

Exostar MAG/ForumPass CUI 共有サイト構築演習

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1. 本書の概要

本書は、Exostar ForumPass(以下、FP とする)サービスで CUI 共有サイトを構築するための基本操作習得を目的とした演習用資料であり、サイト構築の一連の流れを紹介しています。詳しい操作方法は、ForumPass6 ユーザーガイドをご参照ください。

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2. 演習手順

サイト作成演習の流れは以下のとおりです。



※網掛けの作業は、実環境構築の際に必須となります。白抜きの作業は必要があれば行ってください。

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3. 演習で作成するサイトの情報

演習で作成するサイトの設定情報は以下のとおりです。 自社・自プロジェクトに合わせて自由に設定していただいてかまいません。

◆サイト・ライブラリ構成



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4. 演習

本書では、デモサイトの画面を例にとって操作の説明を記載しています。演習の際には、本書の画面例を参考に、自社・自プロジェクトの実画面に沿って操作を行ってください。

- 4.1. サブサイトを作成する
 - 1) サブサイトを作成する親サイトに移動します。

・ログイン

・My DashBoard 画面で ForumPass 6 Defense - US の[active Open Application]をクリック

・ワークスペース画面でワークスペースの自社・自プロジェクトのサイトをクリック

2) 設定メニュー(歯車アイコン)の[Site contents]を選択します。

STAR' ForumPass	Sensitivity: CORE	This environment is hosted in the United
		Newsfeed - 🗘
OWSE PAGE PUBLISH		C SHARE MY Shared with
		Edit page
Dema Cian Demo Site		Add a page
Demo) Home Recent ▼ 一般情報ラ	イブラリ CUIライブラリ(DRM) FileSecure Lite> 日本橋株式会社 🔻 🖌 EDIT Li	INKS Sea n
		Site contents
		Change the look
Home		Site settings
Walaama ta	2019	.04.21 News#03 Getting started
Weicomie		Invite By Email
Domon		View Audit History
Pauloue		View Access History
		View User Permissions
テモサイトへようこそ。	The second s	00000
Appounce		0011 001800
Announce		0.0
new announcement or edit this list		
✓ Title Modified		Taska
7 E 9 1 Pretrach C 9 Monday at 501 AM	My	I dSKS re are no items to show in this view.
Tasks		
	Sch	iedule
Title Assigned To	Status Priority Due Date % Complete Preciseosors	 April 2019
		SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY S

3) [New subsite]をクリックします。

LUSTAH FORUMPASS	Se	ensitivity: CORE		This environment is hosted in the Unite
			N	ewsfeed 🔯
			(🕽 SHARE MY LINKS 🔻 🏠 FOLLOW
Site Contents				
Lists, Libraries, and other Apps			SITE WORKFLOWS 🛛 🕸 SETTINGS	RECYCLE BIN (0)
	CUIライブラリ (DRM)	Documents	MicroFeed	
add an app	12 items Modified 3 hours ago	0 items Modified 10 days ago	3 items Modified 4 days ago	
and all obb				
Site Accets	Site Dages	Tacks	tort	
16 items	2 items	1 item	2 items	
Modified 4 days ago	Se Modified 4 days ago	Modified 4 days ago	Modmed 2 days ago	
		1000	and a start of the	
お知らせ 1.item	トーク Ditens	 一般情報ライブラリ 10 items 	共有スケジュール 2 items	
Modified 4 days ago	Modified 4 days ago	Modified 4 days ago	Modified 4 days ago	
Subsites				
Subsites				
⊕ new subsite				
日本橋株式会社	Mod	lified 3 days ago		
590 C				
State Hales Sheet		A AN	1 mal	X
marger of the party	1 Fall X			
://main fns exostar.com/customers/ifn/Demo/ Javouts/15/news	hweb aspy			1009



4) サブサイト情報を入力します。

EXOST	NR ForumPass	Sensitivity: CORE	This environment is hosted in the United States
			Newsfeed i 🧃 🧔 ?
			♂ SHARE MY LINKS ♥ ☆ FOLLOW [□]
	Site Contents • Title and Description	New SharePoint Site Tele: ABC-Project Description: サブサイトの説明を入力する	Î
	Web Site Address	URL name: https://main.fps.exostar.com/customers/jfp/Demo	A
	Template Selection		
		Collaboration Enterprise Publishing Defense Restricted HDW Collaboration Enterprise Publishing Defense Restricted HDW Common Stee Biog Project Site Commonity Site Export Control Quick Start A place to work together with a group of people.	
	Permissions You can give permission to access your new site to this same users who have access to this permission to unique set of users. If you select Use same permissions as parent site, one spot of user permissions is shared by both site. Consequently, you can down they use a permissions on your new site unless you are an administrator of this parent site.	User Permissions: Use announce of the same namelision as organity of the same namelision of the same namelision of the same name name name name name name name n	
	Navigation Inheritance	Use the top link bar from the parent site? Yes No Create Cancel	€ 75% • 4

<入力例>

- Title : ABC-Project
- Description:サブサイトの説明を入力する
- ・URL name: ABC-PJ ※特殊文字は使用不可(/, ¥¥, :, *, ?, ", <, >, |, #, ¥t, {, }, %)
- Select a template : Collaboration \mathcal{O} Team Site
- User Permission : Use unique permissions
- Use the top link bar from the parent site? : Yes



5) グループ情報の設定を行います。(ユーザー権限をユニークにした場合)

