login URL has not been set.	Contact your system administrator or your Application administrator.
GRN_CLLL_26005	Cannot find page.	The access URL may be incorrect.	Contact your system administrator or your Application administrator.
GRN_CLLL_26006	The use of Garoon Keitai is temporarily stopped.	Garoon Keitai use has been temporarily suspended on personal settings.	Confirm active/inactive settings for Garoon Keitai.
GRN_CLLL_26007	Cannot add user.	The number of users exceeds the number of users allowed by the license.	Purchase another license or change the active user.
GRN_CLLL_26008	Failed to confirm password.	Password is incorrect.	Confirm the password and try again.
GRN_CLLL_26009	Failed to import the CSV file.	The CSV file format is invalid.	Modify the data of the line number shown.
GRN_CLLL_26010	Failed to import the CSV file.	The CSV file format is invalid.	Confirm the second item in the line whose number is provided in the message above.
GRN_CLLL_26011	Failed to import the CSV file.	The user, organization, or role specified as the target is incorrect, or no longer exists.	Confirm the first item in the line whose number is provided in the message above.

GRN_CMMN_***** Common system error

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00001	The confirmation password is incorrect.	Password is incorrect.	Confirm the password and try again.
GRN_CMMN_00002	Processing has been cancelled.	Processing cannot be completed because the value of one or more required items has not been entered.	Enter the required items and try again.
GRN_CMMN_00003	The application is not available.	The application you are attempting to access has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_CMMN_00004	The application is not available.	The application has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00005	Cannot process.	The system administrative privileges are limited.	Contact your system administrator or your Application administrator.
GRN_CMMN_00007	Failed to Import the application file.	There is no application file.	Contact Cybozu Technical Center.
GRN_CMMN_00008	Failed to Import the application file.	Invalid application file.	Contact Cybozu Technical Center.
GRN_CMMN_00009	Failed to uninstall the application.	The application may be a application that cannot be uninstalled.	Confirm whether or not the application can be uninstalled, and whether or not it is in a state in which it can be uninstalled. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.
GRN_CMMN_00010	Date is invalid.	Cannot set due to the following reason. -The combination of start time and end time data is not valid.	Confirm the dates.
GRN_CMMN_00011	Failed to export the file.	The specification of the data to be exported to a file is invalid.	Confirm the target data.
GRN_CMMN_00012	Failed to Import the CSV file.	The CSV file format is invalid.	Modify the data of the line number shown.
GRN_CMMN_00013	The version of Garoon you are configuring has encountered a problem, and cannot be operated.	The version numbers of Garoon that is being used as the Garoon server and Garoon that is being used as the Database server do no match.	When configuring an isolated configuration or a multi-computer configuration, upgrade both Application Server and Database Server of Garoon to the same version.
GRN_CMMN_00014	Cannot execute initialization.	Initialization can only be executed by an Administrator.	Log in as Administrator, and initialize.
GRN_CMMN_00015	Cannot change password.	The time limit is past or the operation has already been executed.	Log in again from the Login screen.
GRN_CMMN_00016	Cannot log in.	The time limit is past or the operation has already been executed.	Log in again from the Login screen.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00017	The password has expired.	The period since the password was set or changed has exceeded the period allowed by the system.	Change your password.
GRN_CMMN_00018	Failed to change password.	You have entered the same password as your existing password.	Reset using a different password than your previous one.
GRN_CMMN_00019	Cannot find the specified Web mailer.	The specified Web mailer no longer exists.	Change your E-mail address link, or contact your system administrator.
GRN_CMMN_00020	Failed to export the CSV file.	The language to export has not been selected.	Confirm the selection of language.
GRN_CMMN_00021	The application is not available.	The application has been inactivated, or you are not allowed to use the application via remote access.	Contact your system administrator or your Application administrator.
GRN_CMMN_00102	Cannot change user information.	A user with the specified login name already exists.	A duplicate login name cannot be set. Specify a unique login name.
GRN_CMMN_00103	Cannot set organizational information.	You are specifying an organization with an existing organization code.	A duplicate organization code cannot be set. Specify a unique organization code.
GRN_CMMN_00104	Cannot set up this role name.	You are specifying role name that exists already.	A duplicate role name cannot be set. Specify a unique role name.
GRN_CMMN_00105	Cannot find the specified user.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_CMMN_00106	Cannot find the specified organization.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_CMMN_00107	Cannot find the specified role.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_CMMN_00109	Failed to set "Priority organization".	An organization with which a user is not associated cannot be set in "Priority organization".	Confirm the organization you want to associate the user with, and set again.
GRN_CMMN_00110	Failed to import the user information CSV file.	The CSV file format is invalid.	Modify the data of the appropriate row number.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00111	Failed to import the organization information CSV file.	The CSV file format is invalid.	Modify the data of the appropriate row number.
GRN_CMMN_00112	Failed to import the role information CSV file.	The CSV file format is invalid.	Modify the data of the appropriate row number.
GRN_CMMN_00113	Failed to Import the CSV file.	Cannot find the specified CSV file.	Specify the file correctly.
GRN_CMMN_00115	Cannot find the specified file.	The file was specified incorrectly, or the file no longer exists.	Confirm the target file.
GRN_CMMN_00116	Failed to add the file.	The file data could not be added correctly.	Add the file again.
GRN_CMMN_00117	Cannot add the specified file.	You are specifying a file that is not an image file.	Add an image file whose format is .gif or .jpeg.
GRN_CMMN_00118	Cannot add the specified properties.	The number of characters in the following property exceeds the range that can be added: ***.	Reduce the number of characters, and add again.
GRN_CMMN_00119	Cannot find the specified type.	The type was specified incorrectly, or the type no longer exists.	Confirm the target type.
GRN_CMMN_00120	Cannot find the specified item.	The item was specified incorrectly, or the item no longer exists.	Confirm the target item.
GRN_CMMN_00121	Failed to import the user information CSV file.	The following value is invalid as the format of the following property: - Value: *** - Property: ***	In "Active/Inactive", specify "0" or "1".
GRN_CMMN_00122	Failed to import the user information CSV file.	The following value is invalid as the format of the following property: - Value: *** - Property: ***	Specify an integer higher than *** and lower than ***.
GRN_CMMN_00123	Failed to import the user information CSV file.	The value of a required item has not been specified: - *** - ***	Specify a string that is not empty or specify * to omit.
GRN_CMMN_00124	Failed to import the user information CSV file.	The following two properties have * specified so they will be omitted: - Property 1: *** - Property 2: ***	When changing the user information, be sure to specify ***; when creating a new user, be sure to specify ***.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00125	Failed to import the user information CSV file.	The number of characters in the following property exceeds 100 characters: ***.	Make the character count for the following property 100 characters or less, regardless of whether they are single-byte or double-byte: ***.
GRN_CMMN_00126	Failed to import the user information CSV file.	The following property has not been specified: ***.	The following property cannot be loaded with its value empty: ***. Also, when creating a new user, you can omit using *.
GRN_CMMN_00127	Failed to import the user information CSV file.	The user could not be created.	Import the CSV file again.
GRN_CMMN_00128	Failed to import the user information CSV file.	The user could not be updated.	Import the CSV file again.
GRN_CMMN_00129	Failed to import the user information CSV file.	Cannot find the specified user.	Confirm the details of the user you are specifying.
GRN_CMMN_00130	Failed to import the organization information CSV file.	The value of a required item has not been specified: - *** - ***	Specify a string that is not empty or specify * to omit.
GRN_CMMN_00131	Failed to import the organization information CSV file.	The following two properties have * specified so they will be omitted: - Property 1: *** - Property 2: ***	When changing the organization information, be sure to specify ***; when creating a new organization, be sure to specify ***.
GRN_CMMN_00132	Failed to import the organization information CSV file.	The number of characters in the following property exceeds 65535 characters: ***.	Make the character count for the following property 65535 characters or less, regardless of whether they are single-byte or double-byte: ***.
GRN_CMMN_00133	Failed to import the organization information CSV file.	The value for the following property has not been specified: ***.	The following property cannot be imported with its value empty: ***. Also, when creating a new organization, you can omit using *.
GRN_CMMN_00134	Failed to import the organization information CSV file.	The organization could not be created.	Import the CSV file again.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00135	Failed to import the organization information CSV file.	The organization could not be updated.	Import the CSV file again.
GRN_CMMN_00136	Failed to import the organization information CSV file.	Cannot find the specified organization.	Confirm the details of the organization code you are specifying.
GRN_CMMN_00137	Failed to import the organization information CSV file.	In part of the parent organization code, your own organization code has been noted in some places.	Modify the data in the appropriate row.
GRN_CMMN_00138	Failed to import the role information CSV file.	The value for the following property has not been specified: ***.	Enter the role name in the CSV file.
GRN_CMMN_00139	Failed to import the role information CSV file.	The number of characters in the following property exceeds 100 characters: ***.	Make the role name 100 characters or less, regardless of whether they are single-byte or double-byte.
GRN_CMMN_00140	Failed to import the role information CSV file.	The role could not be created.	Import the CSV file again.
GRN_CMMN_00141	Failed to import the user information CSV file.	The user already exists.	Confirm the details of the user you are specifying.
GRN_CMMN_00142	Failed to import the organization information CSV file.	The organization already exists.	Confirm the details of the organization you are specifying.
GRN_CMMN_00143	Failed to import the role information CSV file.	The role already exists.	Confirm the details of the role you are specifying.
GRN_CMMN_00144	Failed to import the CSV file for the following page: ***.	The CSV file format is invalid.	Modify the data in the appropriate row.
GRN_CMMN_00145	Failed to import the CSV file for the following page: ***.	The following user does not exist: ***.	Confirm the details of the user you are specifying.
GRN_CMMN_00146	Failed to import the CSV file for the following page: ***.	The following role does not exist: ***.	Confirm the details of the role you are specifying.
GRN_CMMN_00147	Failed to import the CSV file for the following page: ***.	The CSV file format is invalid.	Modify the data in the appropriate row.
GRN_CMMN_00148	Failed to import the CSV file for the following page: ***.	The following user does not exist: ***.	Confirm the details of the user you are specifying.
GRN_CMMN_00149	Failed to import the CSV file for the following page: ***.	The following group does not exist: ***.	Confirm the details of the organization you are specifying.
GRN_CMMN_00150	Failed to set user information.	Administrator cannot be inactivated.	Set the Administrator to "Active".

