
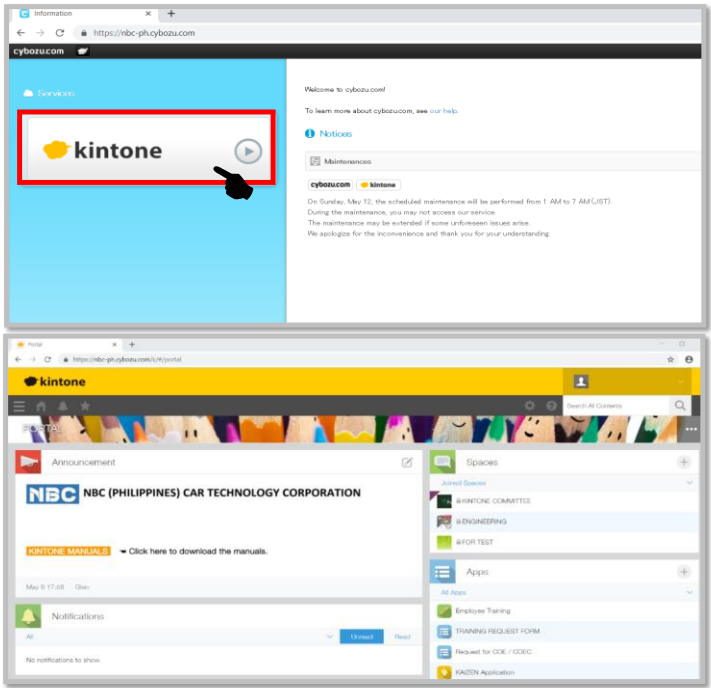

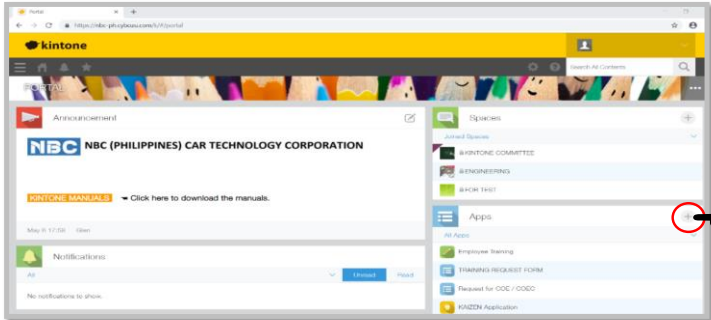
	Process Name/ Title:		Document No:	WI-COM-002	
	KINTONE (How to Create an application)		Effective Date:	June 22, 2019	
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	n/a	n/a	0		


No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	<p>Open your browser then go to the NBC's Kintone Log in Page (<a href="https://nbc-ph.cybozu.com/login">https://nbc-ph.cybozu.com/login</a>) and log in your designated account.</p> 	
2	<p>After logging in into your account, click "Kintone"</p> 	
3	<p>To create an application, click the "Create App" button  on the kintone home page</p> 	

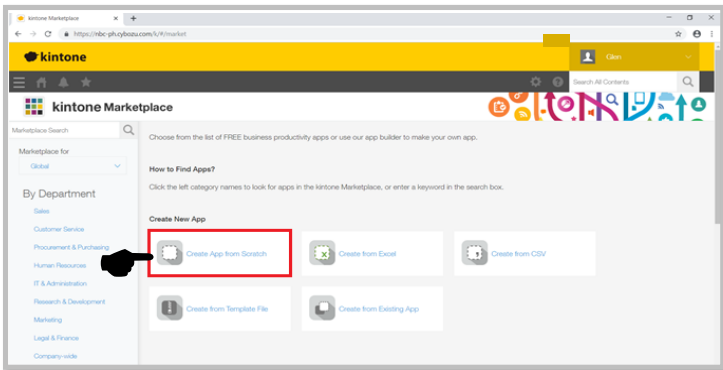

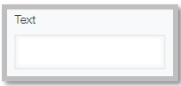
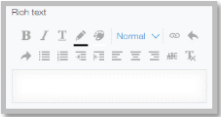

