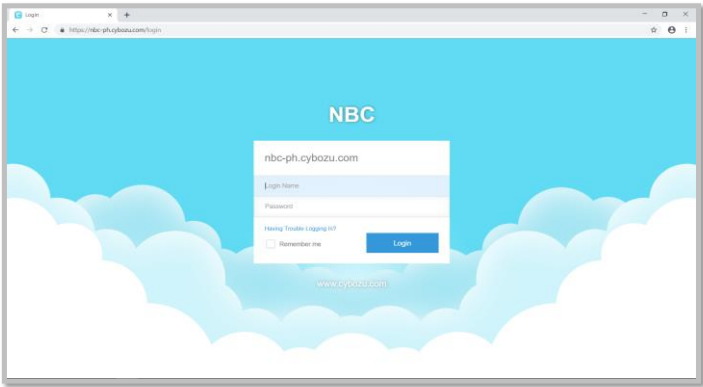
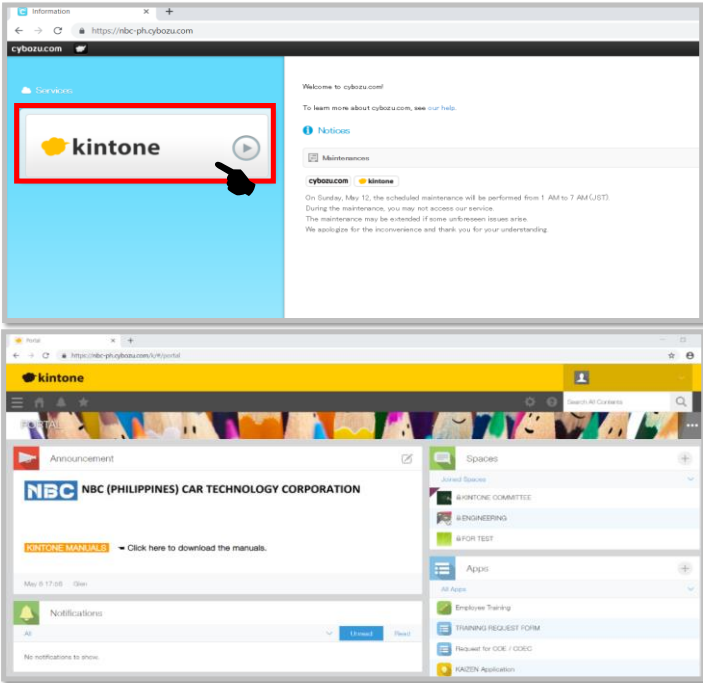
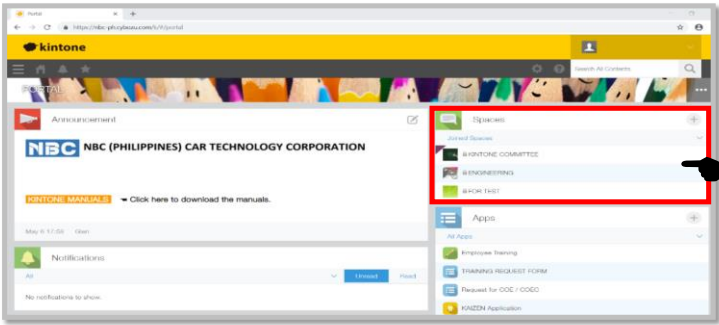



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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
1	<p>Open your browser and go to the NBC's Kintone Log in Page (<a href="https://nbc-ph.cybozu.com/login">https://nbc-ph.cybozu.com/login</a>)</p> 	
2	<p>After logging in into your account, click "Kintone"</p> 	
3	<p>To view Space</p>	
3.1	<p>From the portal home page, navigate to the Spaces section on the right. Click a Space in the list to open it.</p> 	

