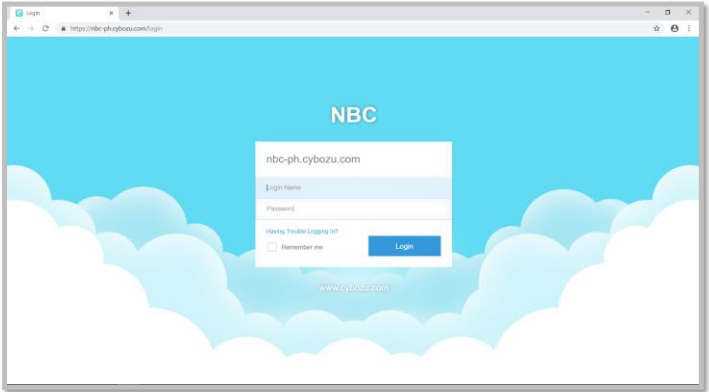
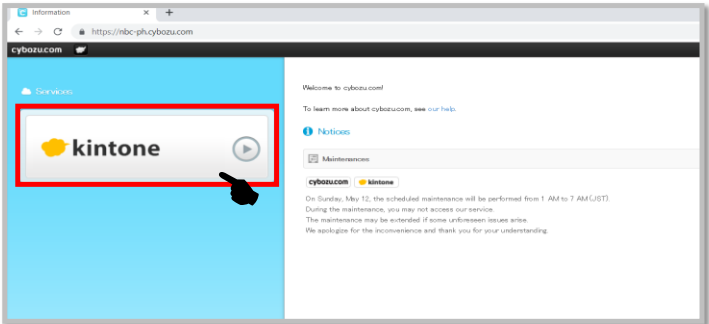
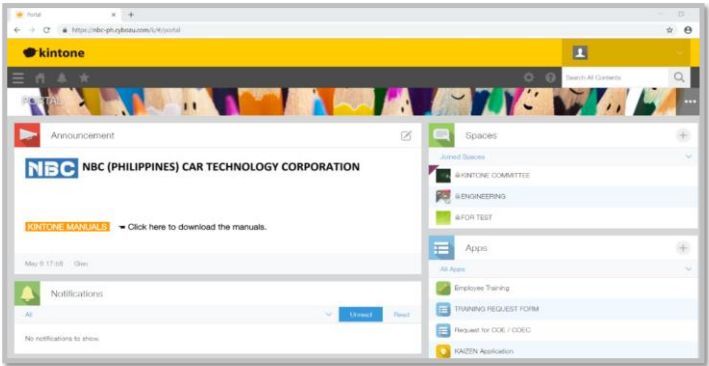