EXOSTAR' ForumPass		Sensitivity: CORE		i nis environment is nos Unit	eo in the ed States.
			Newsfeed	- 4	2?
			🗘 SHARE	MY LINKS 🔻 🏠 FOLLOV	, [D]
S >	Demo Site 日本欄株式会社 People and (• aa ABC-Project Groups • Set	שלשירי Up Groups fo	r this Site	•
Home	Visitors to this Site	Create a new group	O Use an existing group		
Documents	Visitors can read content in the Web site. Create a group of		O use an existing group	-	
Site Contents	visitors or re-use an existing SharePoint group.	ABC-Project Visitors			
EDIT LINKS			\$, [E	
	Members of this Site		0		
	Members can contribute content to the Web site. Create a group	Create a new group	 Use an existing group 	-	
	of site members or re-use an existing SharePoint group.	ABC-Project Members		<u> </u>	
		<u>Fumiko Takei</u>	\$v	R	
	Owners of this Site		0.0		
	Owners have full control over the Web site. Create a group of	Create a new group	O use an existing group	-	
	owners or re-use an existing SharePoint group.	ABC-Project Owners			
		<u>Fumiko Takei</u>	€, E		
			ОК		~
<					>
				%3/ 🖓	

<入力例>

 Visitors to this Site 	: ABC Visitors	登録ユーザーID
 Members of this Site 	: ABC Members	登録ユーザーID
 Owners of this Site 	: ABC Owners	登録ユーザーID

- デフォルトで3つのグループを作成することができます。
 - ・Visitors : Read 権限
 - Members : Contribute 権限
 - Owners : Full Control 権限
- 既にあるグループを設定する場合は、[Use an existing group]を選択し、グループ名 を入力します。



● ユーザーは、氏名やメールアドレスの一部を入力し、人型アイコンをクリックするか または[Enter]キーを押下することで、検索できます。

Visitors can read content in the Web site. Create a group of visitors or re-use an existing SharePoint group.	Create a new group	O Use an existing group	
	ABC-Project Visitors		
	furuya		
harePoint group.	патауа		

6) 作成されたサブサイトのホームページのイメージです。





4.2. 権限グループを作成する

サブサイトを作成する際に、デフォルトで権限グループを作成することができますが、所 要に合わせて新しくグループを作成することもできます。

1) 設定メニュー(歯車アイコン)の[Site settings]を選択します。

EXOSTAR ForumPass	Sensitivity: CORE		This environment is hosted in the United States.
			Newsfeed 🗸 🐼 ?
BROWSE PAGE PUBLISH		🖓 SHARE IN	Shared with
s	Demo Site 日本網株式会社 · aa ABC-Project サブサイト1 ABC-Project		Edit page P Add a page Add an app
Home	Get started with your site REMOVE THIS		Site contents
Documents			Change the look
Site Contents			Site settings
🖋 EDIT LINKS	()		Getting started
	Working on a Add lists, libraries, and		Invite By Email
	Share your site. deadline? other apps.	what's your style? Your site	Remove User
	Newsfeed	Documents	View Audit History
	Start a conversation	① new document or drag file:	View Access History
		✓ □ Name	
	It's pretty quiet here. Invite more people to the site, or start a conversation.	There are no documents in thi	s view.
		© 2008-2019 Exost	ar LLC. All Rights Reserved. Privacy Policy Terms of Access
javascript:;			@ 75% 🔻

2) [Users and Permissions]の[People and groups]をクリックします。

EXOSTAR' ForumPass		Sensitivity: CORE	This environment is hosted in the United States.
			Newsfeed • 🔯 ?
			🖓 SHARE MY LINKS 🛩 🟠 FOLLOW [🗆]
S	Demo Site 日本橋株式会社 · ai Site Settings	a ABC-Project サブサイト1	^
Home	Lisers and Permissions	Look and Feel	
Documents	People and groups	Design Manager Title description and loop	
Site Contents	Site app permissions	Device Channels	
🖋 EDIT LINKS	Invite users by email Outstanding invitations Remove user from site collection View user permissions	Tree view Change the look Import Design Package Navigation	
	Web Designer Galleries Site columns Site content types Master pages Composed looks	Site Actions Manage site features Save site as template Enable search configuration export Reset to site definition Delete this site	
	Site Administration Regional settings Site libraries and lists User alerts RSS Sites and workspaces Woodfillers certimes	Reporting Services Manage Shared Schedules Reporting Services Site Settings Manage Data Alerts	
	Workflow settings Term store management Popularity Trends Content and structure Content and structure logs Translation Status	Search Result Sources Result Types Query Rules Schema Search Settings Searchable columns	~
			🔍 75% 👻 🔐



3) サイドメニューの[Group]の[More...]をクリックします。

EXOSTAR' ForumPass	Sensitivity: CORE	This environ	ment is hosted in the United	States.
		Newsfeed	- Q	?
		🗘 SHARE N	/Y LINKS ▼ ☆ FOLLOW	
5	Demo Site 日本糊林式会社 • aa ABC-Project サブサイト1 People and Groups • ABC-Project Owners ①	Search this s	ite	Q
Groups ABC-Project	New - Actions - Settings -	THE	View: Detail View	•
More	General Adout me Adout me	litie	Department	
Documents Site Contents				
🖋 EDIT LINKS	© 2008-2019 Exort	ar LLC. All Rights Reserve	ed. Privacy Policy Terms of	Access
			🔍 75%	•