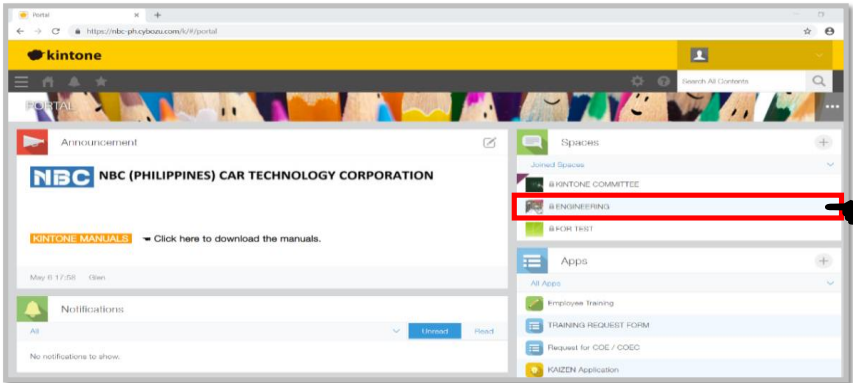
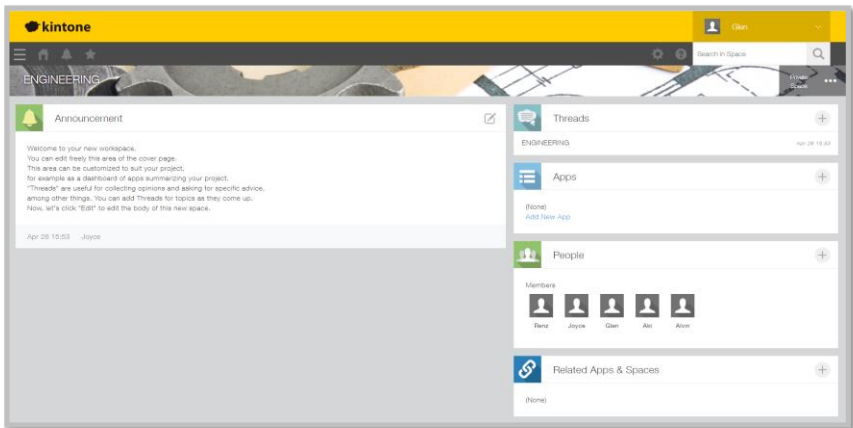

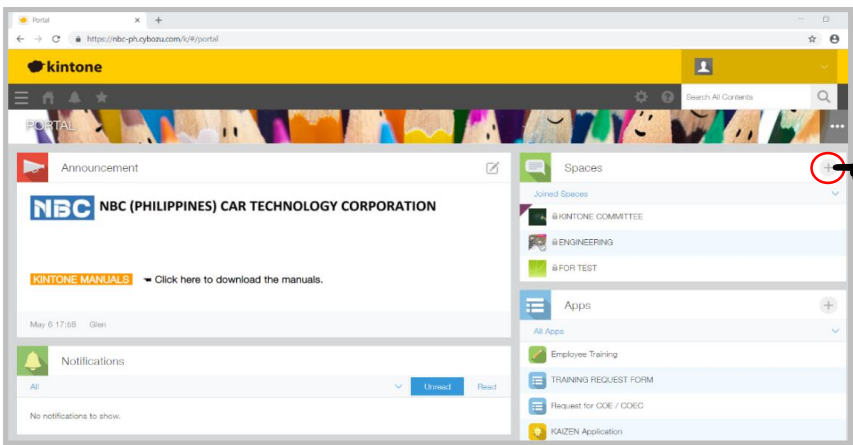
							Prepare	Check	Approve
									
Eff./Rev. Date	Rev. No.	Details of change	Revise	Check	Approve	Est. date:	06/22/2019		