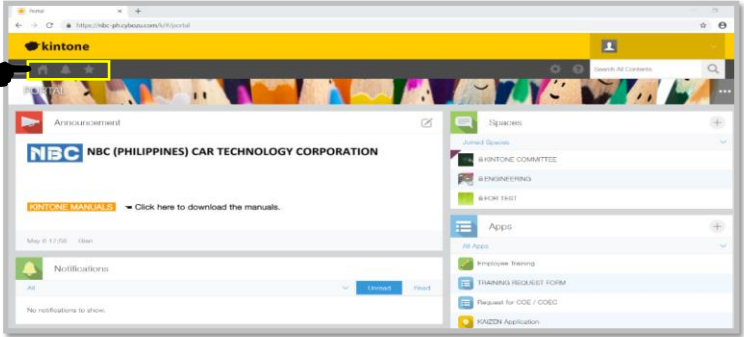




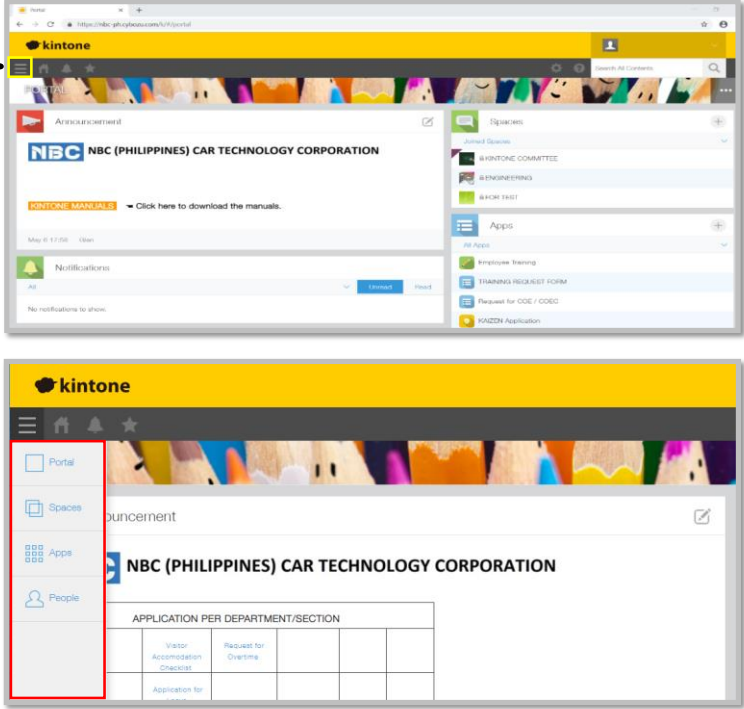

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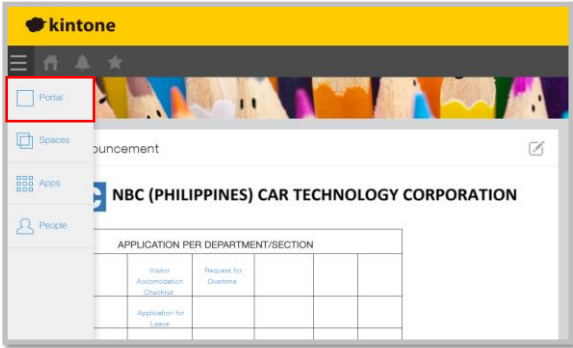

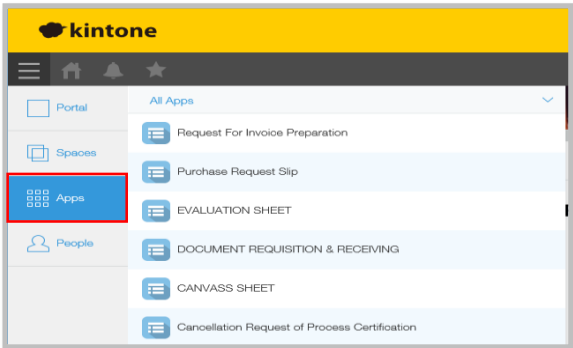
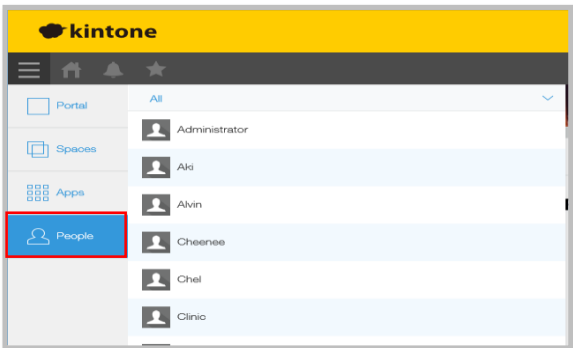
No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	<p><b>Logging In</b></p> <p>Open your browser and go to the NBC's Kintone Log in Page (<a href="https://nbc-ph.cybozu.com/login">https://nbc-ph.cybozu.com/login</a>)</p>  <p>After logging in into your account, click "Kintone"</p> 	
2	<p><b>Portal Home Page</b></p> 	