4) [New]タブをクリックします。

EXOSTAR ForumPass		Sensitivity: CORE This	environment is hosted in the	United States
		Newsfeed	- Ø	?
		🔿 SHARE	MY LINKS 🔻 🏠 FOLLOW	[0]
s >	Demo Site 日本版 ABC-Pro	株式会社 ・ aa ABC-Project サブサイト1 ject > People and Groups ©		^
Groups	New • Settings	.		
ABC-Project Owners	New Group		Menter and State	- 11
More	Create a new	SharePoint group.	Work email	
Home	Members	Use this group to grant people contribute permissions to the sharePoint site. Abc-Pr	oject	
Documents Site Contents	ABC-Project 🛛 🗐 Owners	Use this group to grant people full control permissions to the SharePoint site: ABC-P	roject	
	Approvers 🗐	Members of this group can edit and approve pages, list items, and documents.		
EDIT LINKS	Contributors 🛛	Can manage list items		
	Demo Site 🛛 🗐 Members	Use this group to grant people contribute permissions to the SharePoint site: Demo	Site	
	Demo Site 🛛 🗐 Owners	Use this group to grant people full control permissions to the SharePoint site: Demo	Site	
	Demo Site 🛛 🗐 Visitors	Read Only Members for DRM Demo		~
javascript:;			€ 75%	•

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5)新しく作成するグループの情報を入力・設定します。

EXOSTAR' ForumPass		Sensitivity: CORE	Thi	is environment is hosted in the	United States
			Newsfeed	- 4	?
			🜍 SHARE	MY LINKS 🔻 🏠 FOLLOW	[=]
S	Demo Site 日本橋株式会社 ・ ai People and Grou	a ABC-Project サブサイト1 Ips → Create Group	0		^
Home Documents Site Contents P EDIT LINKS	Name and About Me Description Type a name and description for the group.	Name: About Me: X № № / > ♥ = := := := := := A A: B Z U = := := := := :=	19) ज 10 स <u>्रि</u> <u>म</u> 10		
	Owner The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.	Group owner: Eumiko Takej x			
	Group Settings Specify who has permission to see the list of group members and who has permission to add and remove members from the group.	Who can view the membership of the group?	 Everyone Group Members 		
	Membership Requests Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request. Caution: If you select yes for the Auto- accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.	Allow requests to join/leave this group? O Yes Auto-accept requests? O Yes Send membership requests to the following e- tai.fumiko@jp.fujitsu.com	No No mail address:		
	Give Group Permission to this Site Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected. View site permission assignments	Choose the permission level group members g https://main.fps.exostar.com/customers/jfp/De Full Control - Has full control. Design - Can view, add, update, delete, i Edit - Can add, edit and delete lists; can documents. Contribute - Can view, add, update, and Read - Can view, and and list items and	et on this site: mo/ABC-PJ approve, and customi view, add, update and delete list items and d download documor	ize. d delete list items and documents.	v
				- 10 /0	.::



6) 既存のグループを編集する場合は、編集対象のグループをクリックします。

EXOSTAR' ForumPass	Sensitivity: CORE This envir	ronment is hosted in the United States.
	Newsfeed	· Ø ?
	Q SHARE MY L	INKS 🔻 🟠 FOLLOW 🛛 🖂
ABC	- 日本線株式会社 ・ aa ABC-Project サブサイト1 -Project - People and Groups ①	î
Groups New	Settings -	
ABC-Project Owners Group	Edit About me	Work email
Home ABC-Pro	Lect Use this group to grant people contribute permissions to the SharePoint site: ABC-Project	
Documents ABC-Pro Site Contents Owners	ect Use this group to grant people full control permissions to the SharePoint site: ABC-Project	
Approv	rs 🛛 🦻 Members of this group can edit and approve pages, list items, and documents.	
✓ EDIT LINKS Contrib	tors 🛛 🤯 Can manage list items	
Demo S Membe	te IP Use this group to grant people contribute permissions to the SharePoint site: Demo Site	
Demo S Owners	te Use this group to grant people full control permissions to the SharePoint site: Demo Site	
Demo S Visitors	te 🔛 Read Only Members for DRM Demo	~
https://main.fps.exostar.com/custo	mers/jfp/Demo/ABC-PJ/_layouts/userdisp.aspx?ID=689	🔍 75% 🔻 🔡

7) ユーザーの登録・削除、グループに関する権限の設定などを行います。

EXOSTAR ForumPass	Sensitivity: CORE	This envi	ironment is hosted in the	United States.
		Newsfeed	¢	?
		🔿 SHARE MY I	INKS 🔻 📩 FOLLOW	$[\Box]$
s >	Demo Site 日本劇株式会社 ・ aa ABC-Project サブサイト1 People and Groups ・ ABC-Project	Members 🛛	Search this site	
Groups ABC-Project Owners More	New - Actions - Settings -	Title	View: Detail View	•
Home				
Documents				
Site Contents				
🖉 EDIT LINKS				
		ostar LLC. All Rights Reserved.	Privacy Policy Terms of	Access
<				>
			🔍 75%	▼

