Workspace MDM

Management Site Manual

2. Organization / User

(Web site ver 8.1.1)

1 Organization

You can confirm, add, delete, and edit organization information.Setting items and available functions are as follows.

1.1 Organization Chart

Registered organizations (page 4) are displayed as a tree-type organization chart. Please use this when you visually confirm the structure of registered organizations. Click the icon of an organization to display the organization page in a new window.

1.1.1 Open the Organization chart page

Open the organization chart page.

1. Click the [Menu] tab.
2. Click [Organization Chart].

No.	Object	Function
1	Organization Chart	Organization is displayed as a tree-type chart. Click [+] to display organizations under the organization. Click [-] to hide an organization displayed under the organization.
2	[Open All]	Click to display all organizations. Behavior is identical to clicking all [+] displayed in the Organization Chart tree.
3	[Close All]	Click to display only the top organization. Behavior is identical to clicking all [-] displayed in the Organization Chart tree.

1.2 Organization

Create organizations that assets (page 15) or users (page 15) belong to. Using organization, you can configure the following settings.

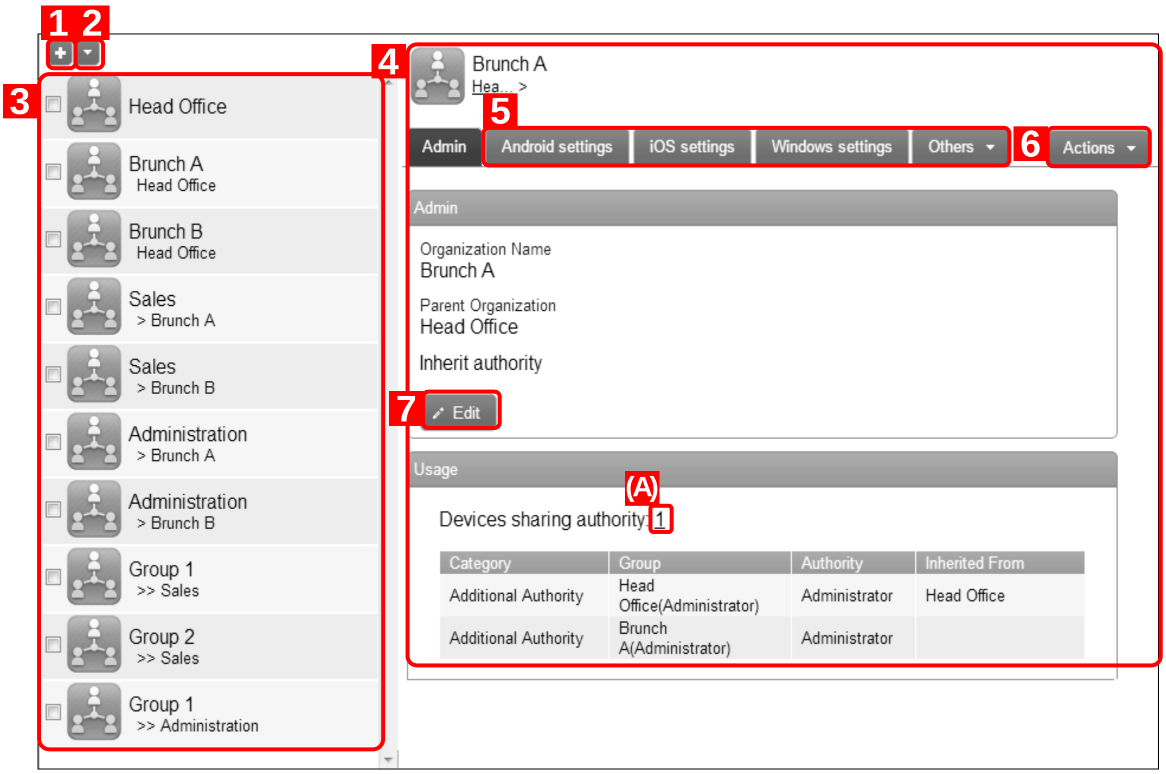
・Apply settings to devices by organization group
You can apply a setting template or a setting group by organization group.
By using both Custom user info and organization, you can give a user an additional permission.
For details on bulk device setting in the unit of organizations, refer to page 6, "Apply settings to devices by organization group."

・Give a user an additional permission that can access the specific organization
By using both Custom user info and organization, you can give a user an additional permission. For example, you can give an additional permission to edit the specific organization to a user with "Reader" in user classification. For details, refer to Custom user info (page 24).
You cannot assign assets or users with an organization on this page. Assign them with an organization on each new create page or an edit page.

1.2.1 Open the Organization page

Open the organization page.