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00151	Item code is duplicated.	The following item code cannot be used because it has been set already for another item: ***.	A duplicate item code cannot be set. Specify a unique item code.
GRN_CMMN_00152	Failed to set password.	Minimum password length is set by the system as the following: ***.	Set a password that is *** characters or more in length.
GRN_CMMN_00153	Failed to set restrictions on password.	Login with a blank password is prohibited, but the password character count is set to 0 characters.	Set the password character count to a value larger than 0 characters.
GRN_CMMN_00154	Cannot delete user.	Administrator cannot be deleted.	Confirm the target user.
GRN_CMMN_00155	Item code is invalid.	The following Item code uses illegal characters: ***.	Use single-byte letters, numbers, or _ (underscores).
GRN_CMMN_00157	Cannot process.	Multiple deletes of user data cannot be executed at the same time.	After the delete processing that is running is complete, try processing again.
GRN_CMMN_00158	Failed to set restrictions on password.	The password restrictions are set without the character limit.	Set an appropriate character limit on password.
GRN_CMMN_00159	Failed to set password.	The password does not match the password policy.	Enter a valid password according to the following rules: *** -------- - Using single byte alphabets - Using lower case alphabets (a through z) - Using upper case alphabets (A through Z) - Using numerics (0 through 9) - Using special characters (` ~ ! @ # $ % ^ & * ( ) _ + - = { }	[ ] \ : " ; ' < > ? , . /) - Different from your login name or your name
GRN_CMMN_00170	Cannot select the file.	The specified file ID is invalid.	Confirm the file ID of the target file.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00171	Cannot detect the file.	The specified User ID is invalid.	Confirm User ID.
GRN_CMMN_00172	Cannot select the file.	Cannot find the specified file.	Confirm the target file.
GRN_CMMN_00173	Cannot find the specified group.	The group was specified incorrectly, or the specified group no longer exists.	Confirm My groups.
GRN_CMMN_00174	Failed to set operational administrative privileges.	The user, organization, or role you want to set operational administrative privileges for has not been selected.	Select a user, organization, or role.
GRN_CMMN_00175	An invalid operational administrative privilege has been specified.	The user, organization, or role was specified incorrectly, or no longer exists.	Select a user, organization, or role.
GRN_CMMN_00176	Failed to import the organization information CSV file.	The following parent organization code has not been specified: ***.	Modify the data of the appropriate row number.
GRN_CMMN_00177	Failed to import the organization information CSV file.	You do not have user rights for the organization with the following organization code: ***.	Confirm the details of the organization you are specifying.
GRN_CMMN_00178	Failed to import the user information CSV file.	You do not have administrative privileges for the user with the following login name: ***.	Confirm the details of the user you are specifying.
GRN_CMMN_00179	Cannot process.	The specified users are still active.	You cannot specify users who are active in Garoon. Delete users, and then try again.
GRN_CMMN_00180	Cannot perform the requested action.	The specified user is inactive.	Contact your system administrator.
GRN_CMMN_00181	Failed to Import the CSV file.	The specified language codes in "Language of Names" column are invalid.	Use one of the following language codes in "Language of Names" column: - ***
GRN_CMMN_00182	Failed to add the user information.	The name on "English spelling" field is invalid.	Use only single-byte alphanumeric characters on "English spelling" field.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00201	Cannot save the file.	The file size of the file the user is attempting to save exceeds the following limit: ***. The file cannot be saved because the file size limit for saving files is set at the following limit: ***.	Reduce the size of the file you are attempting to save to a value below the limit, or Contact your system administrator or the Application administrator.
GRN_CMMN_00202	Cannot perform actions on this file.	The specified file is locked because it is in use by another user.	Confirm the current state of the file.
GRN_CMMN_00203	Failed to add the file.	A file has not been specified.	Confirm the target file, and add again.
GRN_CMMN_00204	Cannot add MIME type.	The specified extension has already been set for another MIME type.	Change the MIME type that has already been set.
GRN_CMMN_00205	Failed to add MIME type.	Extension, which is a required item, has not been set.	Set the extension.
GRN_CMMN_00206	Cannot add MIME type.	MIME type, which is a required item, has not been set.	Set the MIME type.
GRN_CMMN_00207	Cannot find the specified MIME type.	The MIME type may already have been deleted.	Confirm whether the target MIME type exists.
GRN_CMMN_00301	Cannot use notification service.	The notification service has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_CMMN_00302	Cannot save notification data.	The currently logged-in user is not permitted to save notification data.	Contact your system administrator or your Application administrator.
GRN_CMMN_00303	Cannot save the confirmed notification data.	The currently logged-in user is not permitted to save confirmed notification data.	Contact your system administrator or your Application administrator.
GRN_CMMN_00304	Cannot delete the specified notification data.	The currently logged-in user is not permitted to delete this notification data.	Contact your system administrator or your Application administrator.
GRN_CMMN_00305	Cannot delete confirmed notification data.	The currently logged-in user is not permitted to delete data from the database.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00306	Failed to obtain profile data.	The currently logged-in user is not permitted to Import data from the database.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.
GRN_CMMN_00307	Failed to update profile data.	Data could not be written on the database.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.
GRN_CMMN_00308	Cannot set save period.	The save period that you are attempting set exceeds the period allowed by the system.	Set a period within the range allowed by the system.
GRN_CMMN_00350	Failed to change external notification code.	The external notification code is invalid.	You must specify at least one or more characters for the external notification code.
GRN_CMMN_00352	Cannot change external notification code.	You are specifying an existing external notification code.	A duplicate external notification code cannot be set. Specify a unique external notification code.
GRN_CMMN_00400	Login authentication ID is invalid.	The login authentication URL is incorrect, or the login authentication no longer exists.	Confirm the target login authentication URL.
GRN_CMMN_00401	Required items have not been entered.	You are attempting to add or change without entering the required items.	Confirm the details entered for the required items.
GRN_CMMN_00402	Cannot find the specified login authentication.	The login authentication was specified incorrectly, or the login authentication no longer exists.	Confirm the target login authentication.
GRN_CMMN_00403	Cannot find the specified login authentication list.	No login authentication has been created, or all the login authentications have been deleted.	Confirm the target login authentication list.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00404	Failed to log in.	Logging in with a blank password is prohibited.	Contact your system administrator.
GRN_CMMN_00405	Session authentication ID is invalid.	The session authentication URL is incorrect, or the session authentication no longer exists.	Confirm the target session authentication URL.
GRN_CMMN_00406	Required items have not been entered.	You are attempting to add or change a session authentication without entering the required items.	Confirm the details entered for the required items.
GRN_CMMN_00407	Cannot find the specified session authentication.	The session authentication was specified incorrectly, or the session authentication no longer exists.	Confirm the target session authentication.
GRN_CMMN_00408	Cannot find the specified session authentication list.	No session authentication has been created, or all the session authentications have been deleted.	Confirm the target session authentication list.
GRN_CMMN_00410	Authentication database ID is invalid.	The authentication database URL is incorrect, or the authentication database no longer exists.	Confirm the target session authentication database URL.
GRN_CMMN_00411	Required items have not been entered.	You are attempting to add or change an authentication database without entering the required items.	Confirm the details entered for the required items.
GRN_CMMN_00412	Cannot find the specified authentication database.	The authentication database was specified incorrectly, or the authentication database no longer exists.	Confirm the target authentication database.
GRN_CMMN_00413	Cannot find the specified authentication database list.	No authentication database has been created, or all the authentication databases have been deleted.	Confirm the target authentication database list.
GRN_CMMN_00420	Failed to import login authentication plug-in.	The login authentication was specified incorrectly, or the login authentication plug-in has not been installed correctly.	Confirm the target login authentication.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00421	Failed to set up login authentication plug-in.	Required settings have not been entered in login authentication, or the login authentication plug-in has not been installed correctly.	Confirm the login authentication settings.
GRN_CMMN_00425	Failed to import session authentication plug-in.	The session authentication was specified incorrectly, or the session authentication plug-in has not been installed correctly.	Confirm the target session authentication.
GRN_CMMN_00426	Failed to set up session authentication plug-in.	Required settings have not been entered in session authentication, or the session authentication plug-in has not been installed correctly.	Confirm the session authentication settings.
GRN_CMMN_00430	Failed to import authentication database plug-in.	The authentication database was specified incorrectly, or the authentication database authentication plug-in has not been installed correctly.	Confirm the target authentication database.
GRN_CMMN_00431	Failed to set up authentication database plug-in.	Required settings have not been entered in authentication database, or the authentication database plug-in has not been installed correctly.	Confirm the authentication database settings.
GRN_CMMN_00432	Cookie name is invalid.	Cannot use the specified cookie name.	Use a unique cookie name.
GRN_CMMN_00433	Failed to set up Open Integrated Authentication ver.2.	If Cybozu Authentication has been used on an earlier version of Garoon, the authentication password has to be reset.	Reset the authentication password.
GRN_CMMN_00434	Failed to set up Open Integrated Authentication ver.2.	The session authentication already exists.	Multiple session authentications are allowed in Open Integrated Authentication ver.2. Delete the existing session authentication before adding another.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_00450	Single sign-on ID is invalid.	The single sign-on was specified incorrectly, or the single sign-on no longer exists.	Confirm the target single sign-on.
GRN_CMMN_00451	Required items have not been entered.	You are attempting to add or change the single sign-on without entering the required items.	Confirm the details entered for the required items.
GRN_CMMN_00452	Cannot find the specified single sign-on.	The single sign-on was specified incorrectly, or the single sign-on no longer exists.	Confirm the target single sign-on.
GRN_CMMN_00453	Cannot find the specified single sign-on list.	No single sign-on has been created, or all of the single sign-ons no longer exist.	Confirm the target single sign-on list.
GRN_CMMN_00470	Failed to import single sign-on plug-in.	The single sign-on was specified incorrectly, or the single sign-on plug-in has not been installed correctly.	Confirm the target single sign-on plug-in.
GRN_CMMN_00471	Failed to set up the single sign-on plug-in.	Required settings have not been entered in single sign-on, or the single sign-on plug-in has not been installed correctly.	Confirm the single sign-on settings.
GRN_CMMN_00500	Failed to display "Notice from Cybozu".	The article "Notice from Cybozu" was specified incorrectly.	Confirm the article that was specified for "Notice from Cybozu".
GRN_CMMN_01900	Importing of the request has been cancelled.	An invalid request that cannot be understood by the system.	Contact Cybozu Technical Center.
GRN_CMMN_02001	Cannot open the system administrator software library directory.	Could not open the following directory: ***.	Confirm that you have selected the directory you want and that you have user rights for the directory.
GRN_CMMN_02002	Cannot select applications. The specified application ID is invalid.	The application was specified incorrectly, or the application no longer exists.	Confirm the target application.
GRN_CMMN_02003	Cannot select organization. The specified organization ID is invalid.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_CMMN_02004	Cannot select role. The specified role ID is invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_02005	Cannot select user. The specified User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_CMMN_02006	Cannot select user.	The user was specified incorrectly.	Confirm the target user.
GRN_CMMN_02007	Cannot detect form data.	The operation cannot be carried out because the entered data is incorrect or for some other reason.	Return to the previous screen, and redo the operation from the beginning.
GRN_CMMN_02008	Cannot find the specified administrative user.	The basic system administrator user may have been deleted already.	Confirm the target administrative user, and set again.
GRN_CMMN_02009	Cannot find the specified administrator organization.	The basic system administrator organization may have been deleted already.	Confirm the target administrative organization, and set again.
GRN_CMMN_02010	Cannot find the specified administrator role.	The basic system administrator role may have been deleted already.	Confirm the target administrative role, and set again.
GRN_CMMN_02011	Cannot find the specified administrative user.	The application's administrator user may have been deleted already.	Confirm the target administrative user, and set again.
GRN_CMMN_02012	Cannot find the specified administrator organization.	The application's administrator organization may have been deleted already.	Confirm the target administrative organization, and set again.
GRN_CMMN_02013	Cannot find the specified administrator role.	The application's administrator role may have been deleted already.	Confirm the target administrative role, and set again.
GRN_CMMN_02014	Cannot find the specified user.	The user may have been deleted already.	Confirm the target user, and set again.
GRN_CMMN_02015	Cannot find the specified organization.	The organization may have been deleted already.	Confirm the target organization, and set again.
GRN_CMMN_02016	Cannot find the specified role.	The role may have been deleted already.	Confirm the target role, and set again.
GRN_CMMN_02017	Cannot set time range.	The selected time range items exceed 10.	Select up to 10 items for the time range.
GRN_CMMN_02101	Cannot open personal settings software library directory.	Could not open the following directory: ***.	Confirm that you have selected the directory you want and that you have user rights for the directory.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_02102	Cannot select My group. The specified My group ID is invalid.	The My group was specified incorrectly, or the My group no longer exists.	Confirm My groups.
GRN_CMMN_02103	Cannot find the specified group.	The group was specified incorrectly, or the specified group no longer exists.	Confirm My groups.
GRN_CMMN_02104	Cannot add or edit My group.	You are attempting to add or edit a group without entering the group name, which is a required field.	Confirm the details entered for the group name.
GRN_CMMN_02105	Cannot change the specified user information.	The specified User ID is invalid.	Confirm the User ID of the target user.
GRN_CMMN_02106	Cannot add or edit My group.	The currently logged-in user does not have the right to view the user or the facility to be included in the My group.	Contact your system administrator or your Application administrator.
GRN_CMMN_02201	Help operation failed.	The help URL was specified incorrectly, or it has not been specified in the URL.	Close the help once, and display the help again from the link on the screen.
GRN_CMMN_02202	Help operation failed.	The Help tab was specified incorrectly, or the tab has not been specified.	Close the help once, and display the help again from the link on the screen.
GRN_CMMN_02203	Help operation failed.	The Help category was specified incorrectly, or the category has not been specified.	Close the help once, and display the help again from the link on the screen.
GRN_CMMN_02301	Calendar operation failed.	An existing calendar name has been specified.	A duplicate calendar name cannot be set. Specify a unique calendar name.
GRN_CMMN_02302	Cannot find the specified calendar.	The calendar was specified incorrectly, or the calendar no longer exists.	Confirm the target calendar.
GRN_CMMN_02303	Failed to add the event.	An event already exists for the specified date.	Edit details, or add an event after deleting the duplicate event.
GRN_CMMN_02304	Cannot find the event.	The event was specified incorrectly, or the specified holiday no longer exists.	Confirm the target event.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_02305	Failed to add the event.	No event details have been specified.	Set event details.
GRN_CMMN_02306	Failed to Import the calendar information CSV file.	The CSV file format is invalid.	Modify the data of the appropriate row number.
GRN_CMMN_02307	Calendar operation failed.	The calendar name was specified incorrectly, or the calendar name has not been specified.	Confirm the details entered for the calendar name.
GRN_CMMN_02308	Cannot add the event.	The value of event type is incorrect.	Confirm the target event type.
GRN_CMMN_02309	Failed to set up events.	The event details exceed the following maximum number of characters: ***.	Reduce the number of characters in the event details, and set again.
GRN_CMMN_02310	Cannot set the specified calendar code.	You are specifying an existing calendar code.	A duplicate calendar code cannot be set. Specify a unique calendar code.
GRN_CMMN_02401	Failed to set up proxy server.	The proxy server name is invalid.	Confirm the proxy server name, and set again.
GRN_CMMN_02402	Failed to set up proxy server.	The proxy server port number is invalid.	Confirm the proxy server's port number, and set again.
GRN_CMMN_02403	Failed to set up proxy server.	The address exception format is invalid.	Confirm the address exception format, and set again. When entering more than one IP address, separate with a "; (semi-colon)".
GRN_CMMN_02404	Failed to set up system mail account.	The outgoing mail server name (SMTP) is invalid.	Confirm the outgoing mail server name (SMTP), and set again.
GRN_CMMN_02405	Failed to set up system mail account.	The outgoing mail server port number is invalid.	Confirm the outgoing mail server's port number, and try to set again.
GRN_CMMN_02406	Failed to set up system mail account.	The name of the account for sending is invalid.	Confirm the name of the account for sending, and set again.
GRN_CMMN_02407	Failed to set up system mail account.	The incoming mail server port name is invalid	Confirm the incoming mail server name, and set again.
GRN_CMMN_02408	Failed to set up system mail account.	The incoming mail server port number is invalid.	Confirm the incoming mail server's port number, and set again.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_02409	Failed to set up system mail account.	The name of the account for receiving (POP3 account) is invalid.	Confirm the name of the account for receiving (POP3 Account), and set again.
GRN_CMMN_02410	Failed to connect to the outgoing mail server.	Response from mail server: ***	Confirm whether or not the outgoing mail server name (SMTP) and the outgoing mail server port number are correct in the system mail account settings.
GRN_CMMN_02411	Failed to connect to the incoming mail server.	Response from mail server: ***	Confirm whether or not the incoming mail server name (SMTP) and the incoming mail server port number are correct in the system mail account settings.
GRN_CMMN_02412	Failed to connect to the proxy server.	The settings for the proxy server may be incorrect.	Confirm whether or not the server name and port number are correct in the proxy server settings.
GRN_CMMN_02500	Cannot open the license management software library directory.	Could not open the following directory: ***.	Confirm that you have selected the directory you want and that you have user rights for the directory.
GRN_CMMN_02501	Failed to validate license key.	The license key you entered is incorrect.	The license key is a 45-character string divided into 5-characters each. Confirm that there are no mistakes.
GRN_CMMN_02502	Failed to validate license key.	The license key you entered is incorrect.	Check the license key on the license key certificate again.
GRN_CMMN_02503	Failed to validate license key.	The customer number for the license key and the customer number you have entered do not match.	Check the customer number noted on the license key certificate again.
GRN_CMMN_02504	Failed to add license key.	A license key with the same Issued ID has been registered already.	This license key does not have to be registered. If you need an additional license key, please purchase a new license key.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_02505	Failed to validate license key.	Only a new user license or trial period extension license can be registered during the trial period.	Confirm the license key is a new user license or a trial period extension license, and register.
GRN_CMMN_02506	Cannot find the specified license.	The license key was specified incorrectly.	Confirm the target license.
GRN_CMMN_02507	Failed to validate license key.	The trial period extension license cannot be registered because a standard license key has been registered already.	This license key does not have to be registered.
GRN_CMMN_02508	Cannot add user.	The number of users exceeds the number of users allowed by the license.	Delete or make the user inactive, and process again.
GRN_CMMN_02509	Cannot activate user.	The number of users exceeds the number of users allowed by the license.	Delete or make the user inactive, and process again.
GRN_CMMN_02510	Failed to validate license key.	Cannot register this license.	Confirm that basic license for new user licenses and other licenses has been registered first.
GRN_CMMN_02601	The specified menu does not exist.	The menu was specified incorrectly, or the menu no longer exists already.	Confirm the target menu.
GRN_CMMN_02602	The specified icon does not exist.	The icon was specified incorrectly, or the icon no longer exists already.	Confirm the target icon.
GRN_CMMN_02702	Cannot find the specified file.	The session is invalid and the temporary file no longer exists.	Try again from the beginning.
GRN_CMMN_02705	Failed to import the CSV file.	The file contains invalid data.	Check the contents of the file.
GRN_CMMN_02706	Failed to import the CSV file.	The number of fields in the file is wrong.	Check the contents of the file.
GRN_CMMN_02707	Failed to import the CSV file.	The file contains a user, organization, or role that does not exist in Garoon.	Confirm the specified user, organization, or role.
GRN_CMMN_02708	Failed to import the CSV file.	An invalid user, organization, or role was specified.	Confirm the specified user, organization, or role.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_02709	Cannot change the setting.	The user, organization, or role specified as the target is incorrect, or no longer exists.	Confirm the target.
GRN_CMMN_02801	No tentative structure found.	Failed to create or accidentally deleted.	Create a tentative structure.
GRN_CMMN_02802	Tentative structure already exists.	Only one structure can exist at a time.	Confirm the current structure.
GRN_CMMN_02803	Cannot set the specified date.	The date must be within 1 month from the current date.	Please enter correct date.
GRN_CMMN_02804	Cannot set the specified date and time.	Invalid time format.	Enter the time in 30-minute increments.
GRN_CMMN_02805	Cannot execute the action.	The tentative structure exists.	Execute again after apply the tentative structure to the current environment or delete the structure.
GRN_CMMN_02901	You cannot specify roles.	Roles are not allowed to be selected.	Remove the roles from your choices.
GRN_CMMN_02902	Cannot specify the Administrators role.	The Administrators role is not allowed to be assigned.	Contact your system administrator.
GRN_CMMN_03000	Cannot find the specified customization group.	The group was specified incorrectly, or the group no longer exists.	Confirm the target group.
GRN_CMMN_03001	Cannot find the specified proxy configuration.	The proxy configuration was specified incorrectly, or the configuration no longer exists.	Confirm the target proxy configuration.
GRN_CMMN_03002	Cannot save the proxy configuration.	You are specifying an existing proxy code.	A duplicate proxy code cannot be set. Specify a unique proxy code.
GRN_CMMN_03003	Cannot use proxy API.	Proxy API is temporarily disabled.	Please contact us.
GRN_CMMN_03004	Cannot save the proxy configuration.	The URL is invalid.	Enter the valid URL.
GRN_CMMN_03005	The request cannot be sent.	The specified proxy configuration has been inactive, or the configuration no longer exists.	Confirm the target proxy configuration.
GRN_CMMN_03006	The request cannot be sent.	The value in the parameter does not match in that in the "Proxy configuration details" page.	Confirm the target proxy configuration.

Error number	Error message	Cause	Countermeasure
GRN_CMMN_03007	Cannot download the file.	You are not included in the target to which the customization is applied.	Contact your system administrator.
GRN_CMMN_03008	An error occurred while connecting to the proxy API.	Failed to access the specified URL.	Confirm the specified URL parameter and the communication condition.

GRN_DZLINK_***** Dezie Connector error

Error number	Error message	Cause	Countermeasure
GRN_DZLK_61000	Processing has been cancelled.	Dezie Connector is set inactive.	Contact your system administrator.
GRN_DZLK_61001	Failed to connect the server for Dezie.	An error occurred while communicating with the server for Dezie: ***	Confirm the condition of the server.
GRN_DZLK_61002	Cannot process.	An error occurred while communicating with Dezie. HTTP status code：***	Confirm the product is running properly.
GRN_DZLK_61003	Cannot process.	The authentication type for Dezie Connector may have been deleted or changed.	Confirm the authentication type for Dezie Connector and set again.
GRN_DZLK_61004	Cannot process.	The authentication type of "***" for Dezie Connector may have been set to inactive.	Set this authentication type for Dezie Connector to active.
GRN_DZLK_61052	Cannot process. Dezie error number: ***	An error occurred while communicating with the Dezie server. Response from mail server: "***"	Confirm the settings of Open Integrated Authentication ver.2 on both Garoon and Dezie. Or confirm if Dezie is running properly. If this problem persists, please contact our official partners or your vendor.
GRN_DZLK_61053	Cannot process.	User information is being synchronized on Dezie server ***. Multiple synchronizations of user information at the same time are not allowed.	After the ongoing synchronization completes, try this process again.
GRN_DZLK_61100	Failed to add the Dezie portlet.	You do not have the access permission.	Contact your system administrator.

GRN_DZLINK_***** Cybozu Office Connector error

Error number	Error message	Cause	Countermeasure
GRN_DZLK_61055	Cannot process.	User information is being synchronized on Cybozu Office server ***. Multiple synchronizations of user information at the same time are not allowed.	After the ongoing synchronization completes, try this process again.
GRN_DZLK_61054	Cannot process. Cybozu Office error number: ***	An error occurred while communicating with the Cybozu Office server. Response from the server: ***	Confirm the settings of Open Integrated Authentication ver.2 on both Garoon and Cybozu Office. Or confirm if Cybozu Office is running properly. If this problem persists, please contact our official partners or your vendor.
GRN_DZLK_61009	Cannot process.	The authentication type of "***" for Cybozu Office Connector may have been set to inactive.	Set this authentication type for Cybozu Office Connector to active.
GRN_DZLK_61008	Cannot process.	The authentication type for Cybozu Office Connector may have been deleted or changed.	Confirm the authentication type for Cybozu Office Connector and set again.
GRN_DZLK_61007	Cannot process.	An error occurred while communicating with Cybozu Office. HTTP status code: ***	Confirm Cybozu Office is running properly.
GRN_DZLK_61006	Failed to connect the server for Cybozu Office.	An error occurred while communicating with the server for Cybozu Office: ***	Confirm the condition of the server.
GRN_DZLK_61005	Processing has been cancelled.	Cybozu Office Connector is set inactive.	Contact your system administrator.

GRN_FAVOUR_***** Respond error

Error number	Error message	Cause	Countermeasure
GRN_FAVOUR_00001	Cannot "***" the object.	The "***" feature has been inactivated.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_FAVOUR_00003	Cannot "***" the object.	The "***" feature is not allowed.	Contact your system administrator or your Application administrator.

GRN_KUNAI_***** KUNAI error

Error number	Error message	Cause	Countermeasure
GRN_KUNAI_00001	Invalid value specified in the CSV file.	"***" is not available.	Set one of the followings: - user - group - dynamic_role - static_role
GRN_KUNAI_00002	Invalid value specified in the CSV file.	"***" is not available.	Modify the value.
GRN_KUNAI_00003	Failed to import CSV file.	Incorrect number of fields in the CSV file.	Check the fields in the CSV file.
GRN_KUNAI_00004	Failed to import CSV file.	Invalid value specified in the CSV file.	Modify the value in the line whose number is provided in the message above.
GRN_KUNAI_00005	Cannot change the setting.	A target other than a user, an organization, and a role is specified.	Confirm the target.
GRN_KUNAI_00006	Cannot change the setting.	The user, organization, or role specified as the target is incorrect, or no longer exists.	Confirm the target.
GRN_KUNAI_00007	Cannot access Garoon.	Your KUNAI version is not allowed.	Contact your system administrator or your Application administrator.

GRN_LINK_***** Bookmarks application error

Error number	Error message	Cause	Countermeasure
GRN_LINK_12000	Link ID is invalid.	The link was specified incorrectly, or the link no longer exists.	Confirm the target link.
GRN_LINK_12001	Required items have not been entered.	You are attempting to add or change without entering the required items for the link.	Enter the required items for the link, and then add or change.
GRN_LINK_12002	Cannot find the specified link.	The link was specified incorrectly, or the specified link no longer exists.	Confirm the target link.
GRN_LINK_12003	Cannot find the specified link list.	No link has been created, or all the links have been deleted.	Confirm the target link list.

Error number	Error message	Cause	Countermeasure
GRN_LINK_12004	The type of data being added is invalid.	The data type you are adding has a specified type other than link or divider.	Confirm the data type to be added.
GRN_LINK_12200	Category ID is invalid.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.
GRN_LINK_12201	Required items have not been entered.	You are attempting to add or change without entering the required items for the category.	Enter the required items for the category, and then add or change.
GRN_LINK_12202	Cannot find the specified category.	The category was specified incorrectly, or the specified category no longer exists.	Confirm the target category.
GRN_LINK_12203	Cannot find the specified category list.	No category has been created, or all the categories have been deleted.	Confirm the target category list.
GRN_LINK_12204	Cannot set the specified category code.	You are specifying an existing category code.	A duplicate category code cannot be set. Specify a unique category code.
GRN_LINK_12205	Cannot move category.	The Root category cannot be moved.	Confirm category specification.
GRN_LINK_12206	Cannot delete category.	The Root category cannot be deleted.	Confirm category specification.
GRN_LINK_12207	Cannot change a category.	The Root category cannot be changed.	Confirm category specification.
GRN_LINK_12400	User right ID is invalid.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user rights.
GRN_LINK_12401	User right target ID is invalid.	The target specified for user rights is incorrect, or the target of the user rights no longer exists.	Confirm the target of the user rights.
GRN_LINK_12402	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_LINK_12403	Cannot find the specified user right.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user rights.

Error number	Error message	Cause	Countermeasure
GRN_LINK_12404	Cannot find the specified user rights.	No user rights have been created, or all the user rights have been deleted.	Confirm the target user rights.
GRN_LINK_12405	User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_LINK_12406	Organization ID is invalid.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_LINK_12407	Role ID is invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_LINK_12408	Cannot access the specified settings screen.	The currently logged-in user is not permitted to access this function.	Contact your system administrator or your Application administrator.
GRN_LINK_12409	User rights cannot be changed.	View privileges cannot be revoked for a user with user rights who is currently logged-in.	Confirm the details of the user right settings.
GRN_LINK_12410	Failed to Import the user rights CSV file.	The CSV file format is invalid.	Modify the data of the line number shown.
GRN_LINK_12600	Cannot set operational administrative privileges.	The user, organization, or role that you want to set the operational administrative privileges for was specified incorrectly, or the specified user, organization, or role no longer exists.	Confirm the target user, organization, or role.
GRN_LINK_12601	Cannot set operational administrative privileges.	The user, organization, or role that you want to set the operational administrative privileges for was specified incorrectly, or the specified user, organization, or role no longer exists.	Confirm the target user, organization, or role.
GRN_LINK_12602	Cannot find operational administrative privileges.	The operational administrative privilege was specified incorrectly, or the specified operational administrative privilege no longer exists.	Confirm the target operational administrative privileges.