● ここでは、[New]をクリックし、ABC プロジェクトのメンバーを全員登録します。



● グループの設定を行う場合は、[Settings]をクリックします。

EXOSTAR' ForumPass		Sensitivity: CORE	This environment is hosted in the United
			Newsfeed • 🔅 ?
			🖸 SHARE MY LINKS 👻 🏠 FOLLOW 🛛 🖂
s >	Demo Site 日本縣株式会社 • People and Gro	aa ABC-Project サブサイト1 ups - Change Gro	^ up Settings ₀
Home Documents Recent CUIライブラリ Site Contents ・ EDIT LINKS	Name and About Me Description Type a name and description for the group. Owner The owner can change anything about the	Name: ABC-Project Members About Me: X Call Call Call Call Call Call Call Cal	建保 <mark>[▲ 创 / 11 = 11</mark>
	group such as adding and removing members or deleting the group. Only one user or group can be the owner. Group Settings Specify who has permission to see the list of group members and who has permission to add and remove members from the group.	ABC-Project Owners × Who can view the membership of the group O Group Members Who can edit the membership of the group? © Group Owner	? ® Everyone () Group Members
	Membership Requests Specify whether to allow users to request membership in this group and allow users to request loave the group. All requests will be sent to the e-mail address specified. Hauto-accept is enabled, users will automatically be added or removed when they make a request. Caution: If you select yes for the Auto- accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.	Allow requests to join/leave this group? O Yes Auto-accept requests? O Yes Send membership requests to the following	No e-mail address: Delete OK Cancel
<			>
			• 75% 🔻 📰



4.3. ライブラリ作成

一般情報用と CUI 用の2つのライブラリを作成します。以下手順を2回行ってください。

1) ライブラリを作成するサブサイト画面で、設定メニュー(歯車アイコン)の[Add an App] を選択します。

EXOSTAR' ForumPass	Sensitivity: CORE		This environment is hosted in the United States.
			Newsfeed
BROWSE PAGE PUBLISH		🖓 SHARE M	Shared with
S	Demo Site 日本橋株式会社 · aa ABC-Project サブサイト1 ABC-Project	ſ	Edit page Add a page Add an app
Home	Get started with your site REMOVE THIS		Site contents
Documents Site Contents P EDIT LINKS	Share your site.	What's your style? Yo Documents	Change the look Site settings Getting started Invite By Email Remove User View Audit History View Access History
	Start a conversation It's pretty quiet here. Invite more people to the site, or start a conversation.	ew document or drag fi or lname There are no documents in 1 R 2008-2019 Exosta	les here this view. r LLC. All Rights Reserved. <u>Privacy Policy Terms of Access</u>
javascript:;			🔍 75% 🔻 📑

2) [Document Library]をクリックします。





3) 名前を設定します。

EXOSTAR' ForumPass	Sensitivity: CORE	This environment is hosted in the United States.
		Newsfeed
		🕤 SHARE MY LINKS 🔻 🏠 FOLLOW [🗆]
Your Apps	Demo Site 日本橋林式会社 ・ aa ABC-Project サブサイト1 Site Contents > Your Apps	Î
Apps You Can Add		
Manage Licenses Your Requests SharePoint Store	Notev Adding Document Library × Pick a name You can add this app multiple times to your site. Give it a unique name. Name: Docume Cuine of the second s	
	Document Library App Details Document Library Document Library	
javascript:;		€ 75% ▼

ドキュメントライブラリが生成されます。生成したドキュメントライブラリのアイコンをクリックします。

EXOSTAR' ForumPass	Sensitivity:	CORE	This environment is hosted in the United States.
			Newsfeed - Ø ?
			😲 SHARE MY LINKS 🔻 🏠 FOLLOW []
5	Demo Site 日本順株式会社 · aa ABC-Project Site Contents	サプサイト1	Search this site
Home	Lists, Libraries, and other Apps	SITE WORKFLOW	'S 🔯 SETTINGS 🔄 RECYCLE BIN (0)
Documents Recent CUIライブラリ Site Contents	add an app	CUIライブラリ Pext 0 items Modified 1 minute ago	Documents 0 items Modified 86 minutes ago
EDIT LINKS	MicroFeed 2 items Modified 86 minutes ago	Site Assets O items Modified 86 minutes ago	Site Pages 2 items Modified 86 minutes ago

5) 生成したドキュメントライブラリが表示されます。

XOSTAR ForumPass	Sensitivity: CORE	This environment is hosted in the United States
		Newsfeed
BROWSE FILES LIBRARY		🖸 SHARE MY LINKS 🔻 🏠 FOLLOW 📮 SYNC 📋
s >	Demo Site 日本構成会社 aa ABC-Project サブサイト1 CUIライブラリ	Search this site ρ
Home	(+) new document or drag files here	
Documents	All Documents ···· Find a file P	
Recent		
CUIライブラリ	✓ □ Name Modified Modified By	
Site Contents	There are no files in the view "All Documents".	
🖋 EDIT LINKS		
		© 2008-2019 Exostar LLC. All Rights Reserved. Privacy Policy Terms of Acce
		a 75% -



4.4. DRM ライブラリの設定

- 1) DRM 設定するライブラリを表示します。
- 2) [LIBRARY]タブを選択します。

EXOSTAR ForumPass	Sensitivity: CORE	This environment is hosted in the United States.
		Newsfeed 🛛 🔅 🥐 🕐
BROWSE FILES LIBRARY		🖸 SHARE MY LINKS 🕶 🏠 FOLLOW 📮 SYNC 📋
s	Demo Site 日本機株式会社 · aa ABC-Project サブサイト1 CUIライブラリ	Search this site D
Home	new document or drag files here	
Documents	All Documents ···· Find a file O	
Recent	Z Din and a strain	
CUIライブラリ		
Site Contents	There are no files in the view. All Documents .	
🖋 EDIT LINKS		
		© 2008-2019 Exostar LLC. All Rights Reserved. Privacy Policy Terms of Access
		€ 75% - .::