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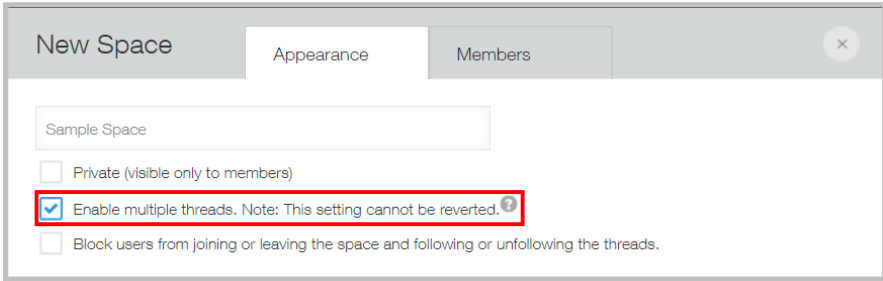
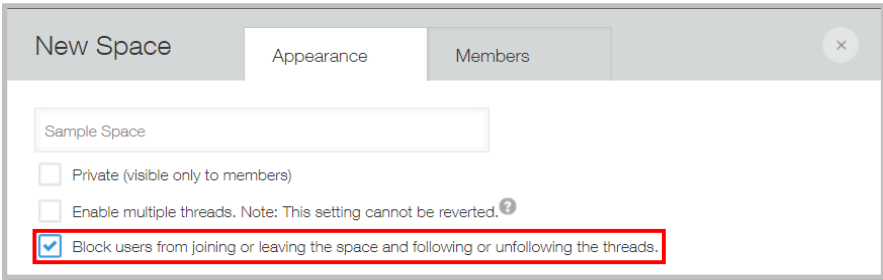
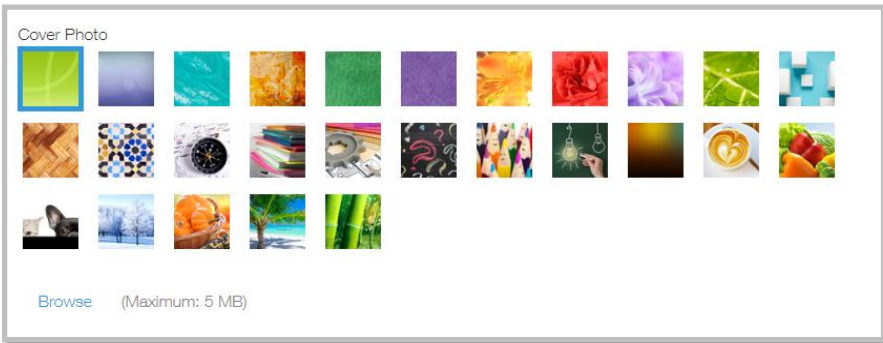

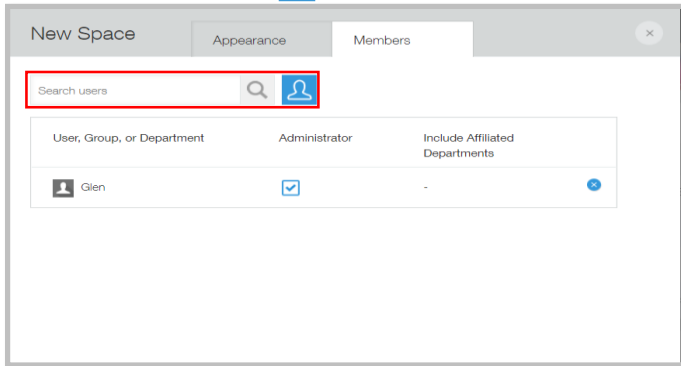
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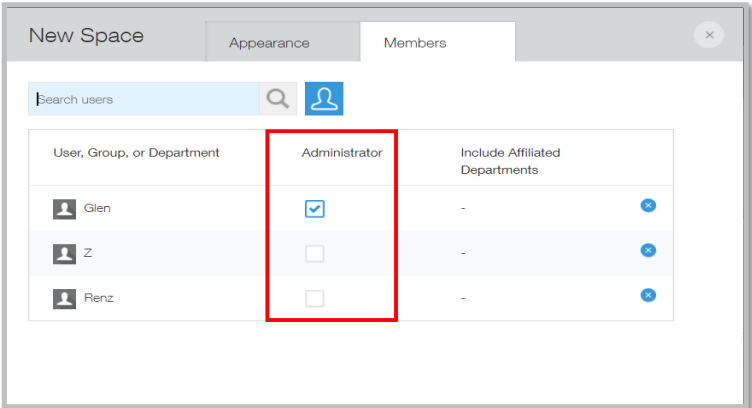