Eff/Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	06/22/2019


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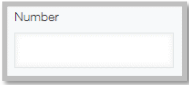
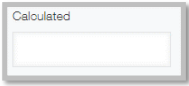
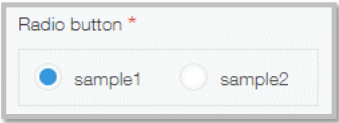
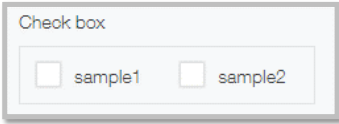
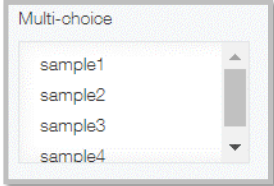
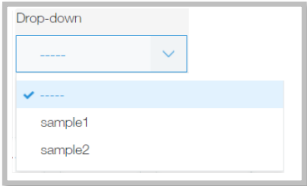
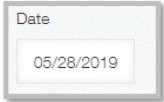
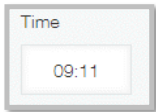
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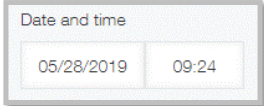
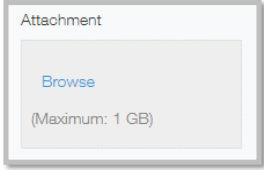
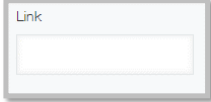
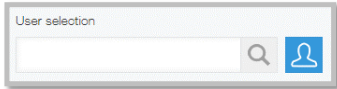
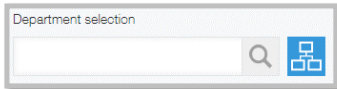
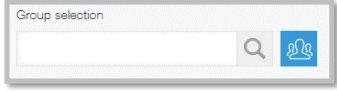
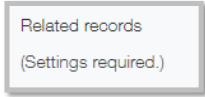
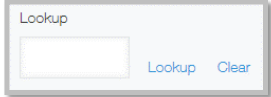
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3.1	<p><b>Create App from Scratch</b> Under "Create New App" click "Create App from Scratch" to start creating new app.</p>   <p>Within an app form, there are 23 field types that the user can configure, and 5 which will auto populate. Below are the descriptions and details of each of these fields.</p> <p><b>Field Types</b></p> <p><b>Labels</b> contains multiple lines of formatted text. Labels only appear when a user clicks into an individual record. Labels cannot be added as a column in a table.</p>  <p><b>Text(single-line)</b> This field can be used to capture any data in the form of text. The field name can be hidden, but the name can still be used for list views, filters, and graphs.</p>  <p><b>Rich text</b> fields provide an area for users to add multiple lines of rich text. The rich text will appear in an individual record.</p>  <p><b>Text Area (multi-line)</b> This field type allows users to enter multiple lines of plain unformatted text.</p> 	

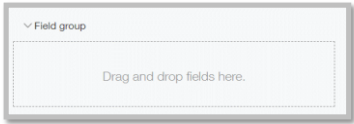
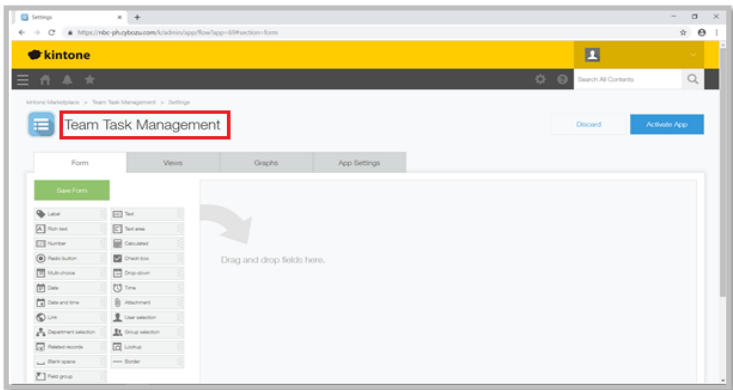
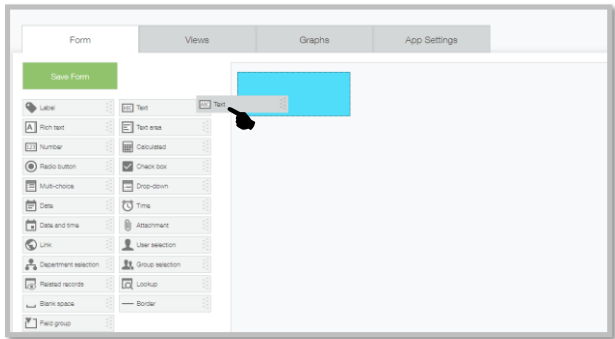
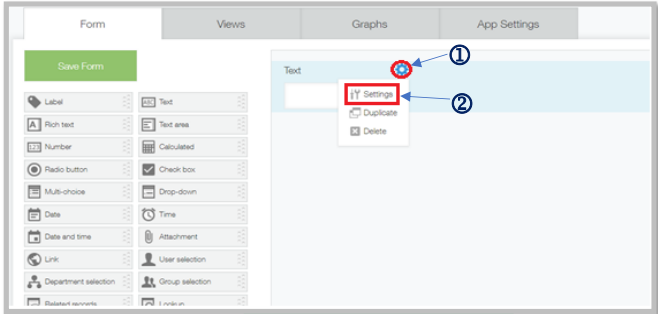
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3.1	<p><b>Number</b> Users can enter an integer or decimal number. You can specify a prefix (e.g. \$) or suffix (e.g. USD) in this field to indicate currency.</p>  <p><b>Calculated</b> This field type allows the user to have automatic calculations derived from other fields in the same record.</p>  <p><b>Radio Button</b> This field type is a set of items with option buttons, allowing users to select one.</p>  <p><b>Check box</b> This field type is similar in structure to the Radio Button field type, but it allows users to select multiple options.</p>  <p><b>Multi-choice</b> Vertical list of items, where users can select one or more items.</p>  <p><b>Drop-down</b> This field type allows users to select a single choice from a drop-down menu.</p>  <p><b>Date</b> This field type captures dates. For input, the user can select from a calendar view or input a date.</p>  <p><b>Time</b> This field type captures time input in 12-hour format. The user can select times that are thirty minute increments or enter in time in the 12-hour format.</p> 	