3) [Seclore Permission]をクリックします。

EXOSTAR ForumPass	Sensitivity: CORE	This environment is hosted in the United States.
		Newsfeed
BROWSE FILES LIBRARY		🗘 SHARE MY LINKS 🔻 🏠 FOLLOW 📮 SYNC 🖂
View Quick View Format	try Modify View - Connent View: Create Column M Documents Sectore Sect	Convect do Export Convect do Export
Home Documents Recent CUIライブラリ Site Contents	 ← new document or drag files here All Documents ···· Find a file ✓ □ Name Modified Modified By There are no files in the view "All Documents". 	
🖋 EDIT LINKS		© 2008-2019 Exostar LLC. All Rights Reserved. Privacy Policy Terms of Access
		🔍 75% 🔻 🔐

4) Owner の右端の人のアイコンをクリックし、キーを入力して[Search]をクリックします。



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5) [Tech Ops]を選択し、[Submit]をクリックします。

Criteria :	Select entities from Entity Type is 'User' AND	i 'ForumPass UAT' R Email Address equals 'T	epository Techops@exostar.com'	
			Total : 1	
Nai	me Type	Email	Organizational Unit	~
(1) ech Ops	s User	techops@exostar.com	1,	
				~
<			>	
	2 Submit	Refine Criteria		

6) Owner に[Tech Ops]が設定されていることを確認し、[Add]をクリックします。

		~						
Owner *		Tech Ops				2		
Details								
Id			N	ame *	Test01			
Description							0	
Uses owner, o	lassification and	access rights defined by	ACAPP35V'.					
Uses owner, o	lassification and	access rights defined by	ACAPP35V'.					
Uses owner, o	lassification and nal Reference	access rights defined by	ACAPP35V'.	lame	Test01]
Uses owner, o Extern Reference Id Data	lassification and nal Reference {DAE19DC6-3	access rights defined by	ACAPP35V'. (6F72C] N	lame pplication d	Test01 SharePoint]

7) DRM の設定が完了しました。ファイルを登録してみて、文字色が異なることを確認 してください。

EXOSTAR ForumPass	Sensitivity: CORE	This environment is hosted in the United States.
		Newsfeed 🚽 🖗 ?
BROWSE FILES LIBRARY		🖸 SHARE MY LINKS 🔻 🏠 FOLLOW 📮 SYNC 🗔
s	Demo Site 日本線状式会社 aa ABC-Project サブサイト1 CUIライブラリ	Search this site ,D
Home	Upload completed (1 added) DISMISS	
Documents	All Documents ···· Find a file O	
Recent		
CUIライブラリ	Modified Modified By Sectore Online Access	
Site Contents	8588_0002.jpg A few seconds ago	
🖋 EDIT LINKS		
		© 2008-2019 Exostar LLC. All Rights Reserved. Privacy Policy Terms of Access
		🕄 75% 🔻 🦽

※ファイル登録は、エクスプローラのファイルをドラッグ&ドロップすることで登録 可能です。(Exostar_MAGForumPass 操作説明資料【一般ユーザー編】 3.2.10 フ ァイルの登録を参照ください)

FUjitsu

4.5. サイトの権限設定を行う

- 1) 設定するサイトに移動します。
- 2) 歯車アイコンの[Site settings]メニューを選択します。

EXOSTAR' ForumPass	Sensitivity: CORE		This environment is hosted in the United States.
			Newsfeed • 🗘 ?
BROWSE PAGE PUBLISH		🗘 SHARE - M	Shared with
S 🕽	Demo Site 日本勝称式会社 ・ aa ABC-Project サブサイト1 ABC-Project		Edit page ${\cal P}$ Add a page
Home	Get started with your site REMOVE THIS		Add an app Site contents
Recent			Change the look Site settings
Site Contents	Vorting on a Add lists libraries and		Getting started
EDIT UNKS	Share your site. deadline? other apps.	What's your style? Your sit	Remove User
	Newsfeed	Documents	View Audit History View Access History
	Start a conversation	new document or drag files	here
	It's pretty quiet here. Invite more people to the site, or start a conversation.	There are no documents in thi	s view.
		© 2008-2019 Exosta	r LLC. All Rights Reserved. Privacy Policy Terms of Access
javascript:;			• 75% 👻 🦽

3) [User and Permissions]の[Site permissions]を選択します。





4) サイト権限設定画面でユーザーまたはユーザーグループの登録や権限設定を行います。

EXOSTAR	ForumPass				Sensitivity: CORE			This environment is hosted in t United Stat	:he :es.
							Newsfeed	- ¢ (?
BROWSE	PERMISSIONS						🖓 SHARE	MY LINKS 🔻 🏠 FOLLOW 🛛 []
Delete unique permissions	Grant Permissions	eate Edit	it User nissions Remove User Permissions	Check Permissions	Permission Levels Ess Access Request Settings				
Inheritance	Grant		Modify	Check	Manage				
Home Document Recent	ts		A Some cont This web site ha	ent on this si s unique per	ite has different permissior missions.	is from	what you see here. <u>Show these ite</u>	<u>ms.</u>	
CUIÐ	イブラリ		- Name			hc			
Site Conte	ents				0	ser	Full Control		
💉 EDIT LI	INKS						© 2008-2019 Exostar LLC. All Rights Rese	ved. Privacy Policy Terms of Acco	255
								🔍 100% 🔻	

 Inheritance 【トップサイトには無し】

 サイトユニークの権限設定を解除し、親の設定を踏襲する。 クリックでユニークの権限設定が切り替わる。
 ⇒今回はユニーク権限に設定します。

 Grant :新しいユーザー、グループの権限追加、グループ作成を行う。 ⇒新しいユーザーグループを登録します。*1
 Modify :ユーザー権限の変更やユーザーの削除を行う。