Error number	Error message	Cause	Countermeasure
GRN_LINK_12603	Cannot find the specified operational administrative privileges.	No operational administrative privileges have been created, or all the operational administrative privileges have been deleted.	Confirm the target operational administrative privileges list.
GRN_LINK_12604	User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_LINK_12605	Organization ID is invalid.	The organization was specified incorrectly, or the organization no longer xists.	Confirm the target organization.
GRN_LINK_12606	Role ID is invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_LINK_12607	The operational administrative privileges are limited.	The currently logged-in user is not permitted to be an operational administrator for this function.	Contact your system administrator.

GRN_MAIL_***** E-Mail application error

Error number	Error message	Cause	Countermeasure
GRN_MAIL_24001	Mail is not available.	E-mail has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_MAIL_24002	Cannot send and receive mail.	E-mail has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_MAIL_24003	Cannot use the specified mail account.	Currently, this account is inactive.	Contact your system administrator or your Application administrator.
GRN_MAIL_24004	An invalid parameter has been specified.	The URL parameter was specified incorrectly, or the data with the specified parameter no longer exists.	Confirm the target item.
GRN_MAIL_24021	Failed to update settings data.	The currently logged-in user is not permitted to change the settings data.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_MAIL_24022	Cannot add the specified mail server data.	The currently logged-in user is not permitted to add this mail server data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24023	Cannot update the specified mail server data.	The currently logged-in user is not permitted to change this mail server data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24024	Cannot find the specified mail server data.	The mail server was specified incorrectly, or the specified mail server no longer exists.	Confirm the specified mail server.
GRN_MAIL_24025	Cannot set the specified mail server code.	You are specifying an existing mail server code.	A duplicate mail server code cannot be set. Specify a unique mail server code.
GRN_MAIL_24026	Failed to Import the mail server data CSV file.	The CSV file format is invalid.	Modify the data in the appropriate row.
GRN_MAIL_24027	Failed to Import the mail server data CSV file.	The following property has not been specified: ***.	The following property cannot be Imported with its value empty: ***. Confirm the entered details.
GRN_MAIL_24028	Failed to Import the mail server data CSV file.	The following value is incorrect: ***.	Modify the data in the appropriate row.
GRN_MAIL_24029	Cannot set the specified mail server code.	Mail server code has not been specified.	Confirm the details entered for the mail server code.
GRN_MAIL_24051	Cannot add the specified mail server data.	The currently logged-in user is not permitted to add mail server data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24052	Cannot change the specified mail server data.	The currently logged-in user is not permitted to change mail server data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24053	Cannot delete the specified mail server data.	The currently logged-in user is not permitted to delete mail server data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24061	Failed to set up subscription to folder.	The currently logged-in user is not permitted to set folder subscriptions.	Contact your system administrator or your Application administrator.
GRN_MAIL_24062	Cannot add filters.	The currently logged-in user is not permitted to add filter conditions.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_MAIL_24063	Cannot delete the specified filter.	The currently logged-in user is not permitted to delete this filter conditions.	Contact your system administrator or your Application administrator.
GRN_MAIL_24064	Cannot find the specified filter.	The filter was specified incorrectly, or the specified filter no longer exists.	Confirm the specified filter data.
GRN_MAIL_24065	Cannot add filter conditions.	The currently logged-in user is not permitted to add filter conditions.	Contact your system administrator or your Application administrator.
GRN_MAIL_24071	Cannot add signature.	The currently logged-in user is not permitted to add a signature setting.	Contact your system administrator or your Application administrator.
GRN_MAIL_24072	Cannot delete the specified signature settings.	The currently logged-in user is not permitted to add a signature setting.	Contact your system administrator or your Application administrator.
GRN_MAIL_24073	Cannot find the specified signature.	The signature was specified incorrectly, or the specified signature no longer exists.	Confirm the target signature.
GRN_MAIL_24101	Cannot add account data.	The currently logged-in user is not permitted to add account data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24102	Cannot update the specified account data.	The currently logged-in user is not permitted to change this account data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24103	Cannot delete the specified account data.	The currently logged-in user is not permitted to delete this account data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24104	Cannot find the specified account.	The account was specified incorrectly, or the specified account no longer exists.	Contact your system administrator or your Application administrator.
GRN_MAIL_24105	Cannot set the specified user account code.	You are specifying an existing user account code.	A duplicate user account code cannot be set. Specify a unique user account code.
GRN_MAIL_24106	Failed to Import the account data CSV file.	The CSV file format is invalid.	Modify the data in the appropriate row.

Error number	Error message	Cause	Countermeasure
GRN_MAIL_24107	Failed to Import the account data CSV file.	The following property has not been specified: ***.	The following property cannot be Imported with its value empty: ***. Confirm the entered details.
GRN_MAIL_24108	Failed to Import the account data CSV file.	The following value is incorrect: ***.	Modify the data in the appropriate row.
GRN_MAIL_24109	Cannot set the specified user account code.	User account code has not been specified.	Confirm the details entered for the user account code.
GRN_MAIL_24110	Failed to Import the account data CSV file.	An existing login name of an account code or the name of a mail account for sending or receiving cannot be changed.	Modify the data in the appropriate row.
GRN_MAIL_24111	This account data cannot be added.	The currently logged-in user is not permitted to add this account data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24112	Cannot change the specified account data.	The currently logged-in user is not permitted to change this account data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24113	Cannot delete the specified account data.	The currently logged-in user is not permitted to delete this account data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24114	Cannot find e-mail address.	An e-mail address has not been set for the specified mail account.	Contact your system administrator or your Application administrator.
GRN_MAIL_24121	Cannot add folder data.	The currently logged-in user is not permitted to add folder data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24122	Cannot delete the specified folder data.	The currently logged-in user is not permitted to delete this folder data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24123	Cannot delete the specified folder data.	A folder provided for basic functions on Garoon that cannot be deleted has been specified.	Confirm the target folder.
GRN_MAIL_24124	Cannot find the specified folder.	The folder was specified incorrectly, or the folder no longer exists.	Confirm the target folder.

Error number	Error message	Cause	Countermeasure
GRN_MAIL_24125	Cannot find the specified file.	The parent folder was specified incorrectly, or the parent folder no longer exists.	Confirm the target parent folder.
GRN_MAIL_24126	Cannot move the specified folder.	A folder provided for basic functions on Garoon that cannot be moved has been specified.	Confirm the target folder.
GRN_MAIL_24127	Cannot add folder.	The folder levels where you want to create the folder have exceeded the maximum number of levels.	Folders can be created up to 20 levels. Confirm the target folder where you want to create the folder.
GRN_MAIL_24128	Failed to move the folder.	The folder levels where you want to move the folder have exceeded the maximum number of levels.	Folders can be created up to 20 levels. Confirm the target folder where you want to move the folder.
GRN_MAIL_24129	Failed to move the folder.	The move destination folder was specified incorrectly, or the folder no longer exists.	Confirm the target folder where you want to move the folder.
GRN_MAIL_24130	Failed to move the folder.	The folder you are moving to is beneath the folder you are attempting to move.	You cannot specify a folder beneath the folder you are attempting to move. Confirm the specified folder.
GRN_MAIL_24131	Cannot use the send and receive log functionality.	The currently logged-in user is not permitted to use the send and receive log functionality.	Contact your system administrator or your Application administrator.
GRN_MAIL_24132	Cannot find send and receive log data.	The send and receive log data was specified incorrectly, or the send and receive log data no longer exists.	Confirm the target send and receive log data.
GRN_MAIL_24151[1]	Failed to connect to the outgoing mail server.	Response from mail server: ***	Contact your system administrator or your Application administrator.
GRN_MAIL_24152	Failed to send mail.	The e-mail that you are attempting to send does not include the sender's information.	Log in to Garoon, and then send the e-mail again.
GRN_MAIL_24153	Required items have not been entered.	You are attempting to send an e-mail without entering a recipient.	Confirm the settings for To, Cc, and Bcc.

Error number	Error message	Cause	Countermeasure
GRN_MAIL_24154	Failed to create the object.	The memory on the server may be insufficient.	Contact your system administrator.
GRN_MAIL_24155	Failed to send mail.	The size of the e-mail you are attempting to send exceeds the following limit: ***. The e-mail cannot be sent because the e-mail size limit is set at the following limit: ***.	Contact your system administrator or your Application administrator.
GRN_MAIL_24171[1]	Failed to send mail.	Response from mail server: ***	Contact your system administrator or your Application administrator.
GRN_MAIL_24201[1]	Failed to connect to the incoming mail server.	Response from mail server: ***	Contact your system administrator or your Application administrator.
GRN_MAIL_24204[1]	Failed to delete mail data on the incoming mail server.	Response from mail server: ***	Contact your system administrator or your Application administrator.
GRN_MAIL_24251	Cannot add mail data.	The currently logged-in user is not permitted to add mail data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24252	Cannot delete the specified mail data.	The currently logged-in user is not permitted to delete this mail data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24253	Cannot find the specified e-mail.	The e-mail was specified incorrectly, or the e-mail no longer exists.	Confirm the target mail.
GRN_MAIL_24254	Cannot view the specified e-mail.	The currently logged-in user is not permitted to view this mail.	Only users whose account and login information match can view e-mail data. Other users cannot view the e-mail.
GRN_MAIL_24271	Cannot add attachment data.	The currently logged-in user is not permitted to add attachment data.	Contact your system administrator or your Application administrator.
GRN_MAIL_24272	Cannot delete the specified attachment data.	The currently logged-in user is not permitted to delete this attachment data.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_MAIL_24273	Cannot find the specified attachment.	The attachment was specified incorrectly, or the attachment no longer exists.	Confirm the target attachment.
GRN_MAIL_24274	Cannot delete the specified e-mail or e-mail source.	The currently logged-in user is not permitted to save the data of this e-mail.	Contact your system administrator or your Application administrator.
GRN_MAIL_24275	Failed to send and receive mail.	The file size of the e-mail the user is attempting to save exceeds the following limit: ***. More e-mail cannot be saved because the e-mail size limit is set at the following limit: ***.	Delete unwanted e-mails to reduce the total size of the saved mail to below the maximum.
GRN_MAIL_24301	Failed to Import file details.	Failed to Import the following file: ***.	Confirm the file's user rights.
GRN_MAIL_24302	Data could not be written to the file.	Failed to write the following file: ***.	Confirm the file's user rights.
GRN_MAIL_24303	Cannot find the specified file.	The file was specified incorrectly, or the file no longer exists.	Confirm the target file.
GRN_MAIL_24304	Failed to Import the mail data.	The mail data file format is invalid, or it is empty.	Confirm the file's format and details.
GRN_MAIL_24407	An invalid value has been specified in the following column: ***.	The following value cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_MAIL_24408	Date is invalid.	Cannot set due to the following reasons. -The end date precedes the start date. -The combination of start time and end time data is not valid.	Confirm the dates.
GRN_MAIL_24409	Invalid operation.	The specified value is out of range.	Set an appropriate value.
GRN_MAIL_24410	Cannot set the specified e-mail account.	You are specifying a mail server and an account that are used by an existing e-mail account.	A duplicate e-mail account cannot be set. Specify another mail server or a unique e-mail account.
GRN_MAIL_24501	Failed to import the CSV file.	"-1" (unlimited) is specified in the Maximum incoming mail size field.	Specify the following value or leave the field blank: - Any integer greater than 256 and less than 30720

Error number	Error message	Cause	Countermeasure
GRN_MAIL_24600	Cannot find the specified setting.	The setting may already have been deleted.	Confirm whether the target setting exists.
GRN_MAIL_24601	Cannot add a forwarding setting.	Up to 50 settings can be stored.	Delete unnecessary settings.
GRN_MAIL_24602	Cannot save the forwarding setting.	The number of forwarding addresses exceeds the limit.	Delete unnecessary forwarding addresses.
GRN_MAIL_24603	Cannot set up the forwarding setting.	Automatic e-mail forwarding is prohibited.	Contact your system administrator.
GRN_MAIL_24604	Failed to send e-mail.	Invalid characters found in the recipient's e-mail address.	Confirm the recipient's e-mail address.

[1]: Information sent from the mail server will be displayed in "Response from mail server". For details on the cause and solution of the problems, contact the mail server administrator.

GRN_MEMO_***** Memo application error

Error number	Error message	Cause	Countermeasure
GRN_MEMO_18001	Cannot find the specified file.	The file was specified incorrectly, or the file no longer exists.	Confirm the target folder.
GRN_MEMO_18002	Cannot find the specified parent folder.	The parent folder was specified incorrectly, or the parent folder no longer exists.	Confirm the target parent folder.
GRN_MEMO_18003	The data specified is invalid.	The data was specified incorrectly, or the data no longer exists.	Confirm the target data.
GRN_MEMO_18004	Cannot find the specified note.	The note was specified incorrectly, or the note no longer exists.	Confirm the target note.
GRN_MEMO_18005	Cannot find the specified file.	The file was specified incorrectly, or the file no longer exists.	Confirm the target file.
GRN_MEMO_18006	Cannot find the specified attachment.	The attachment was specified incorrectly, or the attachment no longer exists.	Confirm the target attachment.
GRN_MEMO_18007	The file version being restored is incorrect.	The specified version does not exist.	Confirm the target version.
GRN_MEMO_18008	Cannot save the file.	You cannot save files any more because the total file size limit for saving has been exceeded.	Delete other files, and then add.
GRN_MEMO_18500	Processing has been cancelled.	An unsupported request has been sent from the client.	Copy the error message shown clearly and please contact our official partners or your vendor.

Error number	Error message	Cause	Countermeasure
GRN_MEMO_18501	Processing has been cancelled.	Processing cannot be completed because the title of the note has not been entered.	Specify the title of the note, and process again.

GRN_MSSG ***** Messages application error

Error number	Error message	Cause	Countermeasure
GRN_MSSG_15001	*** is not available.	*** has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_MSSG_15002	Cannot find the specified folder.	The folder was specified incorrectly, or the folder no longer exists.	Confirm the target folder.
GRN_MSSG_15003	Cannot find ***.	*** was specified incorrectly, or it no longer exists.	Confirm the target: ***.
GRN_MSSG_15004	Cannot find the specified comment.	The comment was specified incorrectly, or the comment no longer exists.	Confirm the target comment.
GRN_MSSG_15005	Cannot post this comment.	There are no comment details.	Enter the details of the comment.
GRN_MSSG_15006	Cannot add or change folder.	Folder name has not been entered.	Enter the folder name.
GRN_MSSG_15007	Subject has not been entered.	Subject has not been entered.	Enter the subject.
GRN_MSSG_15008	A recipient has not been selected.	You are attempting to use *** without selecting a recipient.	Confirm whether or not recipients are selected.
GRN_MSSG_15009	Cannot find the specified attachment.	The attachment was specified incorrectly, or *** no longer exists.	Confirm the target attachment.
GRN_MSSG_15010	Cannot find the specified parent folder.	The parent folder was specified incorrectly, or the parent folder no longer exists.	Confirm the target parent folder.
GRN_MSSG_15011	Enable or disable has not been specified for update notifications.	The update notification was specified incorrectly.	Confirm whether the update notification is enabled or disabled.
GRN_MSSG_15012	An invalid parameter has been specified.	The URL parameter was specified incorrectly, or the data with the specified parameter no longer exists.	Confirm the target item.
GRN_MSSG_15013	Failed to update profile data.	The URL parameter was specified incorrectly.	Contact your system administrator.

Error number	Error message	Cause	Countermeasure
GRN_MSSG_15014	Failed to update profile data.	Data could not be written on the database.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.
GRN_MSSG_15015	Cannot send ***.	*** could not be written on the database.	Contact your system administrator or your Application administrator.
GRN_MSSG_15016	Cannot move ***.	Either *** or the folder was specified incorrectly or no longer exists.	Confirm the target folder or ***.
GRN_MSSG_15017	Cannot add or change filters.	Filter name has not been entered.	Enter the filter name.
GRN_MSSG_15018	Cannot find the specified filter.	The filter was specified incorrectly, or the specified filter no longer exists.	Confirm the target filter.
GRN_MSSG_15019	Cannot delete ***.	*** was specified incorrectly or no longer exists.	Confirm the target: ***.
GRN_MSSG_15020	Cannot create folder.	The number of folder levels has exceeded the following limit: ***.	Confirm number of folder levels.
GRN_MSSG_15021	Cannot create folder.	The URL parameter was specified incorrectly.	Confirm the target folder.
GRN_MSSG_15022	Cannot change folder information.	The specified folder has been moved or deleted.	Confirm the target folder.
GRN_MSSG_15023	Cannot delete folder.	The folder was specified incorrectly, or the specified folder no longer exists.	Confirm the target folder.
GRN_MSSG_15024	A folder has not been selected.	You are attempting to add or edit a rule setting without selecting a folder.	Confirm that a target folder has been selected.
GRN_MSSG_15025	Cannot change these filters.	The filter has been specified incorrectly, or the specified filter no longer exists.	Confirm the target filter.

Error number	Error message	Cause	Countermeasure
GRN_MSSG_15026	Failed to update profile data.	Cannot be written on the database.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.
GRN_MSSG_15027	Cannot change a recipient.	The sender cannot be deleted from the recipients.	Specify the sender in recipients.
GRN_MSSG_15028	Cannot save ***.	The currently logged-in user is not permitted to send ***.	Contact your system administrator or your Application administrator.
GRN_MSSG_15029	Cannot search ***.	Cannot search because of the following reason. -The combination of start date and end date is not valid.	Confirm the target search period.
GRN_MSSG_15030	Invalid operation.	Simultaneous operations on the same *** are not allowed.	Please contact our official partners or your vendor.
GRN_MSSG_15031	Invalid operation.	The specified value is non-numeric or out of range.	Set an appropriate value.
GRN_MSSG_15032	Cannot post a comment.	Acknowledgment is requested.	Tap "Acknowledge" to post a comment.
GRN_MSSG_15033	Cannot delete the specified comment.	Only the commenter can delete a comment.	Ask the commenter to delete the comment.
GRN_MSSG_15034	Cannot "***" the object.	The *** was moved to Trash.	Confirm the target ***.

GRN_NTFC_***** Notifications application error

Error number	Error message	Cause	Countermeasure
GRN_NTFC_50001	Notification list is not available.	The Notification List has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_NTFC_50002	Failed to update profile data.	Can not be written on the database.	Contact your system administrator. If this problem persists, copy the error message shown clearly and please contact our official partners or your vendor.

Error number	Error message	Cause	Countermeasure
GRN_NTFC_50100	The external notification code is invalid.	The external notification was specified incorrectly, or the specified external notification no longer exists.	Confirm external notification specification.
GRN_NTFC_50101	Cannot add or change external notification.	The external notification code is the same as an existing external notification code.	A duplicate external notification code cannot be set. Specify a unique external notification code.
GRN_NTFC_50102	Cannot find the specified external notification.	The external notification was specified incorrectly, or the external notification no longer exists.	Confirm the target external notification.
GRN_NTFC_50103	Cannot delete the specified external notification.	The external notification was specified incorrectly, or the specified external notification no longer exists.	Confirm external notification specification.
GRN_NTFC_50104	Cannot find the specified notification.	The notification is specified incorrectly, or the notification no longer exists.	Confirm the notification data.
GRN_NTFC_50105	Date is invalid.	Cannot set due to the following reasons. -The end date precedes the start date. -The combination of start time and ending time data is not valid.	Confirm the dates.
GRN_NTFC_50106	Invalid operation.	The specified value is non-numeric or out of range.	Set an appropriate value.

GRN_PHNM_***** Phone Messages application error

Error number	Error message	Cause	Countermeasure
GRN_PHNM_19000	User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_PHNM_19001	Phone Message ID is invalid.	The Phone Message ID was specified incorrectly, or a value has not been specified for the Phone Message ID.	Confirm the target Phone Message ID.