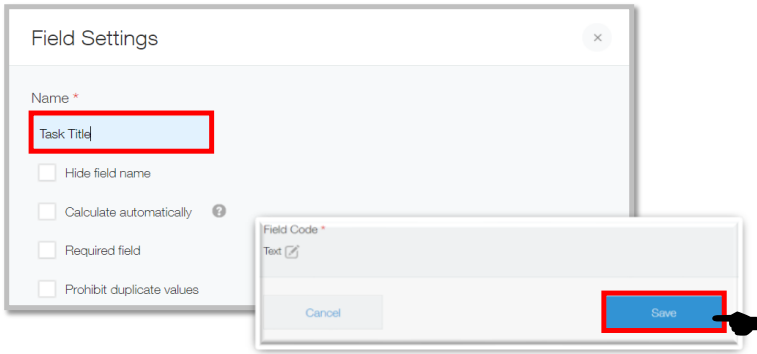



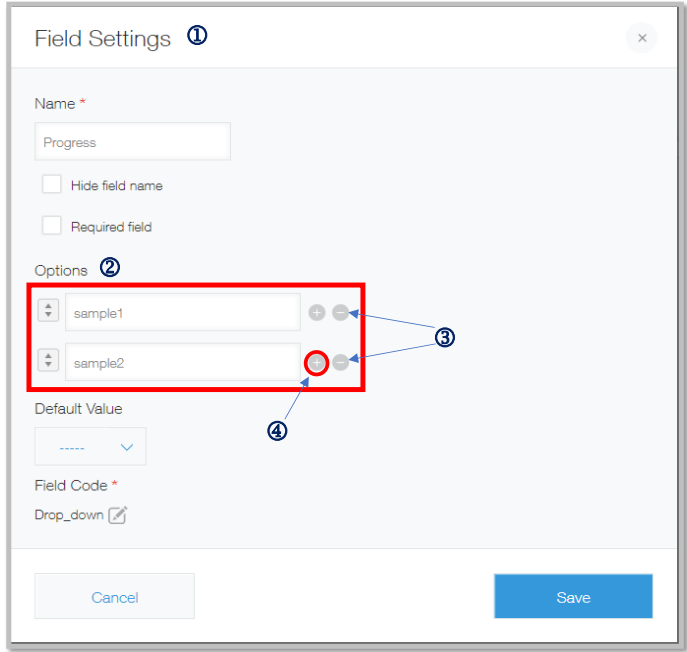
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p><b>Date and time</b></p> <p>This field type is simply a combination of the Date and Time field types above, providing a field to capture both data types. The entered date and time is displayed according to the time zone setting for each user.</p>  <p><b>Attachment</b></p> <p>Attachment fields allow users to add files to a record, with a maximum of 1 GB. You can add multiple attachments per Attachment field, as long as they are under the data limit.</p>  <p><b>Link</b></p> <p>Create a link to a URL, telephone number or e-mail address input by a user. Once the type is selected, it cannot be changed for that particular field.</p>  <p><b>User selection</b></p> <p>This field type allows users to search and select other users (or themselves) to add as a data point. The information is pulled from the subdomain, which all users are added to. Users can select preset users to limit the selection to one or a few users.</p>  <p><b>Department selection</b></p> <p>This field type mirrors the User selection field type, with the difference being the selection of different departments created in the subdomain.</p>  <p><b>Group selection</b></p> <p>This field type mirrors the <b>User selection</b> and <b>Department selection</b> field types, with the difference being the selection of different groups created in the subdomain.</p>  <p><b>Related Records</b></p> <p>A Related Records field automatically pulls in records from an application to the single record of another, based on a matching key field. This is how you can relate your database apps together.</p>  <p><b>Lookup</b></p> <p>Autofills data from one app to another. This saves the trouble of entering data and also prevents inputting errors</p> 	