⇒変更したい場合は変更操作を行います。

5) [Grant Permissions]をクリックします。(*1)

EXOSTAR ForumPass	Sensitivity: CC	E	This environment is hosted in the United States.
		News	feed 🗸 🗸 🖗 ?
BROWSE PERMISSIONS		Q S	HARE MY LINKS 🔻 🏠 FOLLOW [🗆]
Delete unique permissions Grant Permissions Group	Edit User Remove User Permissions Permissions Permissions	2[
Inheritance Grant	Modify Check Manage		
Home Documents Recent CUIライブラリ Site Contents	Some content on this site has different perm This web site has unique permissions.	ions from what you see here. <u>Show the</u> Type Permission Levels User Full Control	<u>se items.</u>
EDIT LINKS		© 2008-2019 Exostar LLC. All Right	ts Reserved. Privacy Policy Terms of Access
			🔍 100% 🔻 📑



6) [Grant Permissions]をクリックし、[Invite people to 'Edit']の欄に登録したいグループやメンバーの名前、メールアドレスなどの一部を入力します。

EXOSTAR' ForumPass	Share 'ABC-Project' ×	This environment is hosted in the United States.
BROWSE	Invite people to 'Edit'	/ LINKS ▼ ☆ FOLLOW [□]
Delete unique permissions Grant Crea	Enter names, email addresses, or 'Everyone'.	
Inheritance Grant	Include a personal message with this invitation (Optional).	
Home		
Documents		
Recent		
CUIライブラリ	SHOW OPTIONS	
Site Contents	Share Cancel	
EDIT LINKS		
	© 2008-2019 Exostar LLC. All Rights Reserve	d. Privacy Policy Terms of Access
javascript:;		🔍 100% 🔻 🔄

 ● ここでは、「ABC」と入力し、サイト作成の際に自動作成されたグループを検索して、 「ABC-Project Members」を選択します。

ABC-Project Members	ional)	
ABC-Project Owners	ional).	
Showing 2 results		

● ABC-Project Members が入力されたことを確認し、以下情報を設定して[Save]をクリックします。

Share 'ABC-Project'	×
Invite people to 'Contribute'	~
ABC-Project Members x	
Include a personal message with this invitation (Optional).	
HIDE OPTIONS	
Send an email invitation	
Select a group or permission level	
Contribute	
Share Cancel	~



4.6. ライブラリの権限設定を行う

- 1) 設定するライブラリに移動します。
- 2) [LIBRARY]タブを選択します。

EXOSTAR' ForumPass	Sensitivity: CORE This environment is hosted in the United States.
	Newsfeed F
BROWSE FILES LIBRARY	Ç SHARE MY LINKS ▼ ☆ FOLLOW 🗔 SYNC [고]
S	Demo Site 日本橋株式会社 aa ABC-Project サブサイト1 Search this site の CUIライブラリ
Home	
Documents	All Documents ···· Find a file \wp
Recent	
CUIライブラリ	Name Modified By Sectore Online Access
Site Contents	📰 8588_0002.jpg 🚥 20 hours ago 🗌 Fumiko Takei 🗈
🖋 EDIT LINKS	
	© 2008-2019 Exostar LLC. All Rights Reserved. Privacy Policy Terms of Access
	€ 100% ▼i

3) [Settings]の[Library Settings]をクリックします。

EXOSTAR	ForumPass			Sensitivity: (CORE				This enviror	nment is hoster United	l in the States.
								Newsfeed		li ≁ 🌣	?
BROWSE	FILES LIBRARY						🗘 SHAR	e My Links 🕶	숫 FOLLOW	SYNC	
View Quick Edit	Create Open in Tree View View	Current View: All Documents All Current Page	Seclore Permissions	Tags & Notes	E-mail a Link Alert Me + RSS Feed	Most Po	pular Items	Connect & Cus Export + Lib	tomize stomize prary -	k gs	
Home	IVIC	ew document	or drag	files here	116		Library Settings	Construction of the second sec	ttings 🚽	" view Audit H	Istory
Documents		All Documents	Find a file		Q				Settings		
Recent CUIライ	ブラリ	✓ 🗋 Name		Modified	Modified By	Seclore Or	nline Access				
Site Conten	ts	8588_0002.jpg	g	20 hours ago	Fumiko Take	ei					
🖋 EDIT LIN	KS					© 2008-2019	Exostar LLC.	All Rights Reserv	ed. Privacy Po	olicy Terms of	Access
javascript:;										100% 🕄	•



4) [Permissions and Management]の[Permissions for document library]を選択します。

EXOSTAR' ForumPass	Sensitivity: CORE This enviro				
			Newsfeed i	ø	?
			🛟 SHARE MY LINKS 🔻 🏠 FC	DLLOW	
s	Demo Site 日本橋株式会社・ CUI ライブラリ	aa ABC-Project サブサイト1 • Settings			^
Home	List Information				
Documents Recent CUIライブラリ	Name: CUIライブラリ Web Address: https://main.fps.exos Description:	tar.com/customers/jfp/Demo/ABC-PJ/CUI/F	orms/Allitems.aspx		
Site Contents	General Settings	Permissions and Management	Communications		
EDIT LINKS	 List name, description and navigation Versioning settings Advanced settings Validation settings Column default value settings Audience targeting settings Rating settings Form settings 	 Delete this document library Save document library as template Permissions for this document library Manage files which have no checked in version Information Rights Management Workflow Settings Generate file plan report Enterprise Metadata and Keywords Settings 	RSS settings		~
<pre>https://main.fps.exostar.com/custor</pre>	omers/jfp/Demo/ABC-PJ/_layouts/15/user.	aspx?obj=%7B3615EA9F%2D61A0%2D433	C%2D943C%2DEE0968687055	100%	• •