1. Click the [Menu] tab.
2. Click [Organization].



No.	Object	Function
1	[Create New]	Displays entry fields. Refer to page 5, "Create an organization" for details of how to create an organization.
2	[Others]	Click to display the following menu. ・Select all: Selects all checkboxes. ・Clear: Clears all check boxes. ・Delete in bulk: Delete selected organizations. Refer to page 6, "Delete organizations in bulk" for details on how to delete in bulk.
3	Organization List	Displays registered organization list.
4	Organization Information	Displays organization information of a target organization. Click (A) to display the asset list.
5	Device settings Tab	Device settings tabs by organization group. Details on the tabs are as follows. 【Android Settings】 Apply settings to Android devices by organization group. 【iOS Settings】 Apply settings to iOS devices by organization group. 【Windows Settings】 Apply settings to Windows devices by organization group. 【Others】 ・Windows(10 Mobile) Settings Apply settings to Windows (10 Mobile) devices by organization group. ・VPP Settings Displays and edits the distribution status of VPP licenses to organizations. Licenses applied in this page are counted as "Unallocated" licenses in "VPP License" page under the "Application" tab. Refer to "iOS-Application－VPP License－"Application" tab" in 《Management Site User Manual　iOS》) *If VPP token is not uploaded, only the message "(There is no VPP license)" is displayed on this page.
6	[Actions]	Click to display the following menu. ・Delete: Delete an organization. For details, refer to page 6, "Delete an organization."
7	[Edit]	Able to edit organization information. For details, refer to page 5, "Delete organizations in bulk."

1.2.2 Create an organization

Create an organization. A registered organization is displayed on the user page and asset page as an entry field when creating or editing them.

1. Click [Create New] on the organization page.
2. Fill out the required fields, then click [Save].

* Details on entry fields are as follows.

1.2.3 Edit an organization

Edit an organization. Entry fields are the same as creating an organization.

1. Click on the target organization from organization list.
2. Click [Edit].
3. Fill out the required fields, then click [Save]. To cancel changes, click [Cancel].

1.2.4 Delete an organization

Delete an organization.

1.	Click on a target organization from the organization list.
2.	Click [Actions] to display action menu.
3.	Click [Delete] ✖.
4.	Click [OK] on the confirmation screen.

1.2.5 Delete organizations in bulk

Delete organizations in bulk. You can delete many organizations in one operation.

1.	Check target organizations.
2.	Click [Others] ▾ to display the other operations menu.
3.	Click [Delete in bulk].
4.	Click [OK] on the confirmation screen.

1.2.6 Apply settings to devices by organization group

Apply a setting template and a setting group to an organization.

* To successfully apply setting to all devices belonging to an organization, all target devices need to have "Inherit parent organization" selected on the setting group page. This means when the newly created setting template is applied to organization, the setting is ONLY applied to devices belonging to the organization whose target setting is set to "Inherit parent organization."Refer to "Assets－Allocate setting group to a singular device" in 《Management Site User Manual　Using the management site》" for more details on a device's setting page.

【Apply a setting template to an organization】

1.	Click on the target organization from the organization list.
2.	Click on the target device setting tab.
3.	Select the target setting template from the dropdown menu.
4.	Click [Apply].

【Apply a setting group to an organization】

1.	Click on the target organization from the organization list.
2.	Click on the target device setting tab.
3.	Click [Edit].
4.	From the pull down menu, select the setting group to apply.
5.	Click [Save]. To cancel changes, click [Cancel].

* If "Inherit parent organization" is selected from the dropdown menu when the targeted organization has no parent organization, no setting group is applied.

* When "(Inherit parent organization)" is selected but no parent organization is set, the setting is equivalent to selecting "(None)."