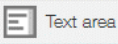
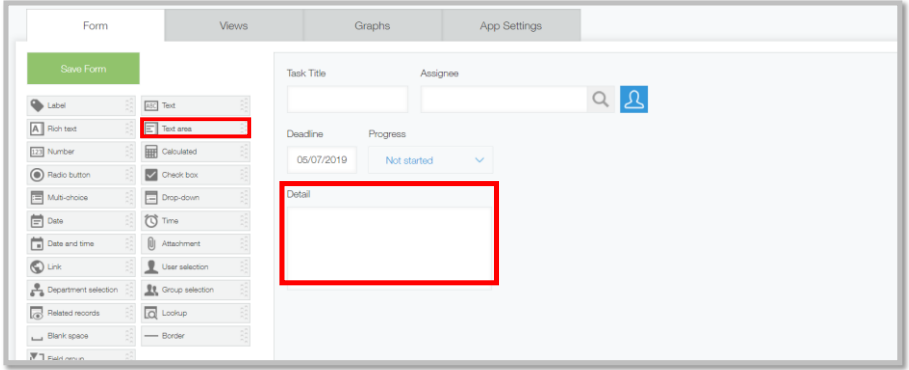
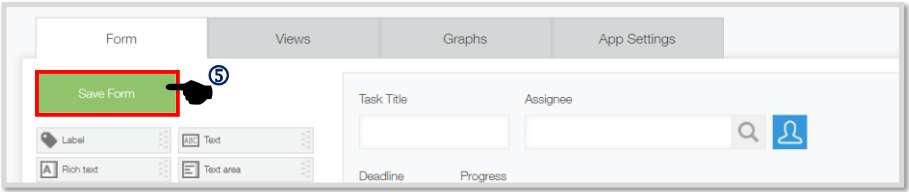
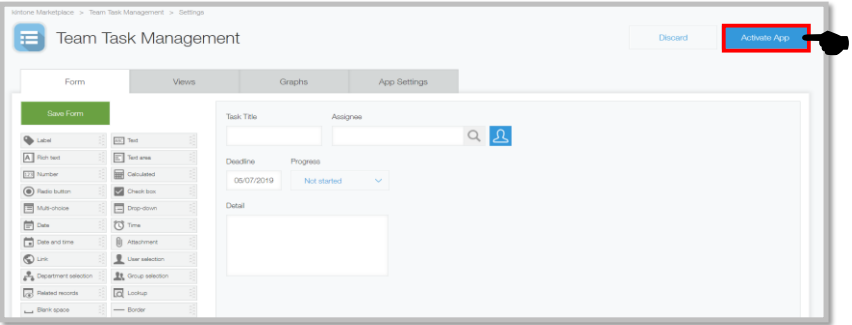
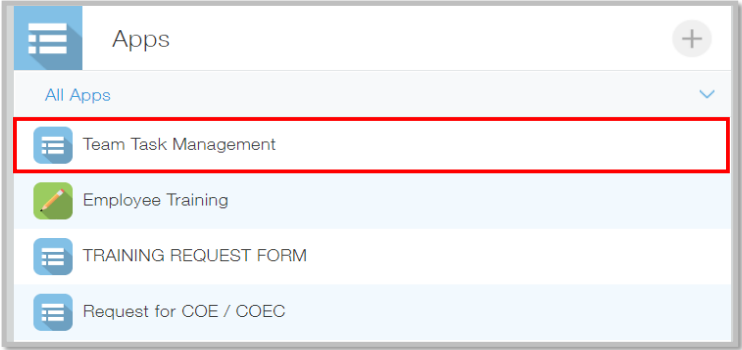
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p>Blank space This field type provides a way to make the user interface of the form look cleaner with clear separation. Size of the space can be adjusted.</p> <p>Border Borders provide cleaner separation and design, particularly with different sections in the form.</p> <p>Field group Drag fields to this object to create a group of fields on the form. This allows separation of specific fields from other fields on the form.</p> 	
3.1.1	<p><b>Enter app name</b> E.g. "Team Task Management."</p> 	
3.1.2	<p><b>Form Design Phase</b> Click and hold the icon from the left panel then drag and drop to the right panel to add fields in the form. (e.g. Text Field)</p> 	
3.1.3	<p><b>Change the name of added field.</b></p>  <p>Click cogwheel icon <sup>①</sup> and choose "Settings" <sup>②</sup></p>	