5) ライブラリ権限設定画面が表示されます。

EXOSTAR' ForumPass		Sensitivity: CORE			This environment is hosted United	in the States.
				Newsfeed	ei 🗸 🤷	?
BROWSE PERMISSIONS				🗘 SHARE	MY LINKS 🔻 📩 FOLLOW	[0]
Manage Parent Inheritance						
Home	This library inherits permissions	from its parent. (ABC-Pro	piect)			^
Documents	,		J9			
Recent	Name	Туре	Permission Levels			
CUIライブラリ	ABC-Project Members	SharePoint Group	Contribute			
Site Contents	ABC-Project Owners	SharePoint Group	Full Control			
🖋 EDIT LINKS	ABC-Project Visitors	SharePoint Group	Read			
						~
javascript:;					۹ 100%	•

- ここでは、CUI ライブラリを「ABC-Project Visitors」にアクセスさせない設定にします。サイトの権限継承を停止し、「ABC-Project Visitors」ユーザーグループの登録を 削除します。
- 6) [Inheritance]の[Stop Inheriting Permissions]をクリックします。

EXOSTAR' ForumPass	Sensitivity: CORE	This environment is hosted United		d in the States.	
		Newsfeed	- ¢	?	
BROWSE PERMISSIONS		🗘 SHARE	MY LINKS 🔻 📩 FOLLOW		
Manage Stop Inheriting Check Parent Permissions Permissions					
Inheritance Check					



7) [Inheritance]が[Delete unique permissions]に変わったことを確認し、「ABC-Project Visitors」を選択して、[Remove User Permissions]をクリックします。

EXOSTAR' ForumPass	Sensitivity: CORE				This environment is hosted United S	in the States.
				Newsfeed	- Q	?
PERMISSIONS PERMISSIONS Permissions Inheritance Grant Grant M	Remove User Permissions Modify Check			😲 SHARE	MY LINKS 🔻 ☆ FOLLOW	
Home	This library has unique permissions.					^
Recent	Name	Туре	Permission Levels			
cuiライブラリ	ABC-Project Members	SharePoint Group	Contribute			
Site Contents	ABC-Project Owners	SharePoint Group	Full Control			
y EDIT CINICO	ABC-Project Visitors	SharePoint Group	Read			
	2					~
javascript:;					a 100%	•

8) 「ABC-Project Visitors」が削除されたことを確認します。

EXOSTAR' ForumPass	Sensitivity: CORE			This environment is hosted United S	in the states.
			Newsfeed	- Ø	?
BROWSE PERMISSIONS			🦪 SHAR	E MY LINKS 🔻 📩 FOLLOW	[=]
Delete unique permissions Inhoritance	r Remove User s Permissions Archite				
initentance Grant in	, Check				^
Home	This library has unique permission	ns.			
Documents					
Recent	Name Name	Туре	Permission Levels		
CUIライブラリ	ABC-Project Members	SharePoint Group	Contribute		
Site Contents	ABC-Project Owners	SharePoint Group	Full Control		
/ EDH LINKS					
		©	2008-2019 Exostar LLC. All Rights Resen	red. Privacy Policy Terms of Acce	HSS V

● さらに、「ABC-Project Members」ユーザーグループを Read 権限に変更してみます。



9)「ABC-Project Members」を選択して、[Edit User Permissions]をクリックします。

EXOSTAR' ForumPass	Sensitivity: CORE			This environment is hosted United	d in the States.
			Newsfeed	- ¢	?
BROWSE PERMISSIONS			🔿 SHARE	MY LINKS 🔻 🏠 FOLLOW	[1]
	🚨 📙				
permissions Permissions Permission Permission	ermissions Permissions				
Inheritance Grant Modif	ý Check				_
Home	This library has unique permissions.				^
Documents					
Recent	🔲 📄 Name	Type Permission Levels			
CUIライブラリ	ABC-Project Members	SharePoint Contribute Group			
EDIT LINKS	ABC-Project Owners	SharePoint Full Control Group			