						Prepare	Check	Approve
								
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	06/22/2019	


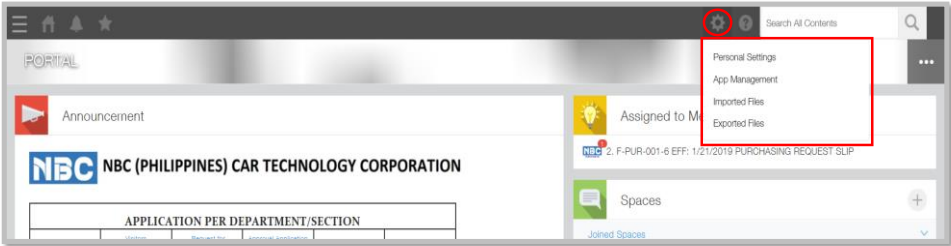

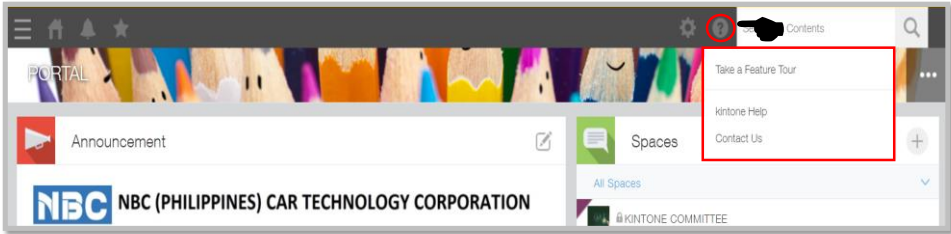

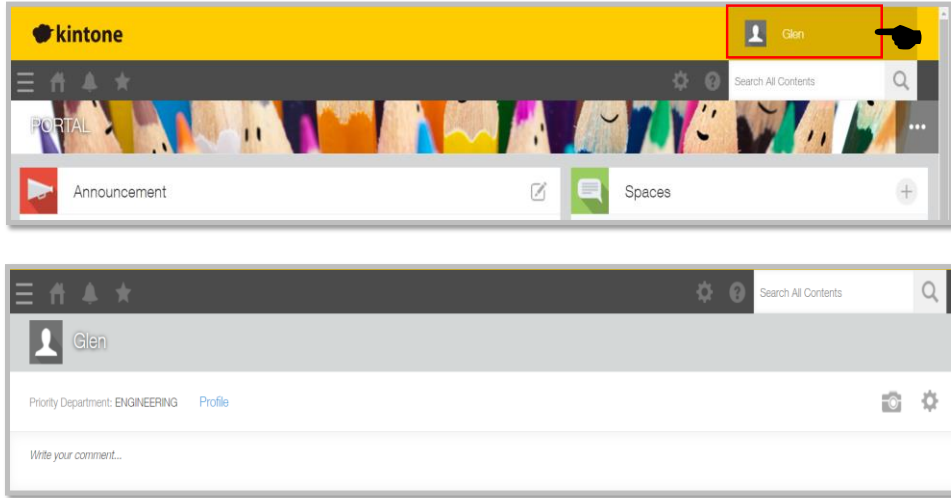
	Process Name/ Title:			
	KINTONE (Getting started for new users)		Document No:	WI-COM-001
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3	<b>Navigating through Portal Home Page</b>	
3.1	<b>Portal Menu Bar</b>  <p>Home  icon use to redirect to portal home page</p> <p>Notifications  icon use to show all notifications</p> <p>Bookmarks  icon use to show all bookmarked apps and search results.</p> <b>3.2 Quick Access Bar</b> <p>Quick Access bar  it contains the following options: the <b>Portal</b>, <b>Spaces</b>, <b>Apps</b>, and <b>People</b> pages.</p> 	


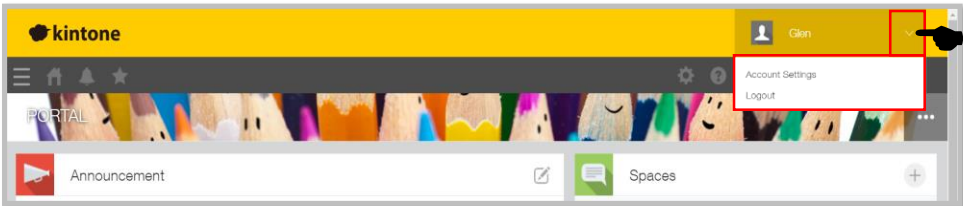
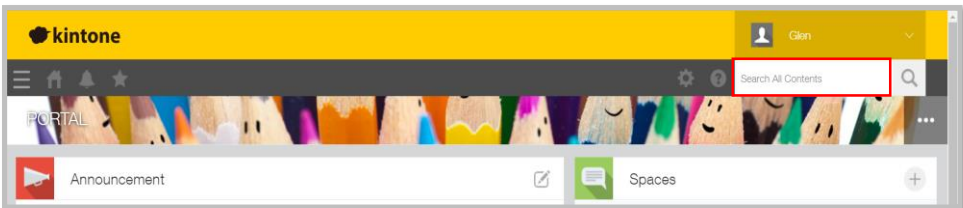