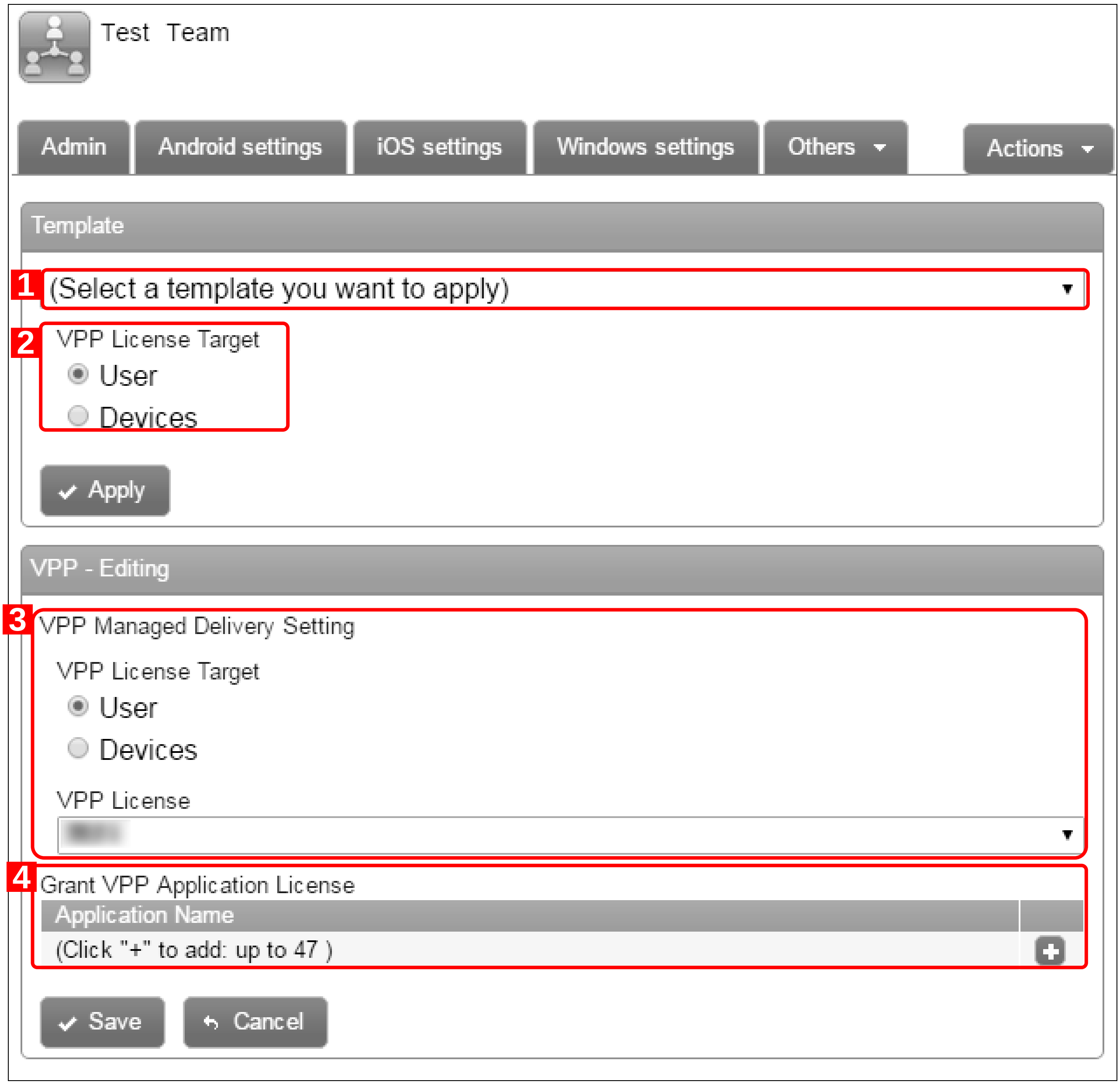
1.2.7 Values of organization items

Set organization items according to the rules below.

<table>
<tr><th>Field</th><th colspan="2">Restriction</th></tr>
<tr><td>Organization Name</td><td colspan="2">Required.
Duplication in the same upper organization group is not allowed.
Control characters are not allowed.
Must be 100 characters or fewer.</td></tr>
<tr><td rowspan="2">Parent Organization</td><td colspan="2">Specify the location of an organization in the Organization Chart (page 3). The organization is located under the parent organization. To create an organization that is located at the top of an organization group, select “(None)." If an option other than “(None)” is selected, specify whether to inherit permission of parent organization. "Permission" as used herein means the additional permission is given to a user by using Custom user info (page 24). If the permission is inherited, users can also use the additional permission for upper organization on the creating organization. The Organization chart on page 3 is used as example here. When creating "Branch-A" by inheriting the permission, users who have an additional permission "Administrator" for "Head Office," also have an additional permission "Administrator" for "Branch-A." When not inheriting the permission, users who have an additional permission "Administrator" for "Head Office," do not have the additional permission for "Branch-A."
* If you change this setting, the accessible range of user and settings of devices may be changed.</td></tr>
<tr><td>【Inherit permission】</td><td>Check the checkbox if you want to inherit permission.</td></tr>
</table>

1.2.8 Open VPP Setting

VPP allocation status can be viewed in [VPP setting] on the [Others] tab.



No.	Object	Function
1	Template	Apply VPP template to users.
2	VPP License Target	Select target from below to allocate VPP License. ・User ・Devices
3	VPP Managed Delivery Setting	VPP License Target: Select target from below to allocate VPP License. ・User ・Devices VPP License: Select VPP account.
4	Grant VPP Application License	Confirm and edit VPP application license's distribution status. From the pull down menu, select and add the applications to grant application licenses. "Grant VPP Application License" section displays list of applications allocated to the user by VPP license. Clicking on application name opens iTunes Store page for each app. * Click on [Create New] icon to add new applications. * Click on [Delete] icon to delete applications.

1.2.9 Edit VPP Setting

Edit VPP Setting. Refer to page 9, "Input values of VPP Setting" for more details.