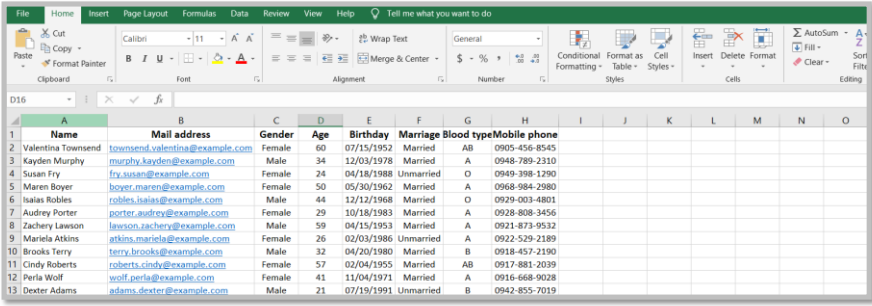

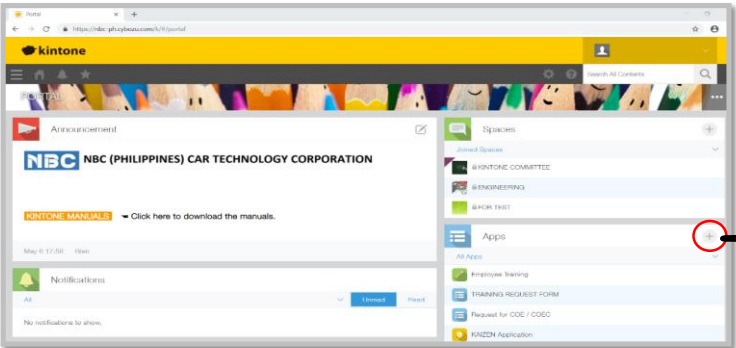
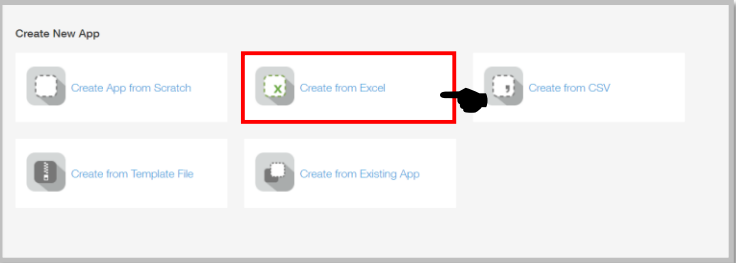
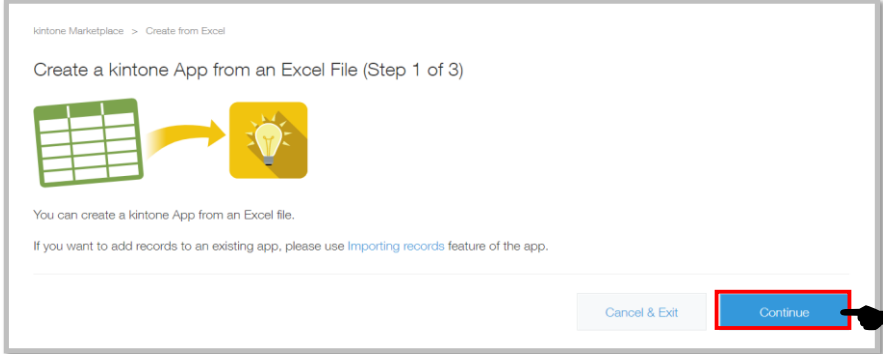
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p>Enter your desired Name for added field e.g. "Task Title".</p>  <p>3.1.4 Place other parts in the same way as you did in section 3.1.2 and 3.1.3</p> <p>Drag and drop the  icon to the right panel. Click "Settings" and change the field name to "Assignee."</p> <p>Drag and drop the  icon to the right panel. Click "Settings" and change the field name to "Deadline."</p> <p>Drag and drop the  icon to the right panel. Click "Settings" and change the field name to "Progress."</p> <p>For drop-down field settings ① you can set (e.g. "Not started," "In progress," and "Completed") as options ② for drop-down field.</p> <p>As default, only 2 Boxes are available in Options ③ of field settings. You can add another box by clicking the + ④ icon to complete your desired option lists.</p> 	