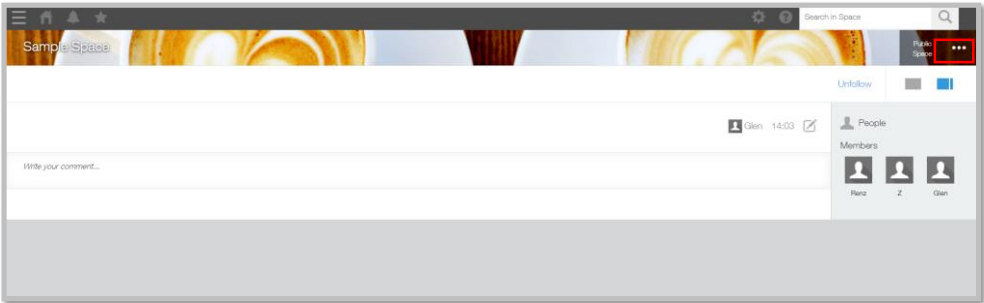
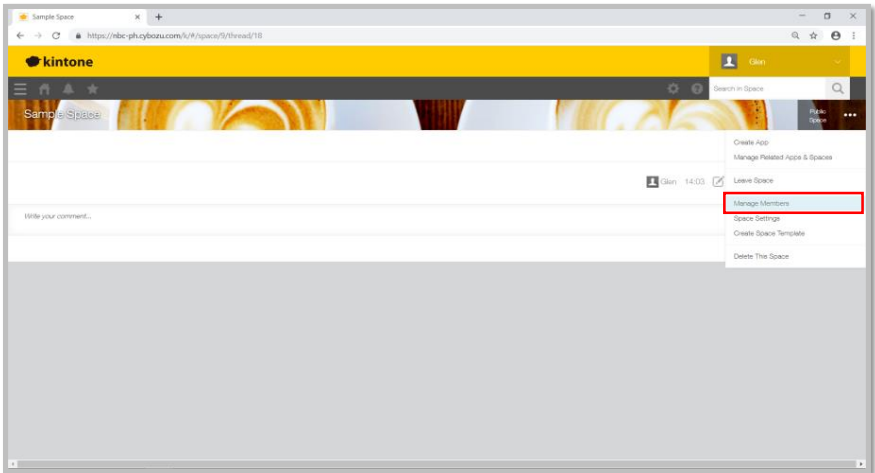
No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
3.2	<p>Click a Space in the list to open it.</p> 	
3.3	<p>You will see the Announcement board, Threads, Apps, Members, and Related apps &amp; spaces for this space.</p> 	
4	<b>Creating a Space</b>	
4.1	<p>In the Kintone portal, under the Spaces Section click  and then click New Space.</p> 	