1. Click on target organization from organization list.
2. Click [Others] to display the other operations menu.
3. Click [VPP Setting].
4. Click [Edit] button to edit existing VPP setting.
5. Fill out the required fields, then click [Save]. To cancel changes, click [Cancel].

1.2.10 Input Values of VPP Setting

Set VPP Setting according to rules below.

Large item	Small item	Rule
Template	Template	Select registered VPP setting template from the pull-down menu. Refer to "iOS - Application－VPP Setting Template" in 《Management Site User Manual iOS》for more details on VPP setting template.
	VPP License Target	Select target from below to allocate VPP License. ・User ・Devices
VPP Managed Delivery Setting	VPP License Target	Select target from below to allocate VPP License. ・User ・Devices
	VPP License	Select registered VPP license from the pull-down menu. Refer to "iOS - Application－VPP Licenses" in 《Management Site User Manual iOS》 for more details on VPP licenses.
Grant VPP Application License	-	From the pull down menu, select apps. Licenses for selected apps will be granted (allocated). * Click [Delete] to delete an app.

1.3 Import Organizations (New)

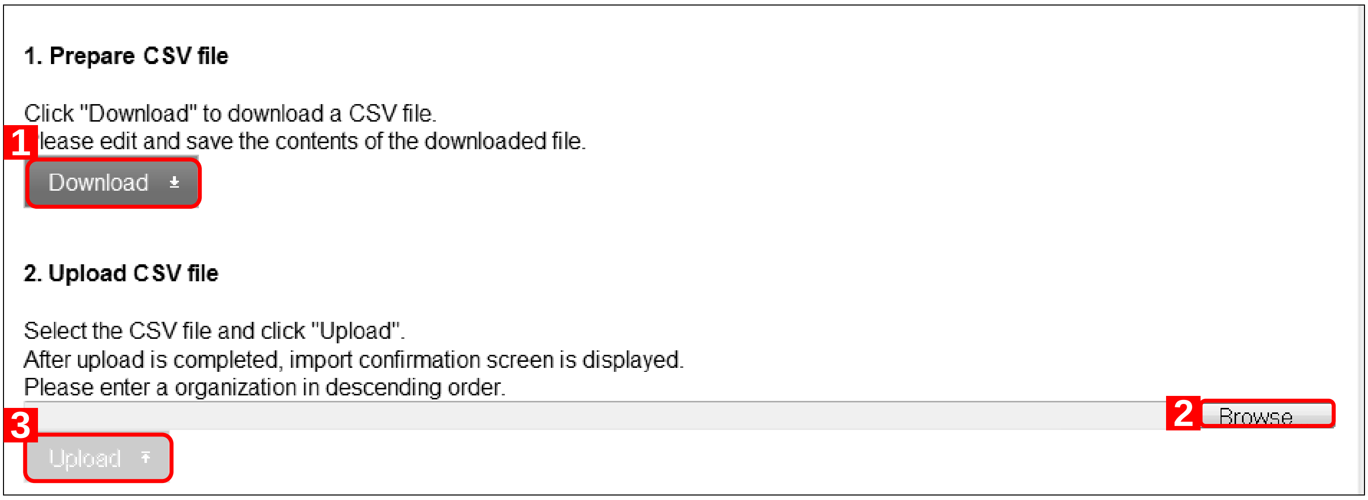
You can import multiple organizations by CSV file.

* The file size is limited to 10MB.

1.3.1 Open the Import Organization (New) page

Open the [Import Organization (New)] page.

1.	Click the [Menu] tab.
2.	Click [Import Organization (New)].



No.	Object	Function
1	[Download]	Click to download a CSV template with item names only.
2	[Browse]	Select a CSV file to import. The selected file name is displayed on the left.
3	[Upload]	Upload the selected CSV file.

1.3.2 Import new organizations

Import new organizations in bulk using a CSV file.

1. Open the [Import Organization (New)] page.
2. Click [Download] to save CSV file.
3. Open the downloaded CSV file by Excel or Notepad, and then input the user information. After entering the information, save and close the file.
4. Click [Browse] and select CSV file you just saved.
5. Click [Upload]. A confirmation page will appear.
6. Carefully check if there is an error. Edit the CSV file if necessary, and then upload again.
7. Click [Import]. If there is an error, the [Import] button will not be displayed.

* The first row in the CSV file is for column titles. Input user information from the second row.