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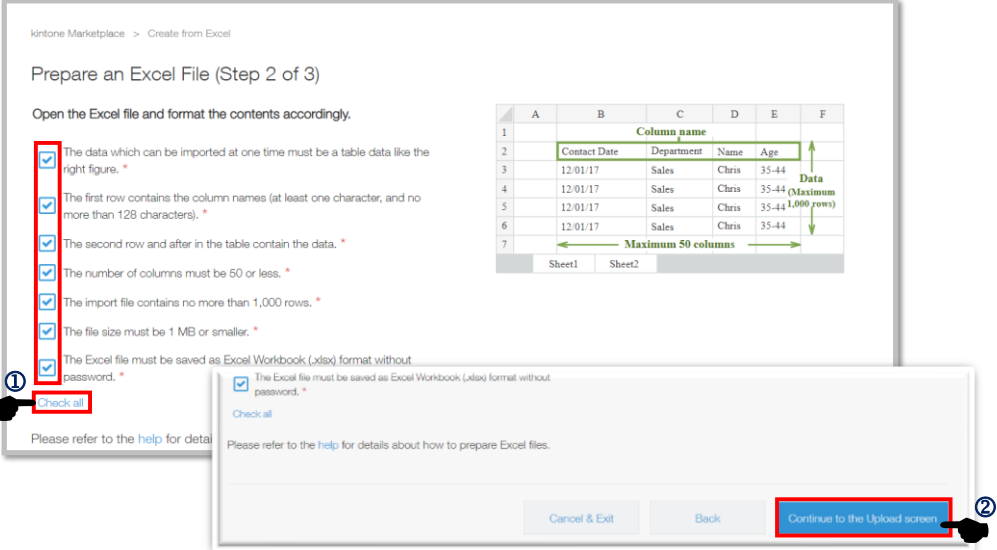
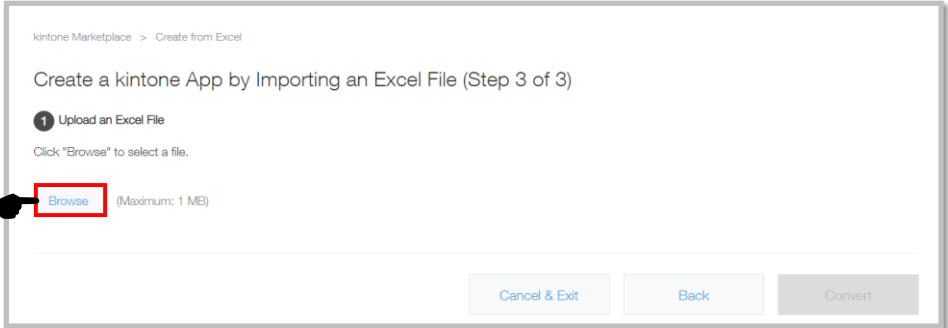
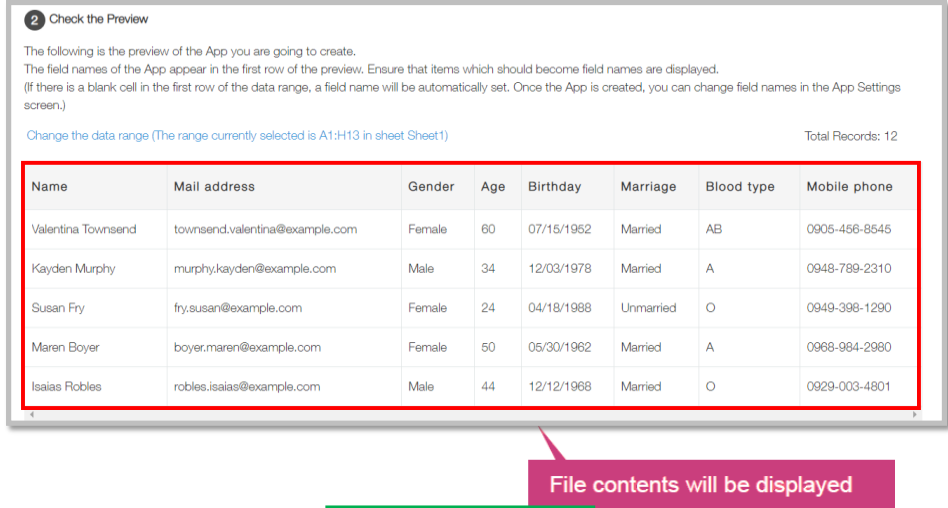
No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p>Drag and drop the  to the right panel. Click "Settings" and change the field name to "Detailed".</p>  <p>Once your form's design is completed, click "Save Form" <sup>5</sup> to save</p>  <p>3.1.5 Click "Activate app" to begin operating the app</p>  <p>After activating the "Team Task Management App", it will be added in the lists of Apps located at the lower right panel of Portal Home Page</p>  <p>For this sample form "Team Task Management App"</p> <p>You now have a box to manage your team's tasks. Register tasks, designate people, and share tasks with the team using the app to visualize your team's tasks.</p>	


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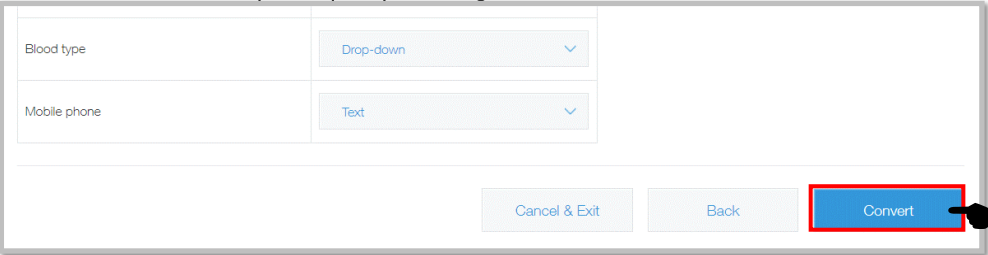
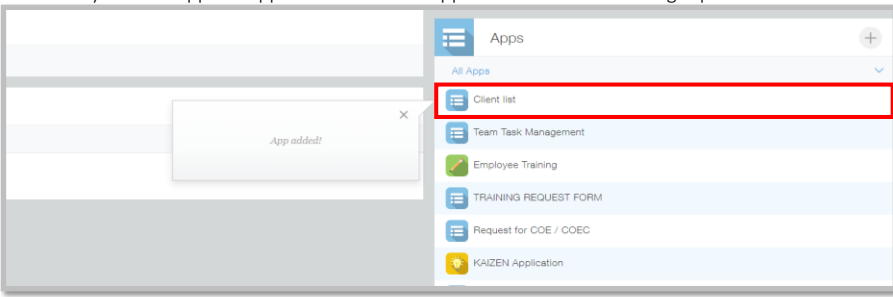
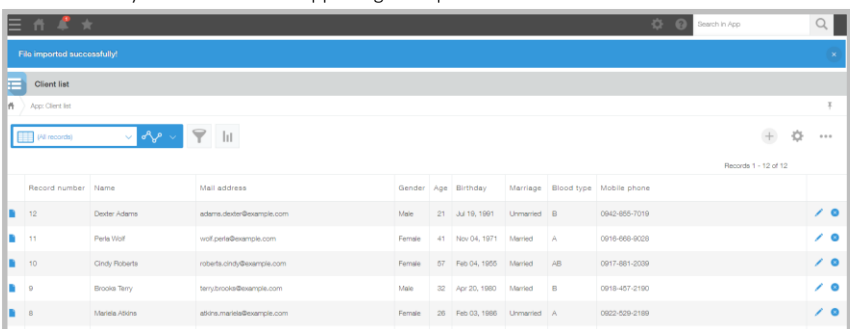
No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3.2	<p><b>Import Excel file and make an app</b></p> <p>Sample of Excel file to be imported and for app creation.(.xls or .xlsx and CSV files can be used).</p> 	
3.2.1	<p>Click the "Create App" button and move to the creation screen. Click the  on the kintone home page</p> 	
3.2.2	<p>Select "Create from Excel"</p> 	
3.2.3	<p>Click "Continue"</p> 	