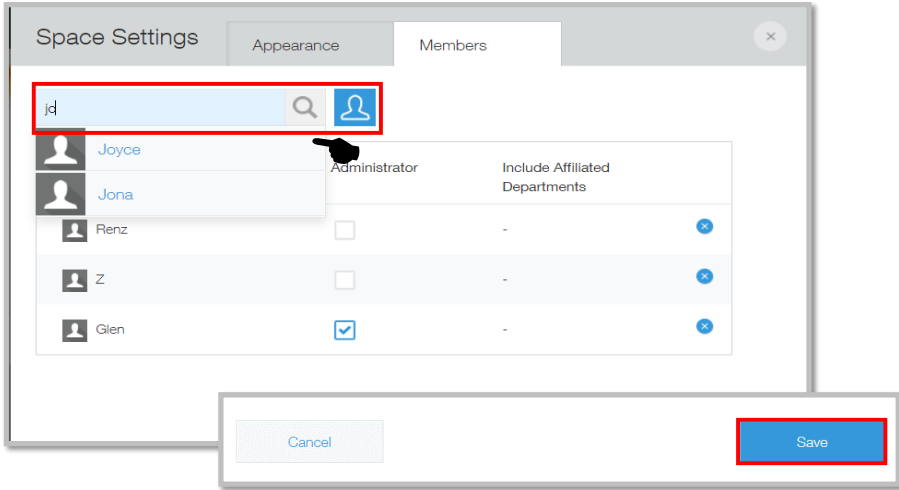

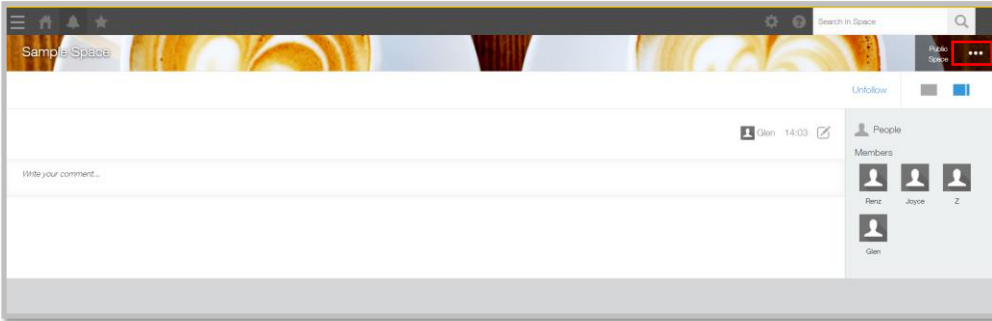
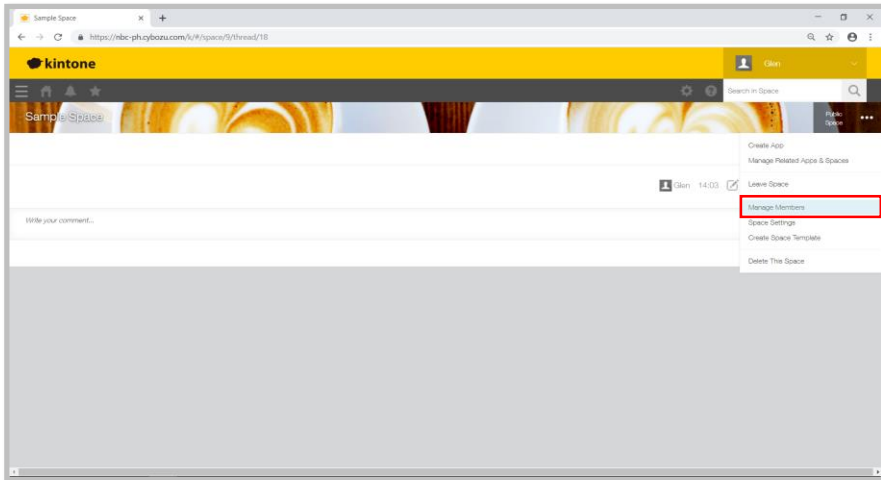
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
4.3.3	<p>If you would like your space to have the ability to host Multiple Threads, check the "Enable multiple threads. Note: This setting cannot be reverted" checkbox. This can not be disabled once it is set.</p> 	
4.3.4	<p>If you would like to block users from joining or leaving the Space, then check the "Block users from joining or leaving the space and following or unfollowing the threads." checkbox.</p> 	
4.3.5	<p>Select a cover photo to be displayed next to the Space Name on Portal Home.</p> 	
4.4	Under the Members tab:	
4.4.1	<p>Add a member by using the search bar or by clicking  and selecting members.</p> 	