* For details on the CSV file, refer to page below.
=>Input method of import data (refer to "Appendix－Input method of import data" in 《Management Site User Manual Appendix》)

1.4 Import Organizations (Edit)

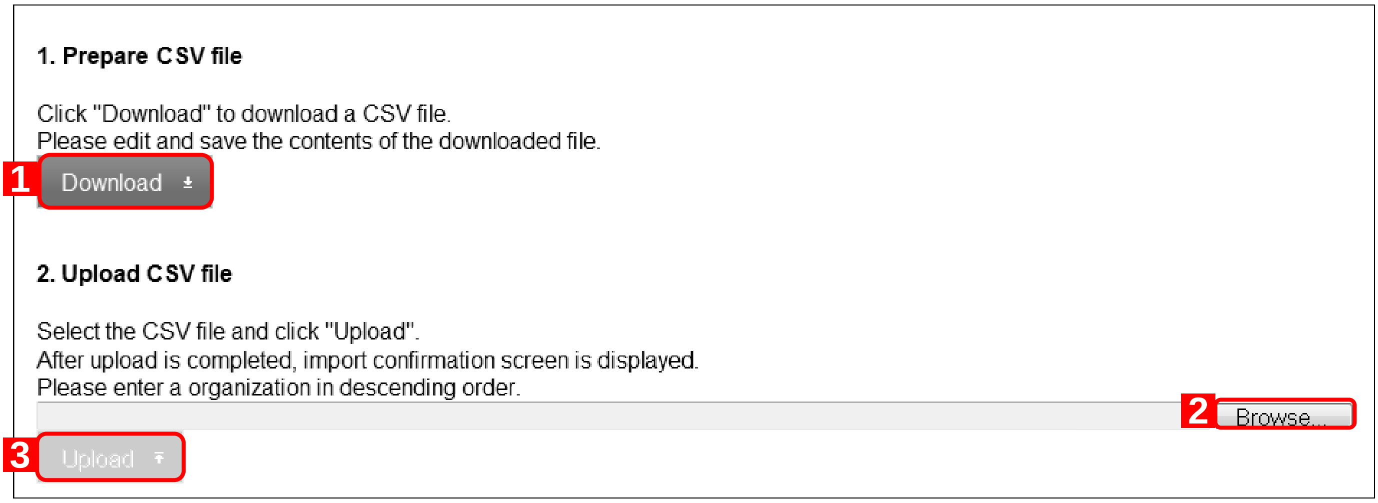
You can update already registered user data in bulk by CSV file.

* The file size is limited up to 10MB.

1.4.1 Open the Import Organization (Edit) page

Open the Import Organization (Edit) page.

1. Click the [Menu] tab.
2. Click [Import Organization (Edit)].



No.	Object	Function
1	[Download]	You can download a CSV file with all the registered user information.
2	[Browse]	Select a CSV file to import. The selected file name is displayed on the left.
3	[Upload]	Upload the selected CSV file.

1.4.2 Import updated organizations

Import updated organizations in bulk using a CSV file.

1.	Open the Import Organization (Edit) page.
2.	Click [Download] to save the CSV file.
3.	Open the downloaded CSV file by Excel or Notepad, and then input the user information. After entering the information, save and close the file.
4.	Click [Browse] and select the CSV file you just saved.
5.	Click [Upload]. A confirmation page will appear 《Management Site User Manual Appendix》)dit the CSV file, and then upload again.
6.	Click [Import]. If there is an error, the [Import] button will not be displayed.

* The CSV file used for updates has all the registered organization information. Do not add or delete rows nor columns.

* For details on the CSV file, refer to the age below.

=>Input method of import data (refer to "Appendix－Input method of import data" in 《Management Site User Manual Appendix》)

1.5 Export Organization

Export registered organizations by CSV file.

* A downloaded CSV file will contain any previously edited organizational information.

1.5.1 Open the Export Organization page

Open the Export Organization page.

1. Click the [Menu] tab.
2. Click [Export Organization].

No.	Object	Function
1	[Download]	You can download a CSV file with all registered user information.

1.5.2 Export organizations

Export organization data by CSV file. Character encoding for a Japanese environment when exporting data must be SHIFT-JIS (cp932), in other environments it must be UTF-8.

1. Open the Export Organization page.
2. Click [Download] to save the CSV file. Open the downloaded file by Excel or Notepad.

2 User

You can confirm, add, delete, and edit user information.

You can confirm, add, delete, and edit user information.

Setting items and available functions are as follows.