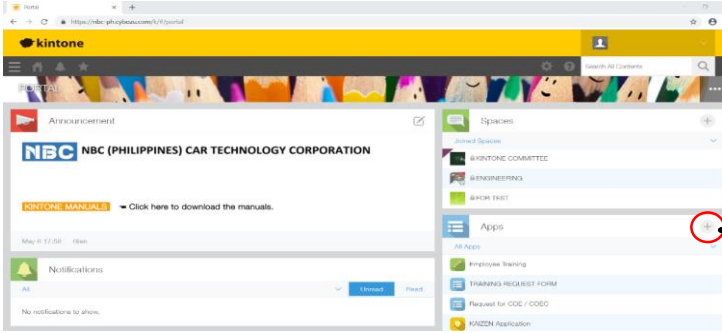
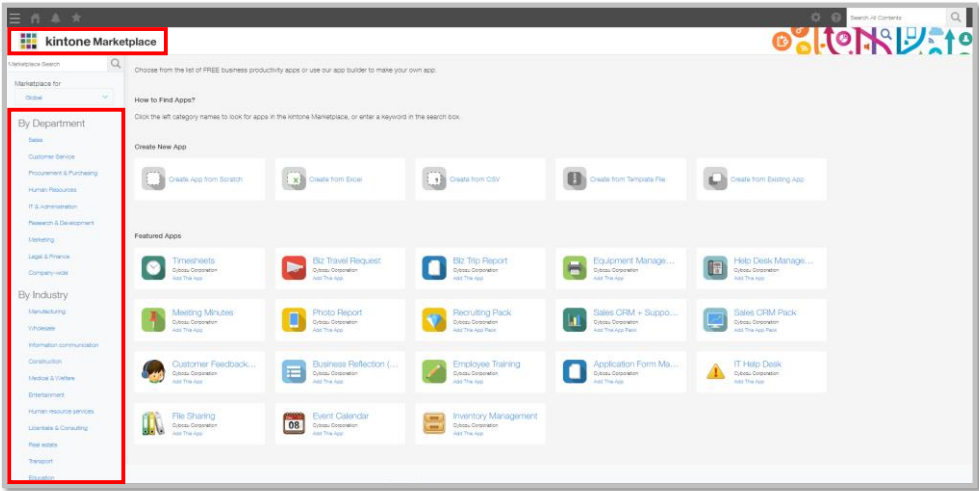
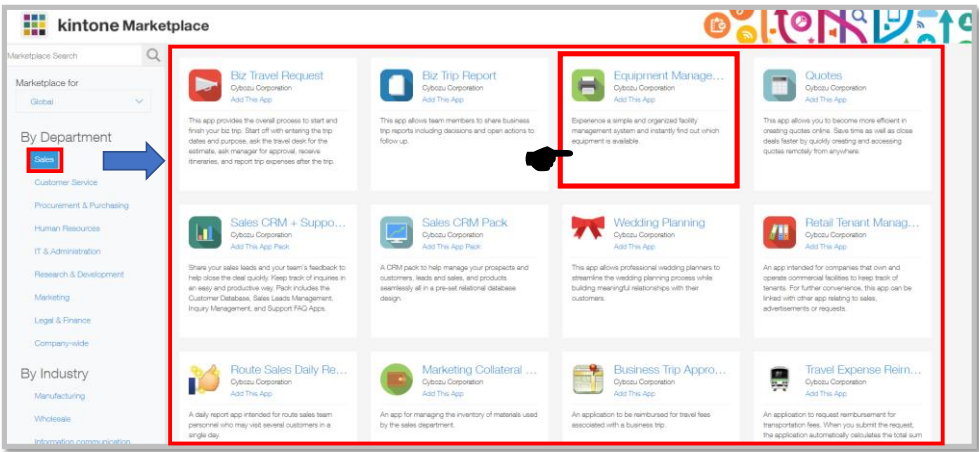
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3.2.4	<p>Check all the box and click "Continue to the Upload screen".</p> 	
3.2.5	<p>Click "Browse" to import an Excel file</p> 	
3.2.6	<p>Check the contents of the imported file and the field type</p> <p>A small section of the file is displayed under the "File contents" field. The imported content should completely match the contents of the original Excel file. You can select a field type in "Select field type" below.</p> 	