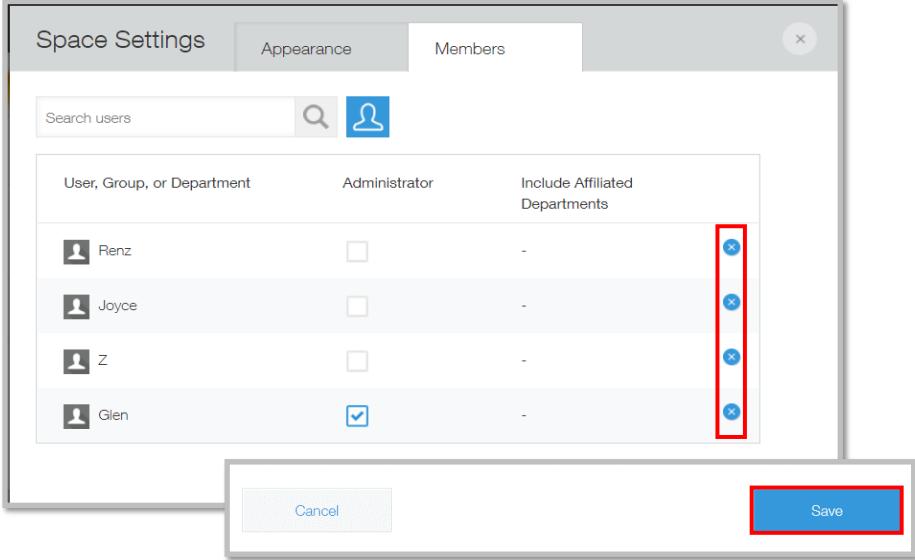
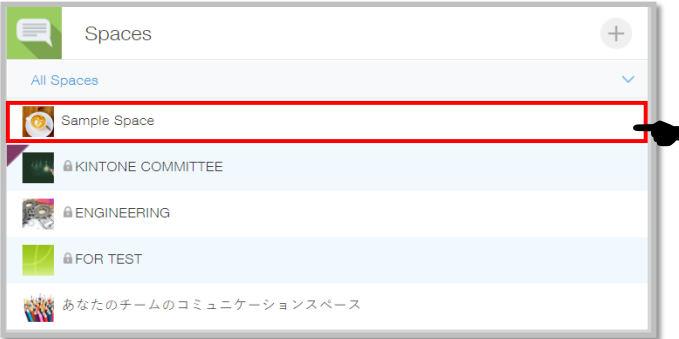

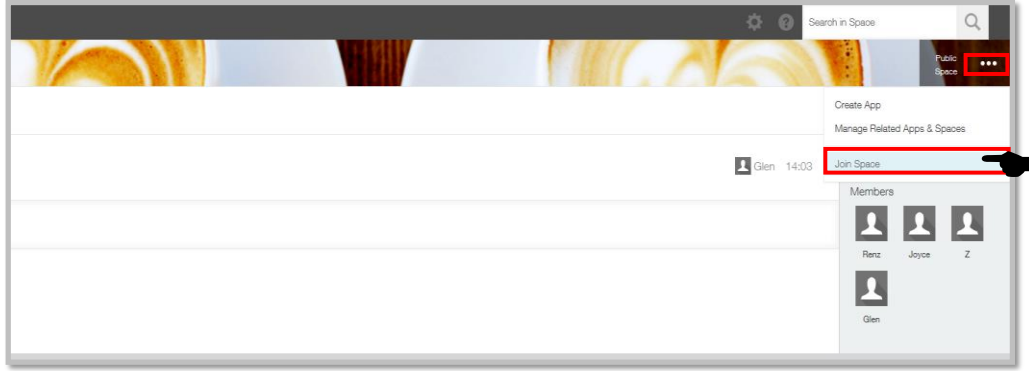
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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
4.4.2	<p>After adding a member, check the box Administrator next to their name to assign them as a Space Administrator.</p> 	
4.4.3	<p>Click "Save"</p> 	
5	<p><b>Adding/Deleting Members</b> Only Space Administrators can add or delete users, departments, groups.</p>	
5.1	How to Add Members to a Space:	
5.1.1	<p>In the Space you would like to add members, click  located on the top right.</p> 	
5.1.2	<p>Click Manage Members.</p> 	


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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
5.1.3	<p>From the Members tab, select the user, department, or group and click Save.</p> 	
5.2	How to Delete Space Members:	
5.2.1	<p>In the Space you would like to delete members, click  located on the top right.</p> 	
5.2.2	<p>Click Manage Members.</p> 	

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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
5.2.3	<p>From the Members tab, click  next to the user you would like to remove and click Save.</p> 	
6	<b>Joining/Leaving a Space</b>	
6.1	How to Join a Space:	
6.1.1	<p>Open the Space you would like to join.</p> 	
6.1.2	<p>Click on the  and then click "Join Space"</p> 	

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No.	Work Procedure/ Illustration	Records/Remarks/ Quality Pointers
6.2	How to Leave a Space:	
6.2.1	Open the Space you would like to leave.	
		
6.2.2	Click on the  , and then click "Leave Space"	
		
7	<b>Deleting a Space</b> Only Space Administrators can delete space.	
7.1	Open the Space you would like to delete.	
		
7.2	Click on the  , and then click "Delete This Space"	
		