2.1 User

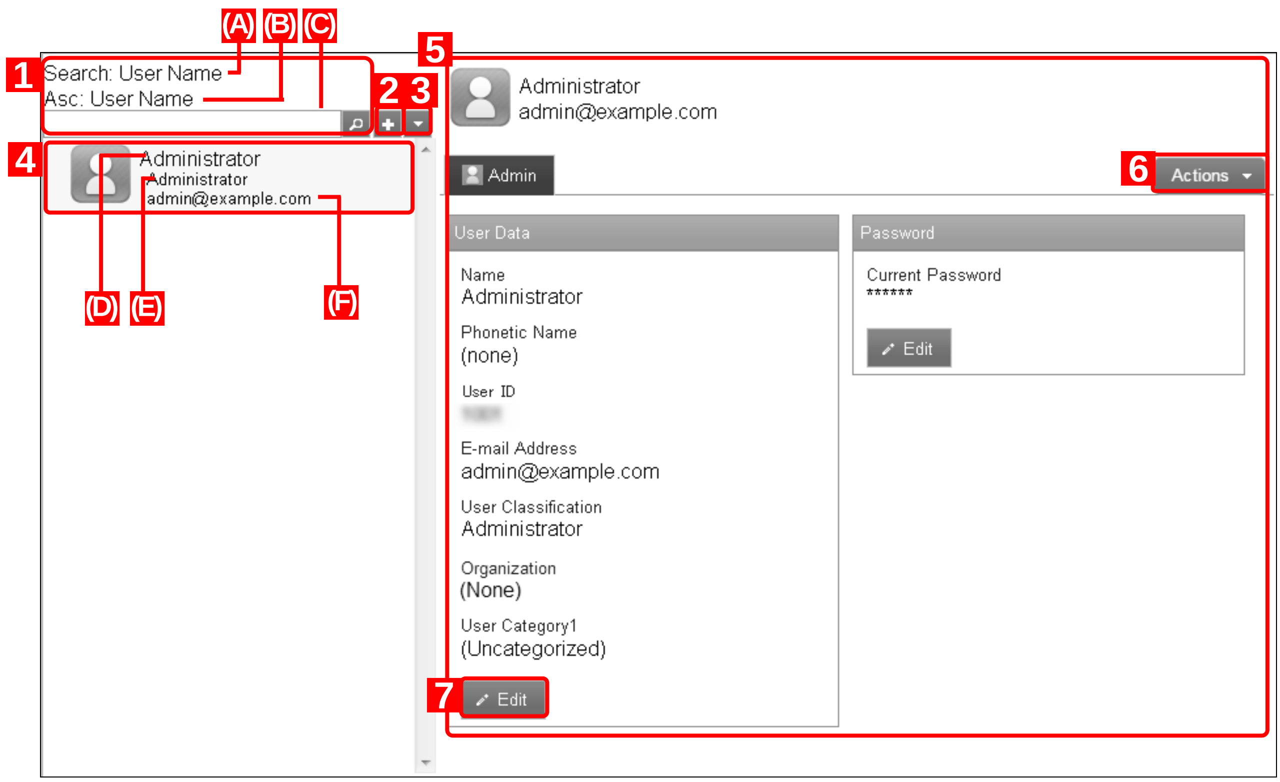
You can confirm, create, delete, and edit user information. Created users can be linked to device information. Also, a user account to login to the management site can be created on this page. Also, user option package setting and VPP license allocation are available. The following page is displayed when a specific user is selected from the list.

* User classification for the account currently in use (currently logged in) can be changed to classifications with lower privileges. Please note that classification with higher privileges than your current classification CANNOT be specified. Once an administrator (with the privilege “Administrator”) is assigned with the classification “Operator” privilege, this administrator cannot change his / her classification back to “Administrator." Please change the classification with caution.

2.1.1 Open the user page.

Open the user page.

1.	Click the [Menu] tab.
2.	Click [User].



No.	Object	Function
1	Search / Sort	Search target item is displayed in (A). Sort order and sort key is displayed in (B). When searching for an asset, enter the keyword to (C) and click [Search] . To refresh the results, refresh the browser, or clear (C), then click [Search] again.
2	[Create New]	If you click [Create New], user information entry fields will appear. For details on for creating a user, refer to page 16, "Create new user."
3	[Others]	Click to display the following menu. ・Select all: Selects all checkboxes. ・Clear: Clears all check boxes. ・Search target: You can select one from user name, phonetic name, e-mail address, user classification and registered Custom user info. ・Ascending sort: You can sort by user name, user ID, or e-mail address in ascending order. ・Descending sort: You can sort by user name, user ID, or e-mail address in descending order. ・Delete in bulk: Delete selected items in bulk. For details, refer to page 17, "Delete users in bulk."
4	User list	Displays Registered user list (D): User name (E): Target user information (If a search target is user name, Custom user info is displayed). (F): User information of sort target (If sort target is a user name, e-mail address is displayed).
5	User information	Displays selected user information.
6	[Actions]	Click to display the following menu. ・Cancel lockout: Click to cancel lockout for users who were locked out from the management site after a specified number of unsuccessful login attempts. For details, refer to page 17, "Cancel lockout for users." Refer to "Admin－Account policy setting" in 《Management Site User Manual Various Settings》)for details on the lockout setting. This menu is only displayed for users who have been locked out. Locked out users are assigned with "Locked" status icon.  ・Delete: Deletes a user. For details, refer to page 17, "Delete a user."
7	[Edit]	You can edit registered user information. For details, refer to page 16, "Edit a user."