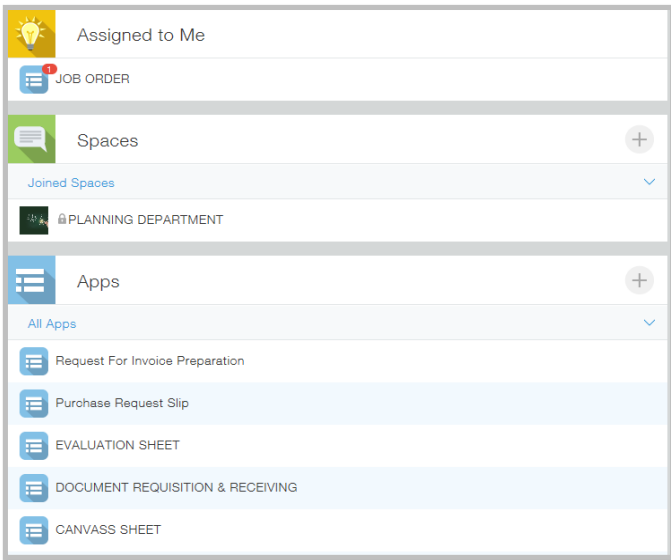
	Process Name/ Title:		Document No:	WI-COM-001	
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3.2.1	<p><b>Portal:</b> View dashboard information, spaces, apps, incoming notification, and tasks that are assigned to you.</p> 	
3.2.2	<p><b>Spaces:</b> A space is a workspace created by you or others, where you can collaborate with team members by viewing common information and exchanging messages. The Spaces page shows all workspaces you can access.</p> 	
3.2.3	<p><b>Apps:</b> Show the list of apps you can use.</p> 	
3.2.4	<p><b>People:</b> Show the list of Users where you can view their profile or follow them, post to their page, and send them a private message.</p> 	


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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
4	<p><b>Portal Settings Menu</b> </p> <p>Contains the options for <b>Personal Settings, App Management, Imported Files and Exported Files</b></p> 	
5	<p><b>Tour and Help</b> </p> <p>Contains the options to take a Feature Tour or Kintone Help</p> 	
6	<p><b>Profile Icon</b> </p> <p>Shows the Name and Photo of current user. Click to access your profile page.</p> 	

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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
6.1	<p><b>Account Settings and Log out Options</b></p> <p>Click the drop down arrow  at the right side of the Profile Icon and Name to access this options.</p> 	
7	<p><b>Search Bar</b></p> <p>Enter keywords in the search bar to search any contents in your app.</p> 	
8	<p><b>Viewing the Number of Records Assigned to You</b></p> <p>Locate the Assigned to Me section and find the number in the red circle . This number shows how many records are assigned to you in each app that uses the Process Management feature.</p>	
9	<p><b>Creating &amp; Viewing Apps &amp; Spaces</b></p>	
9.1	<p><b>Spaces:</b> This area shows thumbnails of spaces within the portal. You can choose from the drop-down to view <b>Joined Spaces</b> (spaces you joined), <b>Created Spaces</b> (spaces you created), <b>All Spaces</b> or <b>Guest Spaces</b> (created for and limited to external guests).</p>	
9.2	<p><b>Apps:</b> This area shows thumbnails of apps in the portal. You can choose from the drop-down to view <b>All Apps</b> or <b>Favorite Apps</b></p> 	

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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
10	<p><b>Displaying Announcements</b></p> <p>Click the edit mark  to edit and display announcements to all users. Only Kintone administrators can edit announcements.</p> 