10) 「ABC-Project Members」を選択して、[Edit User Permissions]をクリックします。



11) 「ABC-Project Members」の「Permission Levels」が「Read」に変わったことを確認します。





4.7. ライブラリにデータを登録する

共有管理したいファイルを、対応するライブラリに登録します。 エクスプローラで該当ファイルを選択し、ライブラリにドラッグ&ドロップで登録して ください。

EXOS	STAR' ForumPass		Sensitivity: CORE		This environment is	hosted in the United States.	
					Newsfeed	· @ ?	
BR	OWSE FILES LIBRARY			Ç SHA	ARE MY LINKS 🔻 🏠 FOLLOW	G SYNC [D]	
						•	
	Damà Cita	Demo Site					
	Demo The	Home Recent マ 一般情報ライブラリ	J CUIライブラリ(DRM)	FileSecure Lite>	Search this site	Q	
		日本橋株式会社 🔻 🖋 EDIT LINKS				~	
					and the		
	test 🤇	3)					
1.11			~	175- 000A			
11.00	+) new document		2)				
	All Documents		11	h			- D ×
	V D Name	Mulfied By Sectore		アセアーダ			
	demo01.pptx			2.45			~ 0
A STREET						デエデータの検索	0
	Manual St.			-	• 0	7-77/98m	
State State State	1.2		* お気に入り	名則	更新日時	裡類	912 -
				demo01 ppt	2010/04/22 1	7:16 Microsoft Pou	Nor
			3 最近表示した場所	demo03.pptx	2019/04/22 1	7:16 Microsoft Por	wer
				🔃 demo04.pptx	2019/04/22 1	7:17 Microsoft Po	wer
			PC	🔃 demo05.pptx	2019/04/22 1	7:16 Microsoft Po	wer
			■ デフカトップ	emous.pptx	2019/04/22 1	7:16 Microsoft Por	wer
			■ 5≠1×2h	demo08.pptx	2019/04/22 1 2019/04/22 1	7:17 Microsoft Por	Ner.
			上 ピクチャ	demo09.pptx	2019/04/22 1	7:17 Microsoft Po	ver V
_			📓 FF7 🗸 🗸	<			>
			11 個の項目 1 個の項目を	崔択 34.3 KB			100



4.8. DRM ファイルのアクセス確認を行う

DRM ファイルの3種類のアクセスの確認を行います。

- 4.8.1. DRM ファイル表示
 - 1) ファイル名の右端の[Seclore Online Access]アイコンをクリックします。

EXOSTAR Fo	erumPass	Sensitivity: CORE				This e	nvironment is	hosted in th	e United States.	
							Newsfeed		i≁ Ø	?
BROWSE FIL	LES LIBRARY					🗘 SHARE	MY LINKS 🔻	슈 FOLLOW	🗔 SYNC	
										,
-	A									
De	mo Site	Demo Site							0	
Ser alter		Home Recent 日本橋株式会社	一般情報ライノラリ ・ EDIT LINKS	CUIS4JSU (DRM)	FileSecure Lite>		Search this s	ite	Q	
				200			BASE			
tes	st									
Uplo	oad completed (1 add	ded) DISMISS								6
All D	Documents	Find a file	Q							
-	🗋 Name	Modified	Modified By Seclore	Online Access					IIII	1
A REAL	demo02.pptx	··· A few seconds ago		Ð					IIII	É.
	demo01.pptx	••• 5 minutes ago		•						
									15	
									100%	

- 2) アカウント認証(2要素認証※)を行います。 ※ID/Password と、証明書または OTP
- 3) ファイルが表示されます。





1)ファイル名の右端の[...]をクリックし、[OPEN]をクリックしてファイルを開きます。

new document or drag files h	21
All Documents ···· Find a file	CUI.xlsx views 🕅
V 🗅 Name	Changed by you on 平成 30/3/7 12:49
🗸 🗈 CULxisx 🚺 🛄	Shared with
DRMテスト-xlsx ···· :	22 more
DRMテスト_copy.xisx : DRMテスト_copy.xisx :	https://main.fps.exostar.com/customers/fujit
2	OPEN SHARE FOLLOW ··· yPolic

- 2) アカウント認証(2要素認証※)を行います。 ※ID/Password と、証明書または OTP
- 3) アプリが起動し、編集画面が開きます。



※DRM ファイルは画面、印刷ともに名前、日時の透かしが入ります。



A) ダウンロード&コピー

ファイル名を右クリックし、開いたダイアログの右下の[…]をクリックし、[Download & Copy]をクリックします。

EXOSTAR' ForumPass	Sensitivity	: CORE	This environment is hosted	in the United St	ates.
			Newsfeed	· Ø	?
BROWSE FILES LIBRARY			🜍 SHARE MY LINKS 🔻 🕁 FOLLOW	G SYNC	[0]
					^
Demo Site Demo	Site ant ・ 一般情報ライブラリ cuiライブラリ ((DRM) FileSecure Lite> 日本橋株式会社	▼ Search this site	Q	
test	Cut				
new document or drag fi	emo01.pptx			-	
	nanged by you on 4/23/2019 Check Out				C.L.
Mos SF	ared with View Audit History				
demo02.pptx Yes ar	d 7 more View User				
	ttps://main.fps.exostar.com/ci			in the	
	Version (2)	THE REAL PROPERTY AND A DESCRIPTION			
	OT SHARE FOLLOW Compliance betails		AN SO	12.	THE R
	Workflows (3)		- XII	1	2
and the state of t	Download a Copy				2
	Shared With				
Let 5 1	Delete			Il is	~
javascript:;				🔍 100%	•

B) ローカルに保存したファイルのファイル名を右クリックし、[Open]をクリックしてフ ァイルを開きます。



FUJITSU

- C)アカウント認証を行います。
- D)アプリが起動し、編集画面が開きます。



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4.9. サイトデザインを編集する

共有メンバーで使いやすいようにサイトのデザインを編集します。 以下資料を参考にいろいろと試してみてください。

- ① Exostar MAG/ForumPass 操作説明資料 (一般ユーザー編)
- ② Exostar MAG/ForumPass 操作説明資料 (管理者編)
- 3 ForumPass 6 User Guide

以下は設定変更を推奨する機能です。

- ページ編集 :ポータルページに文字や部品を配置して使いやすくします。
- 地域
 :地域は日本に設定しておきます。
- サイトロゴ等: 左上に表示するロゴの登録や、タイトル及び説明等を入力します。
- 外観 : サイトの背景やカラーを変更します。
- ナビゲーション:トップメニューや再度メニューに表示する項目を編集します。