Error number	Error message	Cause	Countermeasure
GRN_PHNM_19002	Cannot confirm the specified Phone Message.	Only the recipient can confirm a Phone Message.	Confirm the recipient of the Phone Message.
GRN_PHNM_19003	Cannot delete the specified Phone Message.	Only the sender or recipient can delete a Phone Message.	Request the sender or receiver of the Phone Message to delete it.
GRN_PHNM_19004	The target for user right is invalid.	The target was specified incorrectly, or the target no longer exists.	Confirm whether or not the target for which you want to set up access is appropriate.
GRN_PHNM_19005	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_PHNM_19006	Single sign-on ID is invalid.	The single sign-on was specified incorrectly, or the single sign-on no longer exists.	Confirm the target single sign-on.
GRN_PHNM_19200	Cannot set up mail forwarding.	The specified e-mail address has not been entered.	If you want to specify an e-mail address to receive the Phone Message, enter the e-mail address.
GRN_PHNM_19300	Cannot view the specified Phone Message.	The currently logged-in user is not permitted to view the Phone Messages of this organization, user, or role.	Contact your system administrator or your Application administrator.
GRN_PHNM_19301	Cannot add Phone Messages.	The currently logged-in user is not permitted to add a Phone Messages for this organization, user, or role.	Contact your system administrator or your Application administrator.
GRN_PHNM_19302	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_PHNM_19400	Failed to Import the CSV file.	Cannot find the specified CSV file.	Specify the file correctly.
GRN_PHNM_19401	The CSV file data is invalid.	The number of data items entered in the CSV file does not match the fixed number of items.	Confirm the number of items in the CSV file data and the details.

Error number	Error message	Cause	Countermeasure
GRN_PHNM_19402	You cannot specify this user, organization, or role.	When Importing user rights from a CSV file, users, organizations, or roles other than the pre-determined users, organizations, or roles cannot be specified in the second item.	Set the following user, organization, and role. -user -group -role
GRN_PHNM_19403	Invalid type is specified for target.	The following object type cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_PHNM_19404	Invalid value is specified for target.	The following ID cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_PHNM_19405	Invalid value is specified for target.	The following type cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_PHNM_19406	Failed to set user rights.	A user, organization, or role for which the user rights will be set has not been selected.	Select a user, organization, or role.
GRN_PHNM_19407	You cannot specify this user right.	When Importing user rights from a CSV file, characters other than the pre-determined characters cannot be specified in the fourth item.	Set the following user rights. -E -B

GRN_PRSC_***** Presence indicator application error

Error number	Error message	Cause	Countermeasure
GRN_PRSC_48001	Cannot change this presence information.	The currently logged-in user is not permitted to change this user's presence information.	Contact your system administrator or your Application administrator.
GRN_PRSC_48002	Failed to set user rights.	A target has not been selected in the user rights settings.	Select a user or an organization.
GRN_PRSC_48003	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_PRSC_48010	Failed to Import the CSV file.	Cannot find the specified CSV file.	Specify the file correctly.

Error number	Error message	Cause	Countermeasure
GRN_PRSC_48011	The CSV file data is invalid.	The number of data items entered in the CSV file does not match the fixed number of items.	Confirm the number of items in the CSV file data and the details.
GRN_PRSC_48012	You cannot specify this user or organization.	When Importing proxies from a CSV file, users or organizations other than the pre-determined users or organizations cannot be specified in the second item.	Set the following users or organizations. -user -group
GRN_PRSC_48013	Invalid type is specified for target.	The following object type cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_PRSC_48014	Invalid value is specified for target.	The following ID cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_PRSC_48015	Invalid value is specified for target.	The following type cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_PRSC_48016	You cannot specify this user right.	When Importing user rights from a CSV file, characters other than the pre-determined characters cannot be specified in the fourth item.	Set the following user rights. -M
GRN_PRSC_48020	Cannot perform the requested action.	You are not permitted to set proxy on personal settings.	Contact your system administrator or your Application administrator

GRN_RPRT_***** MultiReport application error

Error number	Error message	Cause	Countermeasure
GRN_RPRT_31000	Category ID is invalid.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.
GRN_RPRT_31001	Required items have not been entered.	You are attempting to add or change without entering the required items for the category.	Enter the category's required items, and then add or change.
GRN_RPRT_31002	Cannot find the specified category.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.

Error number	Error message	Cause	Countermeasure
GRN_RPRT_31003	Cannot set the specified category code.	You are specifying an existing category code.	A duplicate category code cannot be set. Specify a unique category code.
GRN_RPRT_31004	Cannot delete the specified category.	The category cannot be deleted because there is a subcategory or a report form in the specified category.	Delete a category after removing any subcategories or report forms.
GRN_RPRT_31005	There is no subcategory for the specified category.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.
GRN_RPRT_31010	User right ID is invalid.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user right.
GRN_RPRT_31011	User right's target ID is invalid.	The target specified for user rights is incorrect, or the target of user rights no longer exists.	Confirm the target of the user rights.
GRN_RPRT_31012	Cannot find the specified user right's target.	The user right's target was specified incorrectly, or the user right's target no longer exists.	Confirm the user right's target.
GRN_RPRT_31013	User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_RPRT_31014	Organization ID is invalid.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_RPRT_31015	Role ID is invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_RPRT_31016	Cannot access the specified settings screen.	The currently logged-in user is not permitted to access this function.	Contact your system administrator or your Application administrator.
GRN_RPRT_31017	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.

Error number	Error message	Cause	Countermeasure
GRN_RPRT_31020	Operational administrative privilege ID is invalid.	The operational administrative privilege was specified incorrectly, or the operational administrative privilege no longer exists.	Confirm the target operational administrative privileges.
GRN_RPRT_31021	Operational administrative target ID is invalid.	The target of the operational administrative privileges was specified incorrectly, or the target of the operational administrative privileges has been deleted.	Confirm the target operational administrative privileges target.
GRN_RPRT_31022	Cannot find the specified operational administrative target.	The target of the operational administrative privileges was specified incorrectly, or the target of the operational administrative privileges has been deleted.	Confirm the target operational administrative privileges target.
GRN_RPRT_31023	User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_RPRT_31024	Organization ID is invalid.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_RPRT_31025	Role ID is invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_RPRT_31026	The operational administrative privileges are limited.	The currently logged-in user is not permitted to operate this function.	Contact your system administrator.
GRN_RPRT_31027	Operational administrators cannot access uncategorized categories.	The category ID was specified incorrectly, or the currently logged-in user is not permitted to access uncategorized categories.	Contact your system administrator or your Application administrator.
GRN_RPRT_31050	Report form ID is invalid.	The report form was specified incorrectly, or the report form no longer exists.	Confirm the target report form.

Error number	Error message	Cause	Countermeasure
GRN_RPRT_31051	Required items have not been entered.	You are attempting to add or change without entering the required items for the report form.	Enter the required items for the report form, and then add or change.
GRN_RPRT_31052	Cannot find the specified report form.	The report form was specified incorrectly, or the report form no longer exists.	Confirm the target report form.
GRN_RPRT_31053	Cannot set the specified report form code.	You are specifying an existing report form code.	A duplicate report form code cannot be set. Specify a unique report form code.
GRN_RPRT_31060	Item ID is invalid.	The item was specified incorrectly, or the item no longer exists.	Confirm the target item.
GRN_RPRT_31061	Required items have not been entered.	You are attempting to add or change without entering the required items for the item.	Enter the required items for the item, and then add or change.
GRN_RPRT_31062	Cannot find the specified item.	The item was specified incorrectly, or the item no longer exists.	Confirm the target item.
GRN_RPRT_31063	Item type is invalid.	You are attempting to add or change specifying an item type that does not exist.	Select the item type again.
GRN_RPRT_31100	Filter ID is invalid.	The filter was specified incorrectly, or the filter no longer exists.	Confirm the target filter.
GRN_RPRT_31101	Required items have not been entered.	You are attempting to add or change without entering the required items for the filter.	Enter the required items for the filter, and then add or change.
GRN_RPRT_31102	Cannot find the specified filter.	The filter was specified incorrectly, or the filter no longer exists.	Confirm the target filter.
GRN_RPRT_31103	There is a mistake in the details entered for the filter condition.	The details entered for the filter condition are invalid.	Confirm the details entered for the filter condition, and set again.
GRN_RPRT_31104	Filter condition ID is invalid.	The filter condition was specified incorrectly, or the filter condition no longer exists.	Confirm the target filter condition.
GRN_RPRT_31150	Report ID is invalid.	The report was specified incorrectly, or the report no longer exists.	Confirm the target report.

Error number	Error message	Cause	Countermeasure
GRN_RPRT_31151	Required items have not been entered.	You are attempting to add or change without entering the required items for the report.	Enter the required items for the report, and then add or change.
GRN_RPRT_31152	Cannot find the specified report.	The report was specified incorrectly, or the report no longer exists.	Confirm the target report.
GRN_RPRT_31153	Cannot find the specified draft.	The draft was specified incorrectly, or the draft no longer exists.	Confirm the target draft.
GRN_RPRT_31154	Cannot access the specified report.	The currently logged-in user is not permitted to access the specified report.	Contact your system administrator or your Application administrator.
GRN_RPRT_31155	Cannot edit the specified report.	The currently logged-in user is not permitted to edit the specified report.	Contact your system administrator or your Application administrator.
GRN_RPRT_31156	Cannot delete the specified report.	The currently logged-in user is not permitted to delete the specified report.	Contact your system administrator or your Application administrator.
GRN_RPRT_31157	Attendee has not been specified.	One or more attendees are required to add or change the report.	Select one or more attendees.
GRN_RPRT_31160	Report item ID is invalid.	The report item was specified incorrectly, or the report item no longer exists.	Confirm the target report item.
GRN_RPRT_31161	Required items have not been entered.	You are attempting to add or change without entering the required items for the report item data.	Enter the required items for the report item data, and then add or change.
GRN_RPRT_31162	Cannot find the specified report item data.	The report item was specified incorrectly, or the report item no longer exists.	Confirm the target report item.
GRN_RPRT_31170	The attached file ID is invalid.	The attached file was specified incorrectly, or the attached file no longer exists.	Confirm the target attached file.
GRN_RPRT_31171	Required items have not been entered.	You are attempting to add or change without entering the required items for the file data.	Enter the required items for the file data, and then add or change.
GRN_RPRT_31172	Cannot find the specified file.	The file was specified incorrectly, or the specified file no longer exists.	Confirm the target file.

Error number	Error message	Cause	Countermeasure
GRN_RPRT_31180	Comment ID is invalid.	The comment was specified incorrectly, or the comment no longer exists.	Confirm the target comment.
GRN_RPRT_31181	Cannot find the specified comment.	The comment was specified incorrectly, or the comment no longer exists.	Confirm the target comment.
GRN_RPRT_31182	Cannot delete the specified comment.	Only the commenter can delete a comment.	Ask the commenter to delete the comment.
GRN_RPRT_31183	Cannot post this comment.	There are no comment details.	Enter the details of the comment.
GRN_RPRT_31190	Enable or disable has not been specified for update notifications.	The update notification was specified incorrectly.	Confirm whether the update notification is enabled or disabled.
GRN_RPRT_31200	Failed to Import the CSV file.	Cannot find CSV Writer.	Contact Cybozu Technical Center.
GRN_RPRT_31201	Failed to Import the CSV file.	The Root category is specified in the category code. The Root category cannot be changed.	Confirm the category code of the line number shown.
GRN_RPRT_31202	Failed to Import the CSV file.	The parent category code was specified incorrectly.	Confirm the parent category code of the line number shown.
GRN_RPRT_31203	Failed to Import the CSV file.	The CSV file format is invalid.	Modify the data of the line number shown.
GRN_RPRT_31204	Failed to Import the CSV file.	The CSV file format is invalid.	Confirm the second item of the line number shown.
GRN_RPRT_31205	Failed to Import the CSV file.	The CSV file format is invalid.	Confirm the third item of the line number shown. Set the third item with the following value or leave it blank. -B
GRN_RPRT_31206	Failed to Import the CSV file.	The CSV file format is invalid.	Confirm the fourth item of the line number shown.
GRN_RPRT_31211	Failed to Import the XML file.	A node is not closed in the XML file.	Confirm the node written in the XML file, and Import again.
GRN_RPRT_31212	Failed to Import the XML file.	The XML tag name is invalid, or the XML file is being edited.	We do not recommend that you edit the XML file. Specify a XML file in the correct format.
GRN_RPRT_31213	Failed to Import the XML file.	Cannot find the specified XML file.	Confirm the target file, and Import again.
GRN_RPRT_31214	Failed to Import the XML file.	The item specification in the XML file is invalid.	Confirm the items written in the XML file, and Import again.

Error number	Error message	Cause	Countermeasure
GRN_RPRT_31215	Failed to Import the XML file.	The following report form code cannot be used because it is set already for an existing form: ***.	A duplicate report form code cannot be set. Specify a unique report form code.
GRN_RPRT_31216	Failed to Import the XML file.	The category Root has been specified. You cannot Import an report form to the Root category.	Confirm the category details in the XML file.
GRN_RPRT_31217	Failed to import the CSV file.	The user, organization, or role specified as the target is incorrect, or no longer exists.	Confirm the first item in the line whose number is provided in the message above.
GRN_RPRT_31250	Cannot access the specified appointment.	The format is invalid or the appointment ID no longer exists.	Confirm the appointment ID and try again.
GRN_RPRT_31251	Cannot access the specified appointment.	The appointment was specified incorrectly, or the appointment no longer exists.	Confirm the target appointment.
GRN_RPRT_31252	Cannot prepare this report.	The appointment is already associated with a report. You cannot prepare more than one report with the appointment.	Remove the appointment's association with the report.
GRN_RPRT_31253	The appointment was specified incorrectly.	Date is invalid.	Confirm the date and try again.
GRN_RPRT_31300	Failed to send login URL.	System mail account cannot be used.	Contact your system administrator or your Application administrator.
GRN_RPRT_31301	Failed to send login URL.	A login URL has not been set.	Contact your system administrator or your Application administrator.
GRN_RPRT_31302	Failed to confirm password.	Password is incorrect.	Confirm the password and try again.
GRN_RPRT_31303	Failed to send login URL.	A Garoon Keitai mail address has not been set.	Confirm Garoon Keitai account settings.
GRN_RPRT_31304	Use on Report Keitai has temporarily been stopped.	Report Keitai use has been temporarily suspended on personal settings.	Confirm active setting for the Report Keitai.
GRN_RPRT_31350	User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.

Error number	Error message	Cause	Countermeasure
GRN_RPRT_31351	Required items have not been entered.	You are attempting to add or change without entering the required items.	Enter the required items, and then add or change.
GRN_RPRT_31352	Cannot find the specified attachment.	The attachment was specified incorrectly, or the attachment no longer exists.	Confirm the target attachment.
GRN_RPRT_31353	Cannot add user.	The number of users exceeds the number of users allowed by the license.	Please purchase another license or change the active user.
GRN_RPRT_31354	Cannot add a user.	Cannot add users during trial period.	Purchase a license or change the active user.
GRN_RPRT_31355	Cannot post this comment.	The currently logged in user is not permitted to post comments on this report.	Contact your system administrator or your application administrator.
GRN_RPRT_31356	Invalid operation.	Simultaneous operations on the same report are not allowed.	Please contact our official partners or your vendor.
GRN_RPRT_31357	Cannot export reports to a CSV file.	No fields selected for export.	Select one ore more fields from the "Available fields" list to add them to the "Selected fields" list.

GRN_PRTL_***** Portal application error

Error number	Error message	Cause	Countermeasure
GRN_PRTL_10000	Portal ID is invalid.	The portal was specified incorrectly, or the portal no longer exists.	Confirm the target portal.
GRN_PRTL_10001	Required items have not been entered.	You are attempting to add or change without entering the required items for the portal.	Confirm the details entered for the portal's required items.
GRN_PRTL_10002	Cannot find the specified portal.	The portal was specified incorrectly, or the specified portal no longer exists.	Confirm the target portal.
GRN_PRTL_10003	Cannot find the specified Portals.	No portals have been created, or all the portals have been deleted.	Confirm Portals.
GRN_PRTL_10004	You must have a login account to use My Portal.	You are attempting to use My Portals without logging in.	Confirm the login status.

Error number	Error message	Cause	Countermeasure
GRN_PRTL_10200	Portlet ID is invalid.	The portlet was specified incorrectly, or the portlet no longer exists.	Confirm the target portlet.
GRN_PRTL_10201	Required items have not been entered.	You are attempting to add or change without entering the required items for the portlet.	Enter the portlet's required items, and then add or change.
GRN_PRTL_10202	Cannot find the specified portlet.	The portlet was specified incorrectly, or the specified portlet no longer exists.	Confirm the target portlet.
GRN_PRTL_10203	Cannot find the specified Portlets.	No portlets have been created, or all the portlets have been deleted.	Confirm the target Portlets.
GRN_PRTL_10204	You must have a login account to use My Portlet.	You are attempting to use My Portlets without logging in.	Confirm the login status.
GRN_PRTL_10205	Failed to add the application portlet.	Invalid application portlet.	The product may not have been installed properly. Confirm whether or not the product was installed properly.
GRN_PRTL_10206	Failed to Import the file.	Cannot find the specified file.	Confirm the target file, and Import again.
GRN_PRTL_10207	Cannot save the contents of the portlet.	The number of characters in the contents exceeds the limit. The limit is *** characters in single-byte characters. The limit varies depending on the characters used.	Reduce the number of characters in the contents.
GRN_PRTL_10250	Portlet layout ID is invalid.	The specified portlet has been moved or deleted from the portal.	Confirm the portlet's position in the Portals.
GRN_PRTL_10251	Cannot find the specified portlet layout.	The portlet was specified incorrectly, or the portlet has been moved or deleted from the portal.	Confirm the portlet's position in the Portals.
GRN_PRTL_10300	Portlet group ID is invalid.	The portlet group was specified incorrectly, or the portlet group no longer exists.	Confirm the target portlet group.

Error number	Error message	Cause	Countermeasure
GRN_PRTL_10301	Required items have not been entered.	You are attempting to add or change without entering the required items for the portlet group.	Enter the portlet group's required items, and then add or change.
GRN_PRTL_10302	Cannot find the specified portlet group.	The portlet group was specified incorrectly, or the portlet group no longer exists.	Confirm the target portlet group.
GRN_PRTL_10303	Cannot find the specified Portlet groups.	No portlet groups have been created, or all the portlet groups have been deleted.	Confirm the target Portlet groups.
GRN_PRTL_10304	You must have a login account to use My Portlet Groups.	You are attempting to use My Portlet Groups without logging in.	Confirm the login status.
GRN_PRTL_10400	User right ID is invalid.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user rights.
GRN_PRTL_10401	Portal ID or Portlet ID is invalid.	The portal or portlet was specified incorrectly, or the portal or portlet no longer exists.	Confirm the target portal and portlet.
GRN_PRTL_10402	User right target ID is invalid.	The target specified for user rights is incorrect, or the target of the user rights no longer exists.	Confirm the target of the user rights.
GRN_PRTL_10403	User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_PRTL_10404	The user right object type is invalid.	The target specified for user rights is incorrect, or the target of the user rights no longer exists.	Confirm the target of the user rights.
GRN_PRTL_10405	Cannot find the specified portal or portlet.	The portal or portlet was specified incorrectly, or the portal or portlet no longer exists.	Confirm the target portal and portlet.
GRN_PRTL_10406	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.

Error number	Error message	Cause	Countermeasure
GRN_PRTL_10407	The value set for object of the user rights is not valid.	The object of the user rights was specified incorrectly, or an unexpected character is being used in the setting for the object of the user rights.	Confirm the target of the user rights.
GRN_PRTL_10408	Cannot find the specified user right.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user rights.
GRN_PRTL_10409	Cannot access the specified settings screen.	The currently logged-in user is not permitted to access this settings screen.	Contact your system administrator or your Application administrator.
GRN_PRTL_10410	Cannot find the specified user right.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user rights.
GRN_PRTL_10411	Failed to set user rights.	A user, organization, or role for which the user rights will be set has not been selected.	Select a user, organization, or role.
GRN_PRTL_10412	User rights cannot be changed.	View privileges cannot be revoked for a user with user rights who is currently logged-in.	Confirm the details of the user right settings.
GRN_PRTL_10700	Cannot set operational administrative privileges.	The user, organization, or role that you want to set the operational administrative privileges for was specified incorrectly, or the specified user, organization, or role no longer exists.	Confirm the target user, organization, or role.
GRN_PRTL_10701	Portal ID or Portlet ID is invalid.	The portal or portlet was specified incorrectly, or the portal or portlet no longer exists.	Confirm the target portal and portlet.
GRN_PRTL_10702	Cannot set operational administrative privileges.	The user, organization, or role that you want to set the operational administrative privileges for was specified incorrectly, or the specified user, organization, or role no longer exists.	Confirm the target user, organization, or role.