2.1.2 Create a user

Create a user. Created users can be linked to device information. Also, a user account to login to the management site can be created on this page.

1. Click [Create New] from User page.
2. Fill out the required fields, then click [Save].

2.1.3 Edit a user

Edit a user. Entry fields are the same as creating a user. However, Custom user info of a user who is currently logged in cannot be edited.

1. Select a user from the user list.
2. Click [Edit] on either user data or password.
3. Fill out the required fields, then click [Save]. To cancel changes, click [Cancel].

2.1.4 Delete a user

Delete a user. A user who is currently logged in cannot be deleted.

1. Select a user from the user list.
2. Click [Actions] to display action menu.
3. Click [Delete] .
4. Click [OK] on the confirmation screen.

2.1.5 Delete users in bulk

Delete users in bulk. A user who is currently logged in cannot be deleted. You can delete many users by one operation.

1. Check target users. Checkboxes for users who are logged in are not displayed.
2. Click [Others] to display the other operations menu.
3. Click [Delete in bulk].
4. Click [OK] on the confirmation screen.

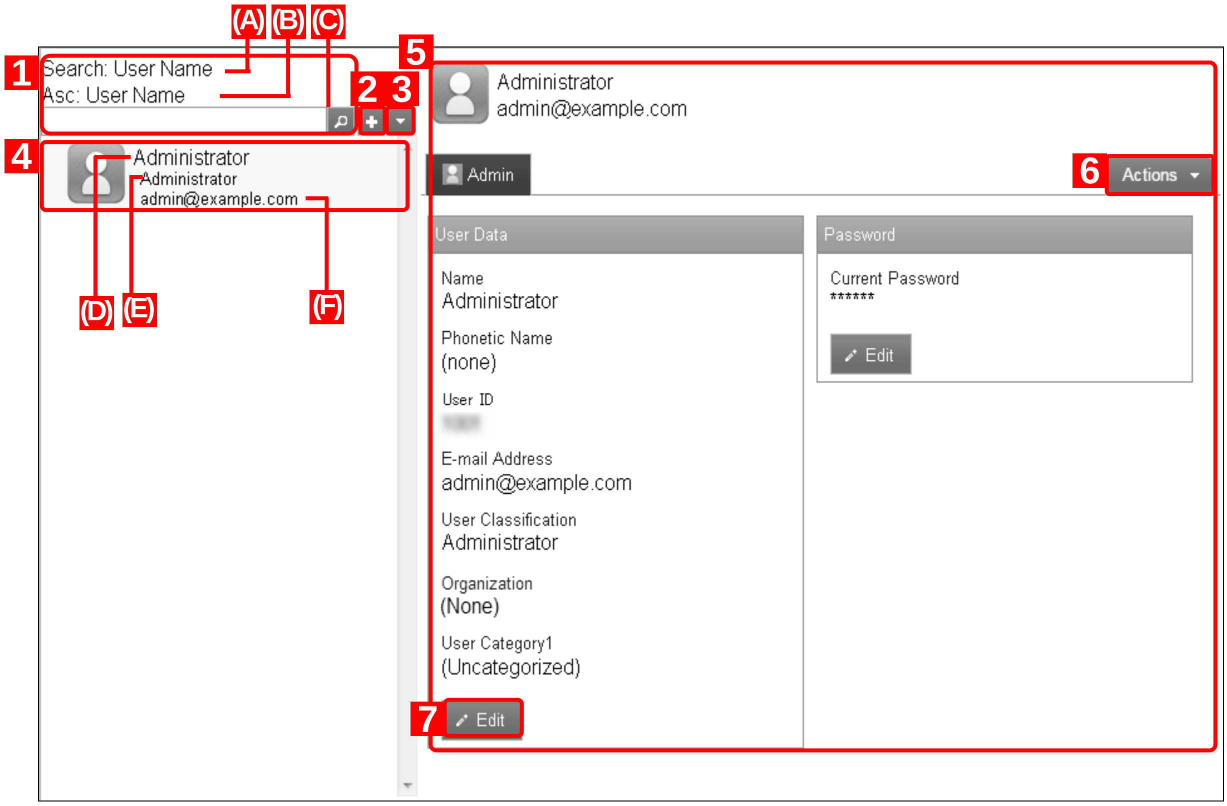
2.1.6 Cancel lockout for users

When a specific user's failed login attempts exceeds the specified limit, the user is locked out from the management site.
The maximum number of failed login attempts can be specified in the "Account lockout" setting under "Account policy setting."

1. Select a user from the user list.
2. Click [Actions] to display action menu.
3. Click [Cancel lockout].
4. Click [OK] on the confirmation screen.

2.1.7 Admin tab

Confirm and modify user's information.