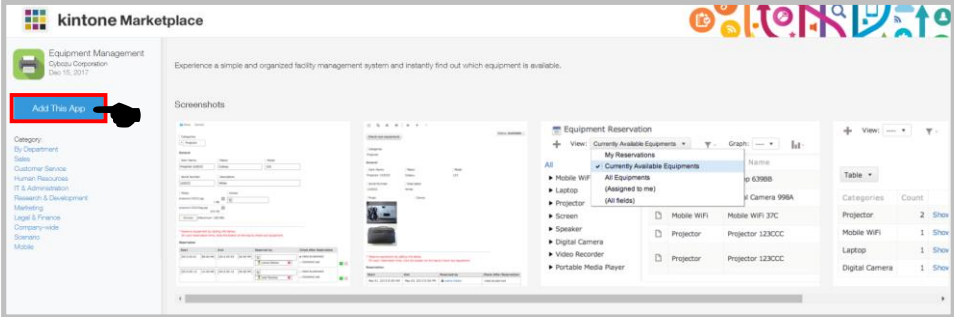
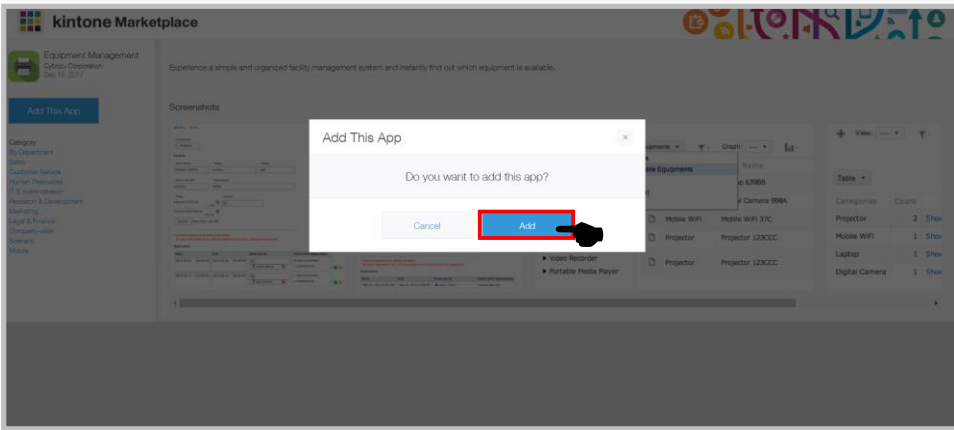
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers																		
	<p>③ Start Converting to an App</p> <p>Set a field type for each column, then click "Convert" button at the bottom of the screen. However, field type settings are not mandatory, because kintone has automatically selected recommended field types.</p> <table border="1"> <thead> <tr> <th>Field Name (Column Name)</th> <th>Field Type</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Text</td> </tr> <tr> <td>Mail address</td> <td>Text</td> </tr> <tr> <td>Gender</td> <td>Radio button</td> </tr> <tr> <td>Age</td> <td>Number</td> </tr> <tr> <td>Birthday</td> <td>Date</td> </tr> <tr> <td>Marriage</td> <td>Radio button</td> </tr> <tr> <td>Blood type</td> <td>Drop-down</td> </tr> <tr> <td>Mobile phone</td> <td>Text</td> </tr> </tbody> </table> <p><b>You can select a field types</b></p> <p><b>Changing Field types</b> When you import an excel file, kintone reads the contents of the file, and automatically attributes a field type. For example, under "Blood type" there are only four blood types: A, B, AB, and O. kintone automatically selects "Drop-down." These field types can be freely changed to suit your needs. Field types set here cannot be changed after you finish creating the app.</p>	Field Name (Column Name)	Field Type	Name	Text	Mail address	Text	Gender	Radio button	Age	Number	Birthday	Date	Marriage	Radio button	Blood type	Drop-down	Mobile phone	Text	
Field Name (Column Name)	Field Type																			
Name	Text																			
Mail address	Text																			
Gender	Radio button																			
Age	Number																			
Birthday	Date																			
Marriage	Radio button																			
Blood type	Drop-down																			
Mobile phone	Text																			
3.2.7	<p>Click the "Convert" button when you complete your settings</p> 																			
3.2.8	<p>Finish creating an app from an Excel file</p> <p>The newly created app will appear in the lists of Apps located at the lower right panel of Portal Home Page</p>  <p>You have successfully created a kintone app using an imported Excel file.</p> 																			

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	n/a	n/a			

No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3.3 3.3.1	<p><b>Adding from the app store</b> Click the "Create App" button and move to the creation screen. Click the  on the kintone home page</p>  <p>Select app from the category located on the left side of the page shows recommended apps by department.</p>  <p>E.g. Click "Equipment Management" app</p> 	

	Process Name/ Title:		Document No:	WI-COM-002	
	KINTONE (How to Create an application)				
	WORK INSTRUCTION		Effective Date:	June 22, 2019	
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
	<p>Click the "Add this app" button then click "Add"</p>   <p>"Equipment Management" app successfully added.</p> 