Error number	Error message	Cause	Countermeasure
GRN_PRTL_10703	User ID is invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_PRTL_10704	Organization ID is invalid.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_PRTL_10705	Role ID is invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_PRTL_10706	The target type for which operational administrative privileges are being set is invalid.	The user, organization, or role that you want to set the operational administrative privileges for was specified incorrectly, or the specified user, organization, or role no longer exists.	Confirm the target user, organization, or role.
GRN_PRTL_10707	Cannot find portal or portlet.	The portal or portlet was specified incorrectly, or the specified portal or portlet no longer exists.	Confirm the target portal and portlet.
GRN_PRTL_10708	The target type for which operational administrative privileges are being set is invalid.	The user, organization, or role that is the target you want to set the operational administrative privileges for was specified incorrectly, or an invalid value has been specified.	Confirm the target user, organization, or role.
GRN_PRTL_10709	Cannot find operational administrative privileges.	The operational administrative privilege was specified incorrectly, or the specified operational administrative privilege no longer exists.	Confirm the target operational administrative privileges.
GRN_PRTL_10710	The operational administrative privileges are limited.	The currently logged-in user is not permitted to operete this function.	Contact your system administrator.
GRN_PRTL_10711	Cannot delete the specified operational administrative privileges.	The operational administrative privilege was specified incorrectly, or the specified operational administrative privilege no longer exists.	Confirm the target operational administrative privileges.

Error number	Error message	Cause	Countermeasure
GRN_PRTL_10712	Cannot set operational administrative privileges.	The user, organization, or role you want to set operational administrative privileges for has not been selected.	Select a user, organization, or role.
GRN_PRTL_10801	Cannot access the specified portlet.	The method of accessing the portlet is invalid.	Access from the portal.

GRN_RSS_***** RSS Reader application error

Error number	Error message	Cause	Countermeasure
GRN_RSS_28001	Cannot use RSS reader.	The RSS reader has been inactivated, or you do not have the access permission.	Contact your system administrator or your Application administrator.
GRN_RSS_28002	Cannot set up site.	Site name has not been entered.	Enter the site name.
GRN_RSS_28003	Cannot set up site.	The site's URL has not been entered.	Enter the site URL.
GRN_RSS_28004	Cannot find details for the specified site.	The site was specified incorrectly, or the specified site no longer exists.	Confirm the site you are specifying.
GRN_RSS_28005	An invalid parameter has been specified.	The URL parameter was specified incorrectly, or the data with the specified parameter no longer exists.	Confirm the target item.
GRN_RSS_28006	Cannot find the specified file.	The session has been deleted because of a screen transition, and the temporary file no longer exists.	Redo operation from the beginning.
GRN_RSS_28007	Failed to Import the CSV file.	The CSV file format is invalid.	Modify the data in the appropriate row.
GRN_RSS_28008	Cannot add this site.	The specified site has been added already.	Confirm the registration details in the Sites.
GRN_RSS_28009	Cannot set up personal site.	You are not permitted to set up a site on personal settings.	Contact your system administrator or your Application administrator.
GRN_RSS_28100	Cannot add this site.	Cannot connect to the specified site.	Confirm whether or not the specified site is correct.

Error number	Error message	Cause	Countermeasure
GRN_RSS_28101	Failed to add the site.	The specified site is using a protocol (such as SSL/TLS) that is not supported.	This RSS reader does not provide full support for features, such as https (SSL/TLS-encrypted communications) used by some sites. The site you are specifying cannot be used here.
GRN_RSS_28102	Failed to add the site.	Connection timed out.	Confirm the URL. If this problem persists, contact your system administrator to extend the timeout period.
GRN_RSS_28103	Failed to add the site.	Timed out during data Importing.	Extend the timeout period may enable you to add the site. Contact your system administrator.

GRN_SCHD_***** Schedule application error

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13001	Cannot perform actions on this appointment.	The appointment was specified incorrectly, or the appointment no longer exists.	Confirm the target appointment.
GRN_SCHD_13002	Cannot view this comment.	The currently logged-in user is not permitted to view this appointment.	Contact your system administrator or your Application administrator.
GRN_SCHD_13003	This tentative appointment has been fixed already.	A tentative appointment that has already been fixed has been specified.	Confirm the target tentative appointment.
GRN_SCHD_13004	Start date is invalid.	Cannot set due to the following reason. -The combination of start time and end time data is not valid.	Confirm the dates.
GRN_SCHD_13005	End date is invalid.	Cannot set because of the following reason. -The combination of start time and ending time data is not valid.	Confirm whether or not the end date and time are correct.
GRN_SCHD_13006	Date is invalid.	Cannot set due to the following reason. -The combination of start time and end time data is not valid.	Confirm the dates.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13007	Start time is invalid.	Cannot set because of the following reason. - The combination of start time and ending time data is not valid.	Confirm whether or not the start time is correct.
GRN_SCHD_13008	Ending time is invalid.	Cannot set because of the following reason. - The combination of start time and ending time data is not valid.	Confirm whether or not the end date and time are correct.
GRN_SCHD_13009	Time is invalid.	Cannot set because of the following reason. - The combination of data for time is invalid because either the ending time precedes the start time, or the start time is later than the ending time.	Confirm whether or not the start and ending times are correct.
GRN_SCHD_13010	Start date and time are invalid.	Cannot set because of the following reason. - The combination of start date and time and end date and time data is not valid.	Confirm whether or not the start date and time are correct.
GRN_SCHD_13011	End date and time are invalid.	Cannot set because of the following reason. - The combination of start time and ending time data is not valid.	Confirm whether or not the end date and time are correct.
GRN_SCHD_13012	Date and time are invalid.	Cannot set because of the following reason. - The combination of data for date and time is invalid. -The end date precedes the start date.	Confirm whether or not the start or end date and time are correct.
GRN_SCHD_13013	The proposed date and time of the tentative appointment has not been set.	You are trying to add a tentative appointment without proposing a date and time for the tentative appointment.	Confirm the proposed date and time of the tentative appointment.
GRN_SCHD_13014	Date has not been entered.	You are attempting to set or change an appointment without entering the date.	Confirm the details entered for the date.
GRN_SCHD_13015	Cannot use this repeating period.	The repeating period is set so that it can only be added until the following limit: ***.	Set a repeating period within the range.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13016	Repeating conditions have not been entered.	Repeating conditions have not been entered.	Enter the repeating conditions, and add.
GRN_SCHD_13017	Classification of change to repeating appointment has not been selected.	The operation cannot be carried out because the repeating change classification has not been selected.	Confirm the selection details of the change classification of the repeating appointment, and try again.
GRN_SCHD_13018	Conditions for deleting repeating appointments have not been selected.	The operation cannot be carried out because the conditions for deleting repeating appointments have not been selected.	Confirm the selection details of the delete conditions of the repeating appointment, and try again.
GRN_SCHD_13019	Conditions for deleting a shared appointment have not been selected.	Conditions for deleting a shared appointment have not been selected.	Confirm the delete conditions of the shared appointment, and try again.
GRN_SCHD_13020	The start day of a repeating appointment cannot be changed.	When changing a future appointment, the repeating start day cannot be changed.	Make the start day the following date, and then change ***.
GRN_SCHD_13021	Attendee has not been specified.	One or more attendees for this appointment are required to add or change the appointment.	Select one or more attendees.
GRN_SCHD_13022	Cannot find the specified comment.	The comment was specified incorrectly, or the comment no longer exists.	Confirm the target comment.
GRN_SCHD_13023	Cannot delete the specified comment.	Only the commenter can delete a comment.	Ask the commenter to delete the comment.
GRN_SCHD_13024	Cannot post this comment.	There are no comment details.	Enter the details of the comment.
GRN_SCHD_13025	The CSV file data is invalid.	The number of data items entered in the CSV file does not match the fixed number of items.	Confirm the number of items in the CSV file data and the details.
GRN_SCHD_13026	Failed to Import the CSV file.	Cannot find the specified CSV file.	Specify the file correctly.
GRN_SCHD_13027	Cannot export schedule.	The user or organization whose schedule will be exported has not been selected.	Confirm the selection details of the user and organization, and try again.
GRN_SCHD_13028	Cannot export statistics.	The user or organization for which the statistics will be performed has not been selected.	Confirm the selection details of the user and organization, and try again.
GRN_SCHD_13029	Cannot add an item by this appointment type name.	The following menu has already been added: ***.	Add as a menu that has not been added or change.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13030	Cannot set links to appointment type.	The appointment type name has not been selected.	Select the appointment type name.
GRN_SCHD_13031	Cannot set links to appointment type.	The name of the appointment type was specified incorrectly, or the name of the appointment type no longer exists.	Confirm the target appointment type.
GRN_SCHD_13034	User right target ID is invalid.	A user, organization, or role has not been specified.	Confirm whether or not a target of the user rights has been selected.
GRN_SCHD_13035	User ID is invalid.	The user specified is not the logged-in user.	Confirm whether or not the target user is a login user.
GRN_SCHD_13036	Failed to set user rights.	A user, organization, or role for which the user rights will be set has not been selected.	Select a user, organization, or role.
GRN_SCHD_13037	Cannot find the specified user or organization.	A target has not been selected in the user rights settings.	Set the target of the user rights.
GRN_SCHD_13038	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_SCHD_13039	Failed to set user rights.	A target has not been selected in the user rights settings.	Select a user, organization, or role.
GRN_SCHD_13040	Failed to set user rights.	A user, organization, or role for which the user rights will be set has not been selected.	Select a user, organization, or role.
GRN_SCHD_13041	The combination of user rights is invalid.	A user who does not have the view privilege cannot be granted other privileges.	Confirm whether or not "View" is selected in the user rights settings.
GRN_SCHD_13042	Cannot view this appointment.	The currently logged in user cannot view this appointment because the user does not have user right for this appointment's user or organization.	Contact your system administrator or your Application administrator.
GRN_SCHD_13043	Cannot add this appointment.	The currently logged-in user is not permitted to add for this user/organization/facility.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13044	Cannot change this appointment.	The currently logged-in user is not permitted to change this user, organization, or facility.	Contact your system administrator or your Application administrator.
GRN_SCHD_13045	Cannot delete the specified appointment.	The currently logged-in user is not permitted to delete appointments for this user, organization, or facility.	Contact your system administrator or your Application administrator.
GRN_SCHD_13046	Cannot post a comment to this appointment.	The currently logged in user is not permitted to post comments on this appointment. Add, change, or delete privileges are required.	Contact your system administrator or your Application administrator.
GRN_SCHD_13048	The time period is invalid.	The end time precedes the start time.	Confirm the time period.
GRN_SCHD_13049	Cannot confirm specified appointment.	A user, organization, or facility to confirm the appointment has not been selected.	Confirm whether or not the target user, organization, and facility are selected.
GRN_SCHD_13050	Cannot find the specified organization or facility group.	There is no organization, facility group, or group that has the group ID specified in the appointment overview display.	Confirm the target organization and facility group's group ID.
GRN_SCHD_13051	You have attended this appointment already.	An appointment that you are attending already has been added.	Confirm the target appointment.
GRN_SCHD_13052	Cannot confirm the specified tentative appointment.	The currently logged-in user is not permitted to add, change, or delete for this appointment.	Contact your system administrator or your Application administrator.
GRN_SCHD_13053	Cannot delete the specified tentative appointment.	The date to be deleted has not been selected.	Confirm the date to be deleted.
GRN_SCHD_13054	Cannot find date of the specified tentative appointment.	The tentative appointment was specified incorrectly, or the tentative appointment no longer exists.	Confirm the date of the target tentative appointment.
GRN_SCHD_13055	Cannot select the specified user, organization, facility, or facility group.	The currently logged-in user is not permitted to view the appointments of this user, organization, facility, or facility group.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13056	Organization, My groups, or facility groups to be shown have not been selected.	The organization option has been selected in the daily or weekly group display's report, but the organization, group, or facility has not been selected.	Select the organization, My group, or facility.
GRN_SCHD_13057	Cannot select the specified user, organization, facility, or facility group.	The currently logged-in user is not permitted to perform actions on the appointments of this user, organization, facility, or facility group.	Contact your system administrator or your Application administrator.
GRN_SCHD_13058	You cannot specify this user, organization, role, facility type, or facility group.	When Importing user rights from a CSV file, users, organizations, facility types, and facility groups other than the pre-determined users, organizations, facility types, and facility groups cannot be specified in the first item.	Set the following user, organization, role, facility type, and facility group. -user -group -role -facility -facility group
GRN_SCHD_13059	An invalid settings item has been specified.	The following type cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_SCHD_13060	An invalid user, organization, role, facility code, or facility group has been specified.	The following type cannot be used: ***.	Set the following user, organization, role, facility type, and facility group. -user -group -role -facility -facility group
GRN_SCHD_13061	Invalid value is specified for target.	The following type cannot be used: ***.	Confirm the details of the settings target you are specifying.
GRN_SCHD_13062	You cannot specify this user right.	When Importing user rights from a CSV file, characters other than the pre-determined characters cannot be specified in the fourth item.	Set the following user rights. -R -A -M -D
GRN_SCHD_13063	Cannot access the specified screen.	Operational administrative privileges are required to perform this operation.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13064	Processing has been cancelled.	An unexpected request has been made from Garoon 2 Sync.	Copy the error message shown clearly and please contact our official partners or your vendor.
GRN_SCHD_13065	Cannot use this repeating period.	Cannot set because of the following reason. -The combination of repeating condition and period is not correct.	Confirm the dates.
GRN_SCHD_13068	A date and time has not been selected.	You are attempting to add an appointment without selecting a date and time.	Confirm whether or not the target date and time has been selected.
GRN_SCHD_13069	Processing has been cancelled.	An invalid parameter was found while processing.	Contact Cybozu Technical Center.
GRN_SCHD_13201	Facility name has not been entered.	You are attempting to add or change without entering the facility name.	Enter the facility, and then add or change.
GRN_SCHD_13202	Facility code has not been entered.	You are attempting to add or change without entering the facility code.	Enter the facility code, and then add or change.
GRN_SCHD_13203	Cannot find the specified facility.	The facility was specified incorrectly, or the specified facility no longer exists.	Confirm the target facility.
GRN_SCHD_13204	Facility group name has not been entered.	You are attempting to add or change without entering the facility group name.	Enter the facility group name, and then add or change.
GRN_SCHD_13205	Cannot find the specified facility group.	The facility group was specified incorrectly, or the specified facility group no longer exists.	Confirm the target facility group.
GRN_SCHD_13206	The reservation period for an appointment, which includes a facility, is invalid.	The reservation period is set to only be added until the following limit: ***.	Set a reservation period within the range.
GRN_SCHD_13207	Either the start time or the ending time has not been entered.	You are attempting to set or change an appointment without entering the start time or the ending time.	Confirm the details entered for the start time and the ending time.
GRN_SCHD_13208	The appointment at the following facility overlaps another appointment:***.	When reserving a facility, you must set the time period so that it does not overlap other appointments.	Confirm the appointment for the following facility: ***.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13209	Cannot delete the specified facility.	The facility was specified incorrectly, or the specified facility no longer exists.	Confirm the target facility.
GRN_SCHD_13210	Cannot delete the specified facility group.	The facility group was specified incorrectly, or the specified facility group no longer exists.	Confirm the target facility group.
GRN_SCHD_13211	Cannot add this facility.	A facility with the same facility code as the following facility code has been added already: ***.	A duplicate facility code cannot be set. Specify a unique facility code.
GRN_SCHD_13212	Cannot change order of facility.	The order has not been specified.	Specify an order.
GRN_SCHD_13213	Cannot change order of facility groups.	The order has not been specified.	Specify an order.
GRN_SCHD_13215	Cannot perform actions on the specified appointment.	The currently logged-in user is not permitted to change or delete for this appointment.	Contact your system administrator or your Application administrator.
GRN_SCHD_13216	The time set when adjusting the appointment overlaps another appointment.	When reserving a facility, you must set a time period that does not overlap another time period.	Confirm the target facility appointment.
GRN_SCHD_13217	Cannot add this facility group.	A facility group with the same facility group code as the following facility group code has been added already: ***.	A duplicate facility group code cannot be set. Specify a unique facility group code.
GRN_SCHD_13218	The maximum time for an appointment, which includes a facility, has been exceeded.	The facility reservation time period is set so that it can only be added up to the following maximum: MM.	Set a reservation time within the range.
GRN_SCHD_13219	Facility group code has not been entered.	You are attempting to add or change a facility group without entering its code.	Enter the facility group code.
GRN_SCHD_13220	The hierarchy of facility group exceeds three levels.	The hierarchy of facility groups cannot exceeds the limit of three levels.	Set facility groups within the hierarchy limit.
GRN_SCHD_13221	Failed to Import the facility group information CSV file.	A required item, *** or ***, has not been specified.	Specify a non-empty string or a * to omit it.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13222	Failed to Import the facility group information CSV file.	Both *** and *** are being omitted by specifying * as their value.	Specify *** while changing the organization information, and specify *** while creating an organization.
GRN_SCHD_13223	Cannot find the specified parent facility group.	Certain specified parent facility group(s) is incorrect or no longer exists.	Confirm the parent facility group.
GRN_SCHD_13224	The parent facility group specified as the move destination is invalid.	The designated parent facility group is either a lower level group or the same group the facility is being moved from.	Confirm the destination parent facility group.
GRN_SCHD_13225	Cannot leave this schedule.	The currently logged-in user has not attended this appointment.	Confirm the attendees list of this appointment.
GRN_SCHD_13226	Cannot use the specified facility.	The currently logged-in user is not permitted to add or edit repeating appointments with this facility ***.	Use other facilities. If you want to change the permition for this facility, contact your system administrator or your Application administrator.
GRN_SCHD_13227	Start date and time is invalid.	Cannot set because of the following reason: - The format of start date and time is not valid.	Confirm whether or not the start date and time is correct.
GRN_SCHD_13228	End date and time is invalid.	Cannot set because of the following reason: - The format of end date and time is not valid.	Confirm whether or not the end date and time is correct.
GRN_SCHD_13229	Cannot add a private appointment.	Adding a private appointment is prohibited.	Contact your system administrator or your application administrator.
GRN_SCHD_13300	Cannot find the specified customizable item.	The customizable item was specified incorrectly, or the customizable item no longer exists.	Confirm the target customizable items.
GRN_SCHD_13301	Cannot find item.	The item was specified incorrectly, or the item no longer exists.	Confirm the target item.
GRN_SCHD_13302	Cannot find the specified customizable item.	The customizable item ID was specified incorrectly, or the customizable item ID no longer exists.	Confirm the target customizable item ID.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13303	Cannot find the specified built-in item.	The built-in item was specified incorrectly, or the built-in item no longer exists.	Confirm the target built-in items.
GRN_SCHD_13304	Invalid operation.	A regular appointment is being edited as a repeating appointment.	Please contact our official partners or your vendor.
GRN_SCHD_13305	Invalid operation.	A regular appointment is being edited as a repeating appointment.	Please contact our official partners or your vendor.
GRN_SCHD_13306	Invalid operation.	Attend or leave is not allowed on tentative appointments.	Please contact our official partners or your vendor.
GRN_SCHD_13307	Invalid operation.	Simultaneous operations on the same appointment are not allowed.	Please contact our official partners or your vendor.
GRN_SCHD_13308	You cannot edit this appointment.	Drag and drop moving is disabled.	Edit this appointment on the "Appointment details" screen.
GRN_SCHD_13309	Cannot find the specified appointment type.	The appointment type was specified incorrectly, or the appointment type no longer exists.	Confirm the target appointment type.
GRN_SCHD_13310	File attachments are disabled.	Your system administrator does not allow users to attach files to appointments.	Contact your system administrator.
GRN_SCHD_13311	Cannot find the specified attachment.	The attachment was specified incorrectly or the attachment no longer exists.	Confirm the target attachment.
GRN_SCHD_13312	Cannot view this file.	The currently logged in user cannot view this file because the user does not have user right for this appointment.	Contact your system administrator or your Application administrator.
GRN_SCHD_13314	Cannot edit this file.	The currently logged in user cannot edit this file because the user does not have user right for this file.	Contact your system administrator or your Application administrator.
GRN_SCHD_13316	Cannot find the file with the specified version.	The specified version is incorrect.	Confirm the target version.
GRN_SCHD_13340	Cannot view this page.	The attendance feature is not allowed.	Contact your system administrator.
GRN_SCHD_13341	Cannot view this page.	Attendance is disabled for this appointment.	Confirm the appointment.
GRN_SCHD_13342	Cannot view this page.	You are not an attendee of this appointment.	Confirm the appointment.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13350	Usage request for this facility cannot be processed.	Facility usage request has been disabled by your system administrator.	Contact your system administrator.
GRN_SCHD_13351	Usage request cannot be processed by anyone other than the operational administrators for the facility.	The operational administrative privileges for the facility are required to process the usage request.	Contact your system administrator.
GRN_SCHD_13352	The usage request is already processed.	Once processed, the usage request cannot be reprocessed.	Contact your system administrator.
GRN_SCHD_13353	Cannot process the usage request.	The facility is not registered for this appointment.	Contact your system administrator.
GRN_SCHD_13354	Usage request for this facility cannot be processed.	Facility usage request is available only for regular appointments.	Contact your system administrator.
GRN_SCHD_13355	Cannot add this appointment as a tentative appointment.	The facilities with usage request enabled cannot be used in tentative appointments. The facilities with usage request enabled：***	Remove the facilities with usage request enabled from the appointment.
GRN_SCHD_13356	Cannot edit the appointment.	The operational administrative privileges for the facility are required to edit the repeating appointments that use the facilities with usage request enabled. The facilities with usage request enabled：***	Contact your system administrator.
GRN_SCHD_13357	Usage request for the following facilities has been enabled：***	Purpose is required to use the facility with usage request enabled.	Enter the purpose to use the facility.
GRN_SCHD_13358	The following facilities cannot be used in repeating appointments：***	Usage request has been enabled.	Change to other facilities.
GRN_SCHD_13359	Purpose is empty.	Purpose is required.	Enter the purpose of the facility.
GRN_SCHD_13360	Cannot reject the usage request.	One or more attendees are required to reject the usage request.	Check whether one or more attendees exist for the appointment.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_13361	Cannot process the usage request.	You are attempting to add invalid data.	Using the request data in the Facility usage requests, process again using the correct method.
GRN_SCHD_13362	Invalid login name is specified.	"***" cannot be used for the login name.	Confirm the login name you have specified.
GRN_SCHD_13363	Invalid item type is specified.	"***" cannot be used for the item type.	Confirm the item type you have specified.
GRN_SCHD_13364	Invalid item code is specified.	"***" cannot be used for the item code.	Confirm the item code you have specified.
GRN_SCHD_13365	You cannot specify organizations and roles for private watchers.	Organizations and roles are not allowed to be selected.	Specify only users for private watchers.
GRN_SCHD_91001	Failed to connect to Web conference.	The Web conference reservation could not be changed for the following reasons: -Conflicting reservations exist in Web conference -A value necessary for reservation was incorrectly specified	Check your Web conference reservations. If no conflicting reservations exist, contact your system administrator.
GRN_SCHD_91002	Failed to connect to Web conference.	The Web conference reservation could not be deleted for the following reasons: -Failed to log in to Web conference -An error occurred when communicating with Web conference	Contact your system administrator.
GRN_SCHD_91003	Failed to connect to Web conference.	The Web conference reservation could not be deleted for the following reasons: -Failed to log in to Web conference -An error occurred when communicating with Web conference	Contact your system administrator.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_91004	Failed to connect to Web conference.	The reservation information could not be obtained from Web conference for the following reasons: -Failed to log in to Web conference -An error occurred when communicating with Web conference -The conference reservation has been deleted	Contact your system administrator.
GRN_SCHD_91005	Failed to connect to Web conference.	The Web conference room could not be reserved for the following reasons: -Failed to log in to Web conference -An error occurred when communicating with Web conference -Conflicting reservations exist in Web conference -A value necessary for reservation was incorrectly specified	Contact your system administrator and try again.
GRN_SCHD_91006	Failed to log in to Web conference.	An error occurred when logging in to Web conference.	Check the condition of the Web conference server.
GRN_SCHD_91021	The specified facility is not valid.	Multiple facilities are selected for the Web conference.	Select only one facility.
GRN_SCHD_91022	End date and time are not valid.	A past date or time is specified.	Specify a future date and time.
GRN_SCHD_91023	Subject is not valid.	No value is specified.	To reserve a Web conference room, enter a value.
GRN_SCHD_91024	Subject is not valid.	The combined character count of the appointment type and subject exceeds "n" characters.	Reduce the number of characters and try again.
GRN_SCHD_91025	Memo is not valid.	No value is specified.	Specify a non-empty string.
GRN_SCHD_91026	Memo is not valid.	The Memo exceeds "n" levels.	Reduce the number of characters and try again.
GRN_SCHD_91027	Participant is not valid.	A user with no Web conference e-mail address specified is selected.	Select users who already have Web conference e-mail addresses.

Error number	Error message	Cause	Countermeasure
GRN_SCHD_91028	Password is not valid.	Password could not be set for the following reasons: -The passwords do not match -One or more of the characters are not a single-byte alphanumeric character -Incorrect character count	Alphanumeric character Set: 6 to 16.
GRN_SCHD_91029	Name of External invitee is not valid.	The character count of the name exceeds "n" characters.	Reduce the number of characters and try again.
GRN_SCHD_91030	E-mail address of External invitee is not valid.	The character count of the e-mail address exceeds "n" characters.	Reduce the number of characters and try again.
GRN_SCHD_91031	External invitee is not valid.	Name and e-mail address are not specified.	Specify a name and an e-mail address.
GRN_SCHD_91032	Can not reserve Web conference room.	Web conference e-mail address is not specified in your Personal settings.	To reserve a Web conference room, set a Web conference e-mail address.
GRN_SCHD_91033	Invitee exceeds the maximum user.	You can invite up to "n" participants.	Reduce the number of attendees.
GRN_SCHD_91034	Invitee exceeds the maximum user.	You can invite up to "n" participants.	Reduce the number of attendees or external invitees.
GRN_SCHD_91035	Cannot set attendees.	The maximum number of participants has not been set.	Contact your system administrator.
GRN_SCHD_91038	Facilities is not valid.	Facilities cannot change.	Set specify the previous facilities.
GRN_SCHD_91039	End date and time are not valid.	You cannot specify future date.	You have to specify the past date.
GRN_SCHD_91040	Start date and time are not valid.	Start date and time cannot change.	Set specify the previous beginning date.
GRN_SCHD_91041	Invitee exceeds the maximum user.	You can invite up to "n" participants.	You cannot attend this appointment.
GRN_SCHD_91042	You cannot attend this appointment.	Web conference e-mail address is not specified in your Personal settings.	To attend the Web conference, set a Web conference e-mail address in your Personal settings.

GRN_SPACE_*****: Space error

Error number	Error message	Cause	Countermeasure
GRN_SPACE_00001	Cannot find the specified space.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_00002	Cannot find the specified category.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.
GRN_SPACE_00003	Cannot find the specified icon.	The icon was specified incorrectly, or the icon no longer exists.	Confirm the target icon.
GRN_SPACE_00004	Cannot set the space.	The space name exceeds 100 characters.	Enter a space name using 100 characters or less, regardless of whether single-byte or double-byte.
GRN_SPACE_00005	Members are empty.	One or more members are required to add or edit the space.	Select one or more members.
GRN_SPACE_00008	Cannot find the specified parent category.	The category was specified incorrectly, or the category no longer exists.	Confirm the parent category to which you want to move the category.
GRN_SPACE_00009	Failed to obtain rich text information.	An invalid request may have been created.	Contact our official partners or your vendor.
GRN_SPACE_00010	Failed to obtain text information.	An invalid request may have been created.	Contact our official partners or your vendor.
GRN_SPACE_00011	Failed to obtain space ID.	An invalid request may have been created.	Contact our official partners or your vendor.
GRN_SPACE_00012	Cannot edit this space.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_00013	Cannot access the specified space.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_00014	Cannot delete the category.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.
GRN_SPACE_00015	Cannot set the specified category code.	You are specifying an existing category code.	A duplicate category code cannot be set. Specify a unique category code.
GRN_SPACE_00016	Cannot find the specified comment.	The comment was specified incorrectly, or the comment no longer exists.	Confirm the target comment.

Error number	Error message	Cause	Countermeasure
GRN_SPACE_00017	Failed to import the CSV file.	The Root category is specified in the Category code field. The Root category cannot be changed.	Confirm the category code in the line whose number is provided in the message above.
GRN_SPACE_00018	The value specified in the Parent category code field is invalid.	The values in Parent category code and Category code are the same or a sub category of the category is specified in Parent category.	Confirm the value in the Parent category code field.
GRN_SPACE_00019	No space administrators specified.	One or more space administrators are required.	Specify one or more space administrators.
GRN_SPACE_00020	Cannot add a folder.	The currently logged-in user does not have permission to add a folder.	Confirm the space settings.
GRN_SPACE_00021	Cannot find the specified folder.	The folder was specified incorrectly, or the folder no longer exists.	Confirm the target folder.
GRN_SPACE_00022	You have already joined this space.	You tried to join the space of which you have been a member.	Confirm the target space.
GRN_SPACE_00023	You cannot leave the space.	You tried to leave the space from which you have been removed.	Confirm the target space.
GRN_SPACE_00024	You cannot join or leave the space.	Members are not allowed to join and leave the space.	Contact your system administrator or the space administrators.

GRN_SPACE_DISCUSSION_*****:Space discussion error

Error number	Error message	Cause	Countermeasure
GRN_SPACE_DISCUSSION_00002	Cannot add discussions to the specified space.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_DISCUSSION_00003	Cannot find the specified discussion.	The discussion was specified incorrectly, or the discussion no longer exists.	Confirm the target discussion.
GRN_SPACE_DISCUSSION_00004	Subject is empty.	You are attempting to add or edit without entering the subject.	Enter the subject, and then add or edit the discussion.
GRN_SPACE_DISCUSSION_00005	Cannot delete discussions in this space.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_DISCUSSION_00006	Cannot post this comment.	Comment is empty.	Enter the comment.

Error number	Error message	Cause	Countermeasure
GRN_SPACE_DISC USSION_00007	Cannot find the specified comment.	The comment was specified incorrectly, or the comment no longer exists.	Confirm the target comment.
GRN_SPACE_DISC USSION_00008	Cannot edit discussions in this space.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_DISC USSION_00009	Cannot view the specified discussion.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_DISC USSION_00010	Cannot delete the specified comment.	Only the user who posted the comment can delete it.	Ask the user to delete the comment.
GRN_SPACE_DISC USSION_00011	Cannot delete the discussion.	The discussion was specified incorrectly, or the discussion no longer exists.	Confirm the target discussion.
GRN_SPACE_DISC USSION_00012	Cannot follow the discussion.	The discussion was specified incorrectly, or the discussion no longer exists.	Confirm the target discussion.
GRN_SPACE_DISC USSION_00013	Cannot unfollow the discussion.	The discussion was specified incorrectly, or the discussion no longer exists.	Confirm the target discussion.
GRN_SPACE_DISC USSION_00016	Cannot move discussions to the specified space.	The currently logged-in user is not a member of the destination space.	Confirm the target space.
GRN_SPACE_DISC USSION_00015	Cannot move discussions to another space.	The currently logged-in user does not have permission to move discussions.	Confirm the space settings.
GRN_SPACE_DISC USSION_00014	Cannot move discussions.	The currently logged-in user does not have permission to move discussions.	Confirm the space settings.

GRN_SPACE_FILE_*****:Space file error

Error number	Error message	Cause	Countermeasure
GRN_SPACE_FILE_ 00001	Cannot find the specified attachment.	The attachment was specified incorrectly, or the attachment no longer exists.	Confirm the target attachment.
GRN_SPACE_FILE_ 00002	Cannot attach files.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_FILE_ 00003	Cannot delete the specified attachment.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.

Error number	Error message	Cause	Countermeasure
GRN_SPACE_FILE_00004	Cannot edit the specified attachment information.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_FILE_00005	Cannot update the attachment.	New file has not been specified.	Specify a new file, and update again.
GRN_SPACE_FILE_00006	Cannot find the file with the specified version.	The version of the attachment was specified incorrectly, or the file no longer exists.	Confirm the target file.
GRN_SPACE_FILE_00007	Cannot restore the version of the specified file.	The file was specified incorrectly, or versioning settings are not applied to the file.	Confirm the target file.

GRN_SPACE_TODO_*****:Space shared To-Do error

Error number	Error message	Cause	Countermeasure
GRN_SPACE_TODO_00001	Cannot find the specified To-Do.	The To-Do was specified incorrectly, or the To-Do no longer exists.	Confirm the target To-Do.
GRN_SPACE_TODO_00002	Cannot add or edit the To-Do.	To-Do name is empty.	Enter the To-Do name.
GRN_SPACE_TODO_00003	Cannot add To-Dos to the specified space.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_TODO_00004	Cannot delete the specified To-Do.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_TODO_00005	Cannot edit To-Dos in this space.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_TODO_00006	The specified date is invalid.	The due date cannot be set with the end date that is earlier than the start date.	Confirm the start and end dates.
GRN_SPACE_TODO_00007	Cannot complete or reopen this To-Do.	The To-Do was specified incorrectly, or you are no longer an assignee of the To-Do.	Confirm the target To-Do.
GRN_SPACE_TODO_00008	Cannot set the assignees of this To-Do.	The specified assignees contain one or more non-members of the space.	Assign only members of the space to a To-Do.
GRN_SPACE_TODO_00009	Cannot post this comment.	Comment is empty.	Enter the comment.
GRN_SPACE_TODO_00010	Cannot find the specified comment.	The comment was specified incorrectly, or the comment no longer exists.	Confirm the target comment.
GRN_SPACE_TODO_00011	Cannot post comments to the specified To-Do.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.

Error number	Error message	Cause	Countermeasure
GRN_SPACE_TODO _00012	Cannot access the specified To-Do.	The space was specified incorrectly, or the space no longer exists.	Confirm the target space.
GRN_SPACE_TODO _00013	Cannot delete the specified comment.	Only the user who posted the comment can delete it.	Ask the user to delete the comment.

GRN_STAR_***** Favorite application error

Error number	Error message	Cause	Countermeasure
GRN_STAR_49001	Cannot add the ***.	You cannot add ***s because the total *** size limited for saving has been exceeded.	Delete other ***s, and then add.
GRN_STAR_49002	Cannot select applications. The specified application ID is invalid.	The application was specified incorrectly, or the application may have been set to inactive.	Contact your system administrator or your Application administrator.

GRN_TMCR_***** Timesheet application error

Error number	Error message	Cause	Countermeasure
GRN_TMCR_20001	Cannot find specified date log.	The date was specified incorrectly, or the specified date's log no longer exists.	Confirm the target date, and contact your system administrator and your Application administrator.
GRN_TMCR_20002	The date has not been specified correctly.	The date is not specified, or the value specified for the date is invalid.	Confirm the target date.
GRN_TMCR_20003	Cannot set the work start time or work ending time.	The work start time has not been specified, or the time specified in work ending time precedes the work start time.	Confirm time specification.
GRN_TMCR_20004	Cannot set the out-of-office or return times.	The work start time or out-of-office time has not been specified, or the time specified in the out-of-office time precedes the return time.	Confirm time specification.
GRN_TMCR_20005	Cannot set the work ending time.	A time has been specified in work start time which is later than the work ending time.	Confirm time specification.
GRN_TMCR_20006	Cannot set the work ending time.	A time has been specified in work ending time that is earlier than the work start time.	Confirm time specification.

Error number	Error message	Cause	Countermeasure
GRN_TMCR_20007	Cannot set the out-of-office time.	The time specified in out-of-office is outside the work start and work ending times, or is later than the return time.	Confirm time specification.
GRN_TMCR_20008	Cannot set the restore time.	The time specified in return time is outside the work start and work ending times, or is earlier than the out-of-office time.	Confirm time specification.
GRN_TMCR_20009	Cannot set the out-of-office or return times.	The out-of-office or back-to-office time is duplicate other periods of absence.	Confirm the out-of-office or back-to-office time specification.
GRN_TMCR_20010	Cannot set the return time.	Multiple out-of-office periods without a return time cannot be set.	Confirm whether or not the out-of-office and the return times are correct.
GRN_TMCR_20011	Failed to export the CSV file.	Cannot export for the following reasons. -The combination of start date and end date is not valid.	Confirm whether or not the start date is correct.
GRN_TMCR_20012	Failed to export the CSV file.	Cannot export for the following reasons. -The combination of start date and end date is not valid.	Confirm whether or not the end date and time are correct.
GRN_TMCR_20013	Failed to export the CSV file.	Cannot export for the following reasons. -The combination of start date and end date is not valid.	Confirm the target export period.

GRN_TODO_***** To-Do List application error

Error number	Error message	Cause	Countermeasure
GRN_TODO_21001	You cannot set up a category.	The number of characters in the category name exceeds the following length of characters: ***.	Enter a category name within the following length, regardless of whether single-byte or double-byte: ***.
GRN_TODO_21002	Cannot find the specified To-Do.	The To-Do was specified incorrectly, or the To-Do no longer exists.	Confirm the target To-Do.

GRN_UTIL_API_***** Utility API error

Error number	Error message	Cause	Countermeasure
GRN_UTIL_API_65000	Cannot process the SOAP request.	The SOAP request is incorrect or empty.	Please contact our official partners or your vendor.

Error number	Error message	Cause	Countermeasure
GRN_UTIL_API_65001	SOAP request is invalid.	*** is missing from the SOAP request.	Please contact our official partners or your vendor.
GRN_UTIL_API_65002	Cannot process the SOAP request.	API *** does not exist.	Please contact our official partners or your vendor.
GRN_UTIL_API_65003	SOAP request is invalid.	The SOAP request has expired.	Please contact our official partners or your vendor.
GRN_UTIL_API_65004	There are insufficient request parameters.	*** is required.	Please contact our official partners or your vendor.
GRN_UTIL_API_65005	Invalid operation.	*** is required.	Enter ***.
GRN_UTIL_API_65006	The license has expired.	All Garoon functions have been deactivated except the license registration because the trial period has been expired.	Purchase another license.
GRN_UTIL_API_65008	Cannot log in.	The password has expired.	Change the password on your Garoon.

GRN_WRKF_*****: Workflow error

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25000	CategoryIDis invalid.	The category was specified incorrectly, or the category no longer exists.	Confirm the target category.
GRN_WRKF_25001	Required items have not been entered.	You are attempting to add or change without entering the required items for the category.	Enter the required items for the category, and then add or change.
GRN_WRKF_25002	Cannot find the specified category.	The category was specified incorrectly, or the specified category no longer exists.	Confirm the target category.
GRN_WRKF_25003	Cannot find the specified category list.	No category has been created, or all the categories have been deleted.	Confirm the target category list.
GRN_WRKF_25004	Cannot set the specified category code.	You are specifying an existing category code.	A duplicate category code cannot be set. Specify a unique category code.
GRN_WRKF_25010	User rightIDis invalid.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user right.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25011	User right's targetIDis invalid.	The target specified for user rights is incorrect, or the target of user rights no longer exists.	Confirm the target of the user rights.
GRN_WRKF_25012	Cannot find the specified user right.	The user right was specified incorrectly, or the user right no longer exists.	Confirm the target user rights.
GRN_WRKF_25013	Cannot find the specified user right.	No user rights have been created, or all the user rights have been deleted.	Confirm the target user rights.
GRN_WRKF_25014	UserIDis invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_WRKF_25015	OrganizationIDis invalid.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_WRKF_25016	RoleIDis invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_WRKF_25017	Cannot access the specified settings screen.	The currently logged-in user is not permitted to access this function.	Contact your system administrator or your Application administrator.
GRN_WRKF_25018	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_WRKF_25019	User rights cannot be changed.	View privileges cannot be revoked from a user with user rights who is currently logged-in.	Confirm the details of the user right settings.
GRN_WRKF_25020	Failed to import the user right's CSVfile.	The CSVfile format is invalid.	Modify the data of the line number shown.
GRN_WRKF_25030	Operational administrative privilegeIDis invalid.	The operational administrative privilege was specified incorrectly, or the operational administrative privilege no longer exists.	Confirm the target operational administrative privileges.
GRN_WRKF_25031	Operational administrative targetIDis invalid.	The target of the operational administrative privileges was specified incorrectly, or the target of the operational administrative privileges has been deleted.	Confirm the target operational administrative privileges target.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25032	Cannot find operational administrative privileges.	The operational administrative privilege was specified incorrectly, or the specified operational administrative privilege no longer exists.	Confirm the target operational administrative privileges.
GRN_WRKF_25033	Cannot find the specified operational administrative privileges.	No operational administrative privileges have been created, or all the operational administrative privileges have been deleted.	Confirm the target operational administrative privileges list.
GRN_WRKF_25034	UserIDis invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_WRKF_25035	OrganizationIDis invalid.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_WRKF_25036	RoleIDis invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_WRKF_25037	The operational administrative privileges are limited.	The currently logged-in user does not have the privilege to be an operational administrator for this function.	Contact your system administrator.
GRN_WRKF_25038	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_WRKF_25039	User rights cannot be changed.	View privileges cannot be revoked from a user with user rights who is currently logged-in.	Confirm the details of the user right settings.
GRN_WRKF_25040	Failed to import the operational administrative privileges CSVfile.	The CSVfile format is invalid.	Modify the data of the line number shown.
GRN_WRKF_25041	Operational administrators cannot access uncategorized categories.	The categoryIDwas specified incorrectly, or the currently logged-in user is not permitted to access uncategorized categories.	Contact your system administrator or your Application administrator.
GRN_WRKF_25050	Request formIDis invalid.	The request form was specified incorrectly, or the request form no longer exists.	Confirm the target request form.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25051	Required items have not been entered.	You are attempting to add or change without entering the required items for the request form.	Enter the required items for the request form, and then add or change.
GRN_WRKF_25052	Cannot find the specified request form.	The request form was specified incorrectly, or the request form no longer exists.	Confirm the target request form.
GRN_WRKF_25053	Cannot set the specified request form code.	You are specifying an existing request form code.	A duplicate request form code cannot be set. Specify a unique request form code.
GRN_WRKF_25054	Cannot make this request form "Active".	There is no request route information.	Set the request route, and make the request form "Active" again.
GRN_WRKF_25060	ItemIDis invalid.	The item was specified incorrectly, or the item no longer exists.	Confirm the target item.
GRN_WRKF_25061	Required items have not been entered.	You are attempting to add or change without entering the required items for the item.	Enter the required items for the items, and then add or change.
GRN_WRKF_25062	Cannot find the specified item.	The item was specified incorrectly, or the specified item no longer exists.	Confirm the target item.
GRN_WRKF_25063	Item type is invalid.	You are attempting to add or change specifying an item type that does not exist.	Select the item type again.
GRN_WRKF_25064	Failed to set up item.	The settings details for the item are invalid.	Confirm the details of the settings for the item, and set again.
GRN_WRKF_25065	There is a mistake in the details entered for the item.	The details entered for the item are invalid.	Confirm the details entered for the item, and set again.
GRN_WRKF_25066	Cannot access the specified item.	The item is an item the currently logged-in user cannot access.	Contact your system administrator or your Application administrator.
GRN_WRKF_25067	The user information specified in the initial value of the item is invalid.	The user information specified in the item's initial value does not exist or cannot be used.	Confirm the target item.
GRN_WRKF_25100	RouteIDis invalid.	The route was specified incorrectly, or the route no longer exists.	Confirm the target route.
GRN_WRKF_25101	Route code is invalid.	The route was specified incorrectly, or the route no longer exists.	Confirm the target route.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25102	Route stepIDis invalid.	The route step was specified incorrectly, or the route step no longer exists.	Confirm the target route step.
GRN_WRKF_25103	Initial valueIDis invalid.	The route step's initial value was specified incorrectly, or the route step's initial value no longer exists.	Confirm the initial value of the target route step.
GRN_WRKF_25104	Route step cannot be found.	A route step has not been created or, all the route steps have been deleted.	Contact your system administrator or your Application administrator.
GRN_WRKF_25105	Cannot add the specified route.	The route code is the same as an existing route's route code.	A duplicate route code cannot be set. Specify a unique route code.
GRN_WRKF_25106	Cannot find shared route.	A shared route has not been created, or all the shared routes have been deleted.	Confirm the target route list.
GRN_WRKF_25107	Cannot find the specified route.	The route was specified incorrectly, or the route no longer exists.	Confirm the target route.
GRN_WRKF_25108	Cannot change route.	A route that is not a shared route cannot be changed with this operation.	Return to the previous screen, and redo the operation from the beginning.
GRN_WRKF_25109	Cannot find the specified route step.	The route step was specified incorrectly, or the route step no longer exists.	Confirm the target route step.
GRN_WRKF_25110	Cannot change route.	A route that is not a dedicated route cannot be changed with this operation.	Return to the previous screen, and redo the operation from the beginning.
GRN_WRKF_25111	Cannot add new route.	You are attempting to add a dedicated route to a request form that has a dedicated route set for it already.	Confirm the route information set for this request form.
GRN_WRKF_25112	Cannot find initial value.	The initial value was specified incorrectly, or the initial value no longer exists.	Confirm the target initial value and the initial value set for the user, organization, or role.
GRN_WRKF_25113	Type of route is invalid.	An unexpected character has been used in the value set in dedicated route or shared route.	Confirm the route type details, and set again.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25114	Cannot delete route.	A route that is not a shared route cannot be changed with this operation.	Return to the previous screen, and redo the operation from the beginning.
GRN_WRKF_25150	Route branching informationIDis invalid.	The route branching information was specified incorrectly, or the route branching information no longer exists.	Confirm the target route branching information.
GRN_WRKF_25151	Cannot find the specified route branching information.	The route branching information was specified incorrectly, or the specified route branching information no longer exists.	Confirm the target route branching information.
GRN_WRKF_25160	Route branching conditionIDis invalid.	The route branching condition was specified incorrectly, or the specified route branching condition no longer exists.	Confirm the target route branching conditions.
GRN_WRKF_25161	Cannot find the specified route branching condition.	The route branching condition was specified incorrectly, or the specified route branching condition no longer exists.	Confirm the target route branching conditions.
GRN_WRKF_25170	The route stepIDset for the branching condition is invalid.	The route step was specified incorrectly, or the route step no longer exists.	Confirm the target route step.
GRN_WRKF_25171	Cannot find the specified route branching step.	The route branching step was specified incorrectly, or the specified route branching step no longer exists.	Confirm the target route branching step.
GRN_WRKF_25200	The user rightIDof attachment is invalid.	The user right to attachment was specified incorrectly, or that user right no longer exists.	Confirm the "user right to attachment" for this request form again.
GRN_WRKF_25201	Cannot set user rights to attachment.	The user right to attachments has been set already.	Return to the previous screen, and redo the operation from the beginning.
GRN_WRKF_25202	User rights to attachment cannot be set.	A route step that has already been set has been selected.	Return to the "File user rights settings" screen, and start the operation again from the beginning.
GRN_WRKF_25203	Property is invalid.	Unknown cause.	Contact Cybozu Technical Center.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25250	UserIDis invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_WRKF_25251	FolderIDis invalid.	The folder was specified incorrectly, or the folder no longer exists.	Confirm the target folder.
GRN_WRKF_25252	Folder code is invalid.	The folder was specified incorrectly, or the folder no longer exists.	Copy the error message shown clearly and, please contact our official partners or your vendor.
GRN_WRKF_25253	Required items have not been entered.	You are attempting to add or change without entering the required items.	Enter the required items, and then add or change.
GRN_WRKF_25254	Cannot set the specified folder code.	You are specifying an existing folder code.	Copy the error message shown clearly and, please contact our official partners or your vendor.
GRN_WRKF_25255	Cannot find the specified folder.	The folder was specified incorrectly, or the specified folder no longer exists.	Confirm the target folder.
GRN_WRKF_25256	Cannot find the specified folder relation code.	The folder relation code is incorrect, or the specified folder relation code no longer exists.	Copy the error message shown clearly and, please contact our official partners or your vendor.
GRN_WRKF_25257	Cannot set the specified folder code.	You are specifying an existing folder code.	Copy the error message shown clearly and, please contact our official partners or your vendor.
GRN_WRKF_25300	RequestIDis invalid.	The request data was specified incorrectly, or the request data no longer exists.	Confirm the target request data.
GRN_WRKF_25301	Required items have not been entered.	You are attempting to add or change without entering the required items for the request.	Enter the required items for the request, and then add or change.
GRN_WRKF_25302	Cannot find the specified request data.	The request data was specified incorrectly, or the request data no longer exists.	Confirm the target request data.
GRN_WRKF_25303	Start day is invalid.	Either the day, month, or year has not been set.	When specifying the start day, set the day, month, and year.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25304	Ending day is invalid.	Either the day, month, or year has not been set.	When specifying the ending day, set the day, month, and year.
GRN_WRKF_25305	Start day and ending day combination is invalid.	Cannot set because of one of the following reasons. - The combination of recurring condition and period is invalid - The ending day precedes the start day	Confirm whether or not the start and ending day are correct.
GRN_WRKF_25306	Status has not been selected.	You must select at least one item in "Status".	Select "Status".
GRN_WRKF_25307	Cannot access the specified request data.	The request data is a request data the currently logged-in user cannot access.	Confirm the status of the target request.
GRN_WRKF_25310	Request item dataIDis invalid.	The request item data specification is incorrect, or the request item data has been deleted.	Confirm the item data for the target request.
GRN_WRKF_25311	Required items have not been entered.	You are attempting to add or change without entering the required items for the request item data.	Enter the required items for the request item data, and then add or change.
GRN_WRKF_25312	Cannot find the specified request item data.	The request item data was specified incorrectly, or the request item data no longer exists.	Confirm the item data for the target request.
GRN_WRKF_25320	The attached request file dataID is invalid.	The attached request file data was specified incorrectly, or the attached request file data no longer exists.	Confirm the attached file data for the target request.
GRN_WRKF_25321	Required items have not been entered.	You are attempting to add or change without entering the required items for the attached request file data.	Enter the required items for the attached file data for the request, and then add or change.
GRN_WRKF_25322	Cannot find the specified request item file data.	The attached request file data was specified incorrectly, or the attached request file data no longer exists.	Confirm the attached file data for the target request.
GRN_WRKF_25330	Cannot approve this request.	Requests without a status of "In progress" or "Sent back" cannot be approved.	Confirm the status of the target request.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25331	Cannot reject this request.	Requests without a status of "In progress" or "Sent back" cannot be rejected.	Confirm the status of the target request.
GRN_WRKF_25332	Cannot send back this request.	Requests without a status of "In progress" or "Sent back" cannot be sent back.	Confirm the status of the target request.
GRN_WRKF_25333	Cannot resubmit this request data.	Requests without a status of "Sent back" cannot be resubmitted.	Confirm the status of the target request data.
GRN_WRKF_25334	Cannot cancel this request.	Requests without a status of "In progress" or "Sent back" cannot be cancelled.	Confirm the status of the target request.
GRN_WRKF_25335	Cannot submit this request data.	Request data without a status of "Drafts" cannot be submitted.	Confirm the status of the target request data.
GRN_WRKF_25336	Cannot find the specified request.	The request was specified incorrectly, or the request no longer exists.	Confirm the target request.
GRN_WRKF_25337	Cannot send back this request.	Sending back a request is prohibited.	Contact your system administrator or your application administrator.
GRN_WRKF_25350	Route stepIDis invalid.	The route step was specified incorrectly, or the route step no longer exists.	Confirm the target route step.
GRN_WRKF_25351	ProcessorIDis invalid.	The processor was specified incorrectly, or the processor no longer exists.	Confirm the target processor.
GRN_WRKF_25352	Cannot create a request.	The final approval route step cannot be omitted.	Set the processor for the route step.
GRN_WRKF_25353	Cannot find the specified route step.	The route step was specified incorrectly, or the route step no longer exists.	Confirm the target route step.
GRN_WRKF_25354	Cannot process the specified route step.	The route step the user is attempting to process has been completed already.	View the request data again in the Unprocessed List, and confirm the process of the target route step.
GRN_WRKF_25355	Cannot process the specified route step.	This route step cannot be processed because it has been (Omitted).	Confirm the processor for the route step again.
GRN_WRKF_25356	Cannot process the specified route step.	The currently logged-in user is not the processor.	Confirm the processor for the route step again.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25357	Cannot process the specified route step.	The process the user is attempting to carry out has been completed already.	View the request data again in the Unprocessed, and confirm the process of the target route step.
GRN_WRKF_25358	Cannot change route.	You are attempting to change the route of a route step for which changes are prohibited.	Contact your system administrator or your Application administrator.
GRN_WRKF_25359	Cannot cancel this request.	A user who is not the applicant is attempting to cancel the request.	Confirm the logged-in user.
GRN_WRKF_25360	Cannot cancel this request.	The specified request cannot be cancelled from the Request Data List.	Cancel the request data in the Sent items.
GRN_WRKF_25361	Cannot process requests consecutively.	The screen transitions may be different from the usual transitions for processing requests consecutively.	Using the request data in the Unprocessed, process consecutively again using the correct method.
GRN_WRKF_25362	Cannot process the request.	If the route type is not "Approval", "Approve" cannot be selected in the route step.	View the request data again in the Unprocessed, and confirm the processing method of the target route step.
GRN_WRKF_25363	Cannot process the request.	If the route type is not "Approval", "Reject" cannot be selected in the route step.	View the request data again in the Unprocessed, and confirm the processing method of the target route step.
GRN_WRKF_25364	Cannot process the request.	If the route type is not "Approval", the request cannot be sent back.	View the request data again in the Unprocessed, and confirm the processing method of the target route step.
GRN_WRKF_25365	Cannot process the request.	You are attempting to add invalid data.	Using the request data in the Unprocessed, process again using the correct method.
GRN_WRKF_25366	There is no route history.	The route history was specified incorrectly, or the route history no longer exists.	Confirm whether or not there has been a change to the route in the target request data.
GRN_WRKF_25367	Cannot create a request.	There is a route step without a processor.	Set a processor or (Omitted) for the route step.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25368	Route historyIDis invalid.	The route history was specified incorrectly, or the route history no longer exists.	Confirm the target route history.
GRN_WRKF_25369	Cannot set a processor for the specified route step.	You are attempting to set all processors for the route steps as "(Omitted)".	Add a processor for any route step.
GRN_WRKF_25370	Cannot change route.	The final approval route step cannot be omitted.	Set the processor for the route step.
GRN_WRKF_25400	Failed to import the CSVfile.	Cannot find CSVWriter.	Contact Cybozu Technical Center.
GRN_WRKF_25401	Failed to import the CSVfile.	The Root category is specified in the category code. The Root category cannot be changed.	Confirm the category code of the line number shown.
GRN_WRKF_25402	Failed to import the CSVfile.	The parent category code was specified incorrectly.	Confirm the parent category code of the line number shown.
GRN_WRKF_25403	Failed to import the CSVfile.	The CSVfile format is invalid.	Modify the data of the line number shown.
GRN_WRKF_25404	Failed to import the CSVfile.	The CSVfile format is invalid.	Confirm the second item of the line number shown.
GRN_WRKF_25405	Failed to import the CSVfile.	The CSVfile format is invalid.	Confirm the third item of the line number shown. Set the third item with the following value or leave it blank. - B
GRN_WRKF_25406	Failed to import the CSVfile.	The CSVfile format is invalid.	Confirm the fourth item of the line number shown.
GRN_WRKF_25407	Request data cannot be exported.	The "Selected fields" list is empty.	Select one or more fields from the "Available fields" list and add them to the "Selected fields" list.
GRN_WRKF_25408	Failed to import the CSV file.	The user, organization, or role specified as the target is incorrect, or no longer exists.	Confirm the first item in the line whose number is provided in the message above.
GRN_WRKF_25420	Failed to import theXMLfile.	TheXMLfile's format is invalid, or theXMLfile is being edited.	We do not recommend that you edit theXMLfile. Specify aXMLfile in the correct format.
GRN_WRKF_25421	Failed to import theXMLfile.	A node is not closed in theXMLfile.	Confirm the node written in theXMLfile, and import again.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25422	Failed to import theXMLfile.	TheXMLtag name is invalid, or theXMLfile is being edited.	We do not recommend that you edit theXMLfile. Specify aXMLfile in the correct format.
GRN_WRKF_25423	Failed to import theXMLfile.	Cannot find the specifiedXMLfile.	Confirm the target file, and import again.
GRN_WRKF_25424	Failed to import theXMLfile.	TheXMLfile's format is invalid, or theXMLfile is being edited.	We do not recommend that you edit theXMLfile. Specify aXMLfile in the correct format.
GRN_WRKF_25425	Failed to import theXMLfile.	The item specification in theXMLfile is invalid.	Confirm the items written in theXMLfile, and import again.
GRN_WRKF_25426	Failed to import theXMLfile.	Route name has not been specified.	Confirm the route name details in theXMLfile.
GRN_WRKF_25427	Failed to import theXMLfile.	Route code had not been specified.	Confirm the route code details in theXMLfile.
GRN_WRKF_25428	Failed to import theXMLfile.	User right is invalid.	Confirm the user right details in theXMLfile.
GRN_WRKF_25429	Failed to import theXMLfile.	Route branching information is invalid.	Confirm the route branching information details in theXMLfile.
GRN_WRKF_25430	Failed to import theXMLfile.	Route branch name is invalid.	Confirm the route branching name details in theXMLfile.
GRN_WRKF_25431	Failed to import theXMLfile.	The route step specified in the branching condition is invalid.	Confirm the route branching information details in theXMLfile.
GRN_WRKF_25432	Failed to import theXMLfile.	The following request form code cannot be used because it is set already for an existing form: "***".	A duplicate request form code cannot be set. Specify a unique request form code.
GRN_WRKF_25433	Failed to import theXMLfile.	The following route code cannot be used because it is a shared route or it is set as an existing form's dedicated route: "***".	A duplicate route code cannot be set. Set a unique route code.
GRN_WRKF_25434	Failed to import theXMLfile.	The following shared route code does not exist: ***.	Confirm the specified shared route code.
GRN_WRKF_25435	Failed to import theXMLfile.	The category (Root) has been specified. You cannot import a request form to the Root category.	Confirm the category details in theXMLfile.
GRN_WRKF_25436	Failed to import theXMLfile.	The following route code cannot be used because it is set as a dedicated route: "***".	A duplicate route code cannot be set. Set a unique route code.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25450	Route branching information dataIDis invalid.	The route branching information data was specified incorrectly, or the route branching information data no longer exists.	Confirm the target route branching information data.
GRN_WRKF_25451	Cannot find the specified route branching information data.	The route branching information data was specified incorrectly, or the route branching information data no longer exists.	Confirm the target route branching information data.
GRN_WRKF_25452	Cannot set branching condition for route.	A route step has not been selected.	Select one or more route steps.
GRN_WRKF_25460	Route branching condition dataIDis invalid.	The route branching condition data was specified incorrectly, or the route branching condition data no longer exists.	Confirm the target route branching conditions data.
GRN_WRKF_25461	Cannot find the specified route branching condition data.	The route branching condition data was specified incorrectly, or the specified route branching condition data no longer exists.	Confirm the target route branching conditions data.
GRN_WRKF_25470	Route branching step dataIDis invalid.	The route branching step data was specified incorrectly, or the route branching step data no longer exists.	Confirm the target route branching step data.
GRN_WRKF_25471	Cannot find the specified route branching step data.	The route branching step data was specified incorrectly, or the specified route branching step data no longer exists.	Confirm the target route branching step data.
GRN_WRKF_25554	Use on Workflow Keitai has temporarily been stopped.	Workflow Keitai use has been temporarily suspended on personal settings.	Confirm active setting for the Workflow Keitai.
GRN_WRKF_25600	UserIDis invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_WRKF_25601	Required items have not been entered.	You are attempting to add or change without entering the required items.	Enter the required items, and then add or change.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25602	Cannot set branching condition for route.	One or more required items in the route branching condition settings have not been entered correctly.	Confirm the details of the settings for the item, and set again.
GRN_WRKF_25603	Column name is blank.	Unknown cause.	Contact Cybozu Technical Center
GRN_WRKF_25604	There is no record.	Unknown cause.	Contact Cybozu Technical Center
GRN_WRKF_25605	Cannot add application user.	The number of users exceeds the number of application users allowed by the license.	Purchase another license or change the active user.
GRN_WRKF_25700	Could not obtain proxy.	An error occurred while processing.	Contact Cybozu Technical Center
GRN_WRKF_25701	Cannot set proxy.	Users are not allowed to set up a proxy.	Contact your system administrator or your Application administrator.
GRN_WRKF_25702	Failed to open the following page: ***.	The following user does not exist: ***.	Confirm the details of the user you are specifying.
GRN_WRKF_25703	Cannot make proxy request.	The currently logged-in user is not allowed to make a proxy request.	Contact your system administrator or your Application administrator.
GRN_WRKF_25750	PublicIDis invalid.	The target was specified incorrectly, or the target no longer exists.	Confirm whether theIDspecification is appropriate.
GRN_WRKF_25751	Make public target is invalid.	The target was specified incorrectly, or the target no longer exists.	Confirm whether the target of make public is appropriate.
GRN_WRKF_25753	Cannot find the target of the make public setting.	The target is invalid.	Confirm the target that you are going to make public.
GRN_WRKF_25754	UserIDis invalid.	The user was specified incorrectly, or the user no longer exists.	Confirm the target user.
GRN_WRKF_25755	OrganizationIDis invalid.	The organization was specified incorrectly, or the organization no longer exists.	Confirm the target organization.
GRN_WRKF_25756	RoleIDis invalid.	The role was specified incorrectly, or the role no longer exists.	Confirm the details of the settings target you are specifying.
GRN_WRKF_25757	Make public is limited.	The currently logged-in user does not have the privilege to view this category.	Contact your system administrator or your Application administrator.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25758	Security model is invalid.	The security model was specified incorrectly, or an unexpected character has been used in the security model settings.	Confirm the value you want to specify for the security model.
GRN_WRKF_25804	The Workflow URL is invalid.	The URL must end with ***.	Confirm the URL and try again.
GRN_WRKF_25850	You cannot process the request due to one or more required fields are empty. In your Web browser, enter the required fields and process the request again.		
GRN_WRKF_25851	Cannot access the specified settings screen.	Scheduler has been inactivated.	Activate Scheduler.
GRN_WRKF_25852	Cannot access the specified settings screen.	An item with "Date" type is required to set the "Auto add to Scheduler" feature.	Add an item with "Date" type to the request form.
GRN_WRKF_25853	Cannot set the "Auto add to Scheduler" feature.	The "Date" item that is used for the settings for "Auto add to Scheduler" is updated or deleted.	Confirm the "Date" item that is used for the settings for "Auto add to Scheduler".
GRN_WRKF_25854	Cannot delete or change the specified item.	The "Date" item that is used for the settings for "Auto add to Scheduler" cannot be deleted and the type cannot be changed to other than "Date".	Confirm the settings for "Auto add to Scheduler".
GRN_WRKF_25855	New initial number is not valid.	New initial number may be changed to an invalid value.	Confirm the value entered.
GRN_WRKF_25856	Cannot grant the edit privilege to approvers.	The edit privilege for the item whose type is a numeric value and has been specified as the route branching item cannot be granted to approvers.	Confirm the route branching setting.
GRN_WRKF_25857	Cannot set the route branching item.	The item whose type is a numeric value or automated calculation and for which the edit privilege has been granted to the approvers cannot be specified as the route branching item.	Confirm the user right settings for the item.

Error number	Error message	Cause	Countermeasure
GRN_WRKF_25858	Failed to import the request form.	The item whose type is a numeric value or automated calculation and for which the edit privilege has been granted to the approvers is specified as the route branching item.	Confirm the user right details and route branching information in the XML file.
GRN_WRKF_25900	Cannot add this item.	The same item codes exist in the request form.	Item code must be unique in a request form. Specify a unique item code.
GRN_WRKF_25901	Cannot set up the customization.	The JavaScript and CSS customization is not allowed.	Contact your system administrator.
GRN_WRKF_25902	Failed to import the XML file.	The same item codes exist in the request form.	Item code must be unique in a request form. Specify a unique item code. Thousands Separator Where:
GRN_WRKF_25903	Cannot add this step.	The same step codes exist in the same route.	Step code must be unique in a route. Specify a unique step code.
GRN_WRKF_25904	Failed to import the XML file.	The same step codes exist in the same route.	Step code must be unique in a route. Specify a unique step code.
GRN_WRKF_25905	Failed to import the XML file.	Item code is invalid.	Use single-byte alphanumeric characters, hyphens (-), or underscores (_).
GRN_WRKF_25906	Failed to import the XML file.	Step code is invalid.	Use single-byte alphanumeric characters, hyphens (-), or underscores (_).
GRN_WRKF_25907	An error occurred while executing the JavaScript for the customization.	"***" is invalid.	Contact your system administrator.

PHP*** PHP error**

Error number	Error message	Cause	Countermeasure
PHP00099	null	null	null

SMARTY*** System error**

Error number	Error message	Cause	Countermeasure
SMARTY00009	There is a problem with the template.	Error message: ***	If you are customizing a template file, review the template file. If you are not customizing the template, copy the error message shown clearly and please contact our official partners or your vendor.
SMARTY00010	There is a problem with the template.	Error message: ***	If you are customizing a template file, review the template file. If you are not customizing the template, copy the error message shown clearly and please contact our official partners or your vendor.
SMARTY00011	There is a problem with the template.	Error message: ***	If you are customizing a template file, review the template file. If you are not customizing the template, copy the error message shown clearly and please contact our official partners or your vendor.
SMARTY00100	Cannot find template.	The following template file does not exist, or it cannot be Imported:***	Re-install Garoon or confirm that you have the privilege to import the template file. If you still cannot resolve the problem, please contact our official partners or your vendor.

VALID***** Input value error

Error number	Error message	Cause	Countermeasure
VALID01101	Failed to validate the date.	The following year is not a numerical value: YYYY	Confirm the time you entered or selected.
VALID01102	Failed to validate the date.	The following month is not a numerical value: MM	Confirm the time you entered or selected.
VALID01103	Failed to validate the date.	The following day is not a numerical value: DD	Confirm the time you entered or selected.
VALID01104	Failed to validate the date.	The following year exceeds the range from 0 to 9999: YYYY	Confirm the time you entered or selected.
VALID01105	Failed to validate the date.	The following month exceeds the range from 1 to 12: MM	Confirm the time you entered or selected.
VALID01106	Failed to validate the date.	The following day exceeds the range from 1 to the last day of the month: -Day: DD -Last Day: DD -Month: MM	Confirm the time you entered or selected.
VALID01201	Failed to validate the time.	The following time period is not a numerical value: HH.	Confirm the time you entered or selected.
VALID01202	Failed to validate the time.	The following value in Minutes is not a numerical value: MM.	Confirm the time you entered or selected.
VALID01203	Failed to validate the time.	The following value in Seconds is not a numerical value: SS.	Confirm the time you entered or selected.
VALID01204	Failed to validate the time.	The following time period exceeds the range from 0 to 24: HH.	Confirm the time you entered or selected.
VALID01205	Failed to validate the time.	The following value in Minutes exceeds the range from 0 to 59: MM.	Confirm the time you entered or selected.
VALID01206	Failed to validate the time.	The following value in Seconds exceeds the range from 0 to 59: SS.	Confirm the time you entered or selected.
VALID01207	Failed to validate the time.	The following time exceeds the range from 0:00:00 to 24:00:00 HH:MM:SS.	Confirm the time you entered or selected.

Appendix H Time Zone

The time zone list of Garoon is as follows.

This list conforms to the time zone data which was released on August 16th 2015 on the following website:http://pecl.php.net/package/timezonedb

Region	Value	Time difference	
		Standard	**Daylight saving Time**
Cairo	Africa/Cairo	UTC+02:00	
Casablanca	Africa/Casablanca	UTC+00:00	UTC+01:00
Johannesburg	Africa/Johannesburg	UTC+02:00	
Lagos	Africa/Lagos	UTC+01:00	
Nairobi	Africa/Nairobi	UTC+03:00	
Windhoek	Africa/Windhoek	UTC+01:00	UTC+02:00
Anchorage	America/Anchorage	UTC-09:00	UTC-08:00
Buenos Aires	America/Argentina/Buenos_Aires	UTC-03:00	
Asunción	America/Asuncion	UTC-04:00	UTC-03:00
Bogota	America/Bogota	UTC-05:00	
Caracas	America/Caracas	UTC-04:00	
Cayenne	America/Cayenne	UTC-03:00	
Chicago	America/Chicago	UTC-06:00	UTC-05:00
Chihuahua	America/Chihuahua	UTC-07:00	UTC-06:00
Cuiaba	America/Cuiaba	UTC-04:00	UTC-03:00
Denver	America/Denver	UTC-07:00	UTC-06:00
Godthab	America/Godthab	UTC-03:00	UTC-02:00
Guatemala	America/Guatemala	UTC-06:00	
Halifax	America/Halifax	UTC-04:00	UTC-03:00
Indianapolis, Indiana	America/Indiana/Indianapolis	UTC-05:00	UTC-04:00
La Paz	America/La_Paz	UTC-04:00	
Los Angeles	America/Los_Angeles	UTC-08:00	UTC-07:00
Manaus	America/Manaus	UTC-04:00	
Mexico City	America/Mexico_City	UTC-06:00	UTC-05:00
Montevideo	America/Montevideo	UTC-03:00	
New York	America/New_York	UTC-05:00	UTC-04:00
Phoenix	America/Phoenix	UTC-07:00	
Regina	America/Regina	UTC-06:00	
Baja California	America/Santa_Isabel	UTC-08:00	UTC-07:00
Santiago	America/Santiago	UTC-04:00	UTC-03:00
Sao Paulo	America/Sao_Paulo	UTC-03:00	UTC-02:00
St Johns	America/St_Johns	UTC-03:30	UTC-02:30
Tijuana	America/Tijuana	UTC-08:00	UTC-07:00
Almaty	Asia/Almaty	UTC+06:00	
Amman	Asia/Amman	UTC+02:00	UTC+03:00
Baghdad	Asia/Baghdad	UTC+03:00	
Baku	Asia/Baku	UTC+04:00	
Bangkok	Asia/Bangkok	UTC+07:00	
Beirut	Asia/Beirut	UTC+02:00	UTC+03:00

Region	Value	Time difference	
		Standard	**Daylight saving Time**
Colombo	Asia/Colombo	UTC+05:30	
Damascus	Asia/Damascus	UTC+02:00	UTC+03:00
Dhaka	Asia/Dhaka	UTC+06:00	
Dubai	Asia/Dubai	UTC+04:00	
Irkutsk	Asia/Irkutsk	UTC+08:00	
Jerusalem	Asia/Jerusalem	UTC+02:00	UTC+03:00
Kabul	Asia/Kabul	UTC+04:30	
Kamchatka	Asia/Kamchatka	UTC+12:00	
Karachi	Asia/Karachi	UTC+05:00	
Kathmandu	Asia/Kathmandu	UTC+05:45	
Kolkata	Asia/Kolkata	UTC+05:30	
Krasnoyarsk	Asia/Krasnoyarsk	UTC+07:00	
Magadan	Asia/Magadan	UTC+11:00	
Novosibirsk	Asia/Novosibirsk	UTC+07:00	
Yangon (Rangoon)	Asia/Yangon (Rangoon)	UTC+06:30	
Riyadh	Asia/Riyadh	UTC+03:00	
Seoul	Asia/Seoul	UTC+09:00	
Beijing	Asia/Shanghai	UTC+08:00	
Singapore	Asia/Singapore	UTC+08:00	
Taipei	Asia/Taipei	UTC+08:00	
Tashkent	Asia/Tashkent	UTC+05:00	
Tbilisi	Asia/Tbilisi	UTC+04:00	
Tehran	Asia/Tehran	UTC+03:30	UTC+04:30
Tokyo	Asia/Tokyo	UTC+09:00	
Ulaanbaatar	Asia/Ulaanbaatar	UTC+08:00	UTC+09:00
Vladivostok	Asia/Vladivostok	UTC+10:00	
Yakutsk	Asia/Yakutsk	UTC+09:00	
Yekaterinburg	Asia/Yekaterinburg	UTC+05:00	
Yerevan	Asia/Yerevan	UTC+04:00	
Azores	Atlantic/Azores	UTC-01:00	UTC-00:00
Cape Verde	Atlantic/Cape_Verde	UTC-01:00	
Reykjavik	Atlantic/Reykjavik	UTC+00:00	
South Georgia	Atlantic/South_Georgia	UTC-02:00	
Adelaide	Australia/Adelaide	UTC+09:30	UTC+10:30
Brisbane	Australia/Brisbane	UTC+10:00	
Darwin	Australia/Darwin	UTC+09:30	
Hobart	Australia/Hobart	UTC+10:00	UTC+11:00
Perth	Australia/Perth	UTC+08:00	
Sydney	Australia/Sydney	UTC+10:00	UTC+11:00
Berlin	Europe/Berlin	UTC+01:00	UTC+02:00
Budapest	Europe/Budapest	UTC+01:00	UTC+02:00
Istanbul	Europe/Istanbul	UTC+03:00	
Kiev	Europe/Kiev	UTC+02:00	UTC+03:00
London	Europe/London	UTC+00:00	UTC+01:00
Minsk	Europe/Minsk	UTC+03:00	
Moscow	Europe/Moscow	UTC+03:00	
Paris	Europe/Paris	UTC+01:00	UTC+02:00
Warsaw	Europe/Warsaw	UTC+01:00	UTC+02:00

Region	Value	Time difference	
		Standard	**Daylight saving Time**
Mauritius	Indian/Mauritius	UTC+04:00	
Apia	Pacific/Apia	UTC+13:00	UTC+14:00
Auckland	Pacific/Auckland	UTC+12:00	UTC+13:00
Fiji	Pacific/Fiji	UTC+12:00	UTC+13:00
Guadalcanal	Pacific/Guadalcanal	UTC+11:00	
Honolulu	Pacific/Honolulu	UTC-10:00	
Port Moresby	Pacific/Port_Moresby	UTC+10:00	
Tongatapu	Pacific/Tongatapu	UTC+13:00	UTC+14:00
UTC	UTC	UTC+00:00	
UTC-10	Etc/GMT+10	UTC-10:00	
UTC-11	Etc/GMT+11	UTC-11:00	
UTC-12	Etc/GMT+12	UTC-12:00	
UTC-1	Etc/GMT+1	UTC-01:00	
UTC-2	Etc/GMT+2	UTC-02:00	
UTC-3	Etc/GMT+3	UTC-03:00	
UTC-4	Etc/GMT+4	UTC-04:00	
UTC-5	Etc/GMT+5	UTC-05:00	
UTC-6	Etc/GMT+6	UTC-06:00	
UTC-7	Etc/GMT+7	UTC-07:00	
UTC-8	Etc/GMT+8	UTC-08:00	
UTC-9	Etc/GMT+9	UTC-09:00	
UTC	Etc/GMT	UTC+00:00	
UTC+10	Etc/GMT-10	UTC+10:00	
UTC+11	Etc/GMT-11	UTC+11:00	
UTC+12	Etc/GMT-12	UTC+12:00	
UTC+1	Etc/GMT-1	UTC+01:00	
UTC+2	Etc/GMT-2	UTC+02:00	
UTC+3	Etc/GMT-3	UTC+03:00	
UTC+4	Etc/GMT-4	UTC+04:00	
UTC+5	Etc/GMT-5	UTC+05:00	
UTC+6	Etc/GMT-6	UTC+06:00	
UTC+7	Etc/GMT-7	UTC+07:00	
UTC+8	Etc/GMT-8	UTC+08:00	
UTC+9	Etc/GMT-9	UTC+09:00	

Appendix I   Input-output specification

Some of Garoon data are available for inputting or outputting with following file formats including CSV file, XML file, text file, iCaleder:

Operation	Data	CSV		XML		Text		iCalendar	
		Input	Output	Input	Output	Input	Output	Input	Output
All applications	Access privileges	✓	✓						
Basic system administration	Application users	✓	✓						
	IP addresses to be used to control remote access	✓	✓						
	Organization details	✓	✓						
	Organization member data	✓	✓						
	Organization name data	✓	✓						
	User profile	✓	✓						
	Membership information data	✓	✓						
	Role data by user	✓	✓						
	Role details	✓	✓						
	User data by role	✓	✓						
	MIME type data	✓	✓						
	Event calendars	✓	✓						
	Logging data		✓						
	Office data	✓	✓						
	Office data names	✓	✓						
Application settings	HTML portlet			✓	✓				
	HTML portlet name	✓	✓						
	PHP portlet			✓	✓				
	PHP portlet name	✓	✓						
	Space category	✓	✓						
	Space category name	✓	✓						
	Shared bookmarks links and dividers	✓	✓						
	Appointment	✓	✓						
	Facility details	✓	✓						
	Facility name	✓	✓						
	Facility group name	✓	✓						
	Default watchers	✓	✓						
	Bulletin Board category	✓	✓						
	Bulletin Board category name	✓	✓						
	Bulletin Board notification settings	✓	✓						
	Cabinet folders	✓	✓						
	Cabinet folder name	✓	✓						
	Cabinet notification settings	✓	✓						
	Timesheet		✓						

Operation	Data	CSV		XML		Text		iCalendar	
		Input	Output	Input	Output	Input	Output	Input	Output
	Shared address book	✓	✓						
	Mail server settings	✓	✓						
	E-mail size limits	✓	✓						
	E-mail user account settings	✓	✓						
	Workflow request forms			✓	✓				
	Workflow routes			✓	✓				
	Workflow application users	✓	✓						
	Workflow category	✓	✓						
	Workflow category name	✓	✓						
	Workflow proxy applicant	✓	✓						
	Workflow proxy approver	✓	✓						
	Request data		✓						
	MultiReport report form			✓	✓				
	MultiReport application user	✓	✓						
	MultiReport category	✓	✓						
	MultiReport category name	✓	✓						
	MultiReport user rights data	✓	✓						
	Report data		✓						
	RSS Reader shared sites	✓	✓						
	Presence indicators proxy settings	✓	✓						
	Keitai application user	✓	✓						
User's operation	HTML portlet			✓	✓				
	appointment data	✓	✓						✓
	Appointment statistic		✓						
	Topic						✓		
	Message						✓		
	Memo						✓		
	Timesheet		✓						
	Personal address book	✓	✓						
	e-mail data						✓		
	events data	✓	✓						

✓:available
Blank: unavaila

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