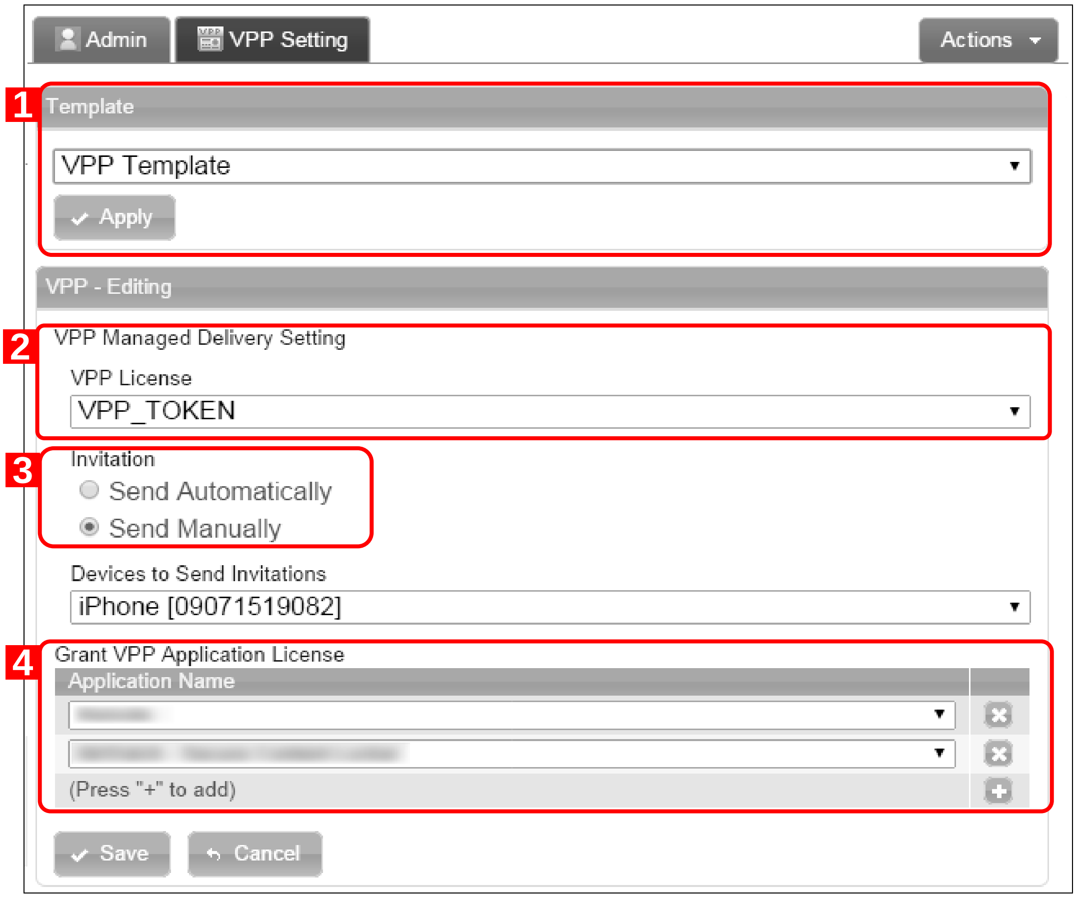


No.	Object	Function
1	Search / Sort	Search target item is displayed in (A). Sort order and sort key is displayed in (B). When searching the asset, enter the keyword in (C) and click [Search] . To refresh the results, refresh the browser or clear (C), then click [Search] again.
2	[Create New]	If you click [Create New], the user information entry fields will appear. For details on creating a user, refer to page 16, "Create new user".
3	[Others]	Click to display the following menu. ・Select all: Selects all checkboxes. ・Clear: Clears all check boxes. ・Search target: You can select one from user name, phonetic name, e-mail address, user classification and Custom user info. ・Ascending sort: You can sort by user name, user ID, or e-mail address in ascending order. ・Descending sort: You can sort by user name, user ID, or e-mail address in descending order. ・Delete in bulk: Delete selected items in bulk. For details, refer to page 17, "Delete users in bulk".
4	User list	Displays Registered user list (D): User name (E): Target user information (If a search target is user name, Custom user info is displayed.) (F): User information of sort target (If sort target is a user name, e-mail address is displayed.)
5	User information	Displays selected user information.
6	[Actions]	Click to display the following menu. ・Delete: Deletes a user. For details, refer to page 17, "Delete a user".
7	[Edit]	You can edit registered user information. For details, refer to page 16, "Edit a user".

2.1.8 VPP tab

Displays and controls distribution status of the VPP license to users. Displays and controls distribution status of VPP licenses to organizations. Licenses allocated in this page are displayed as "Unallocated" licenses in the "Application" tab on the "VPP License" page. At this point, licenses are not allocated yet (only provisional).
Refer to "iOS - Application－VPP License－"Application" tab" in 《Management Site User Manual iOS》)for information on allocating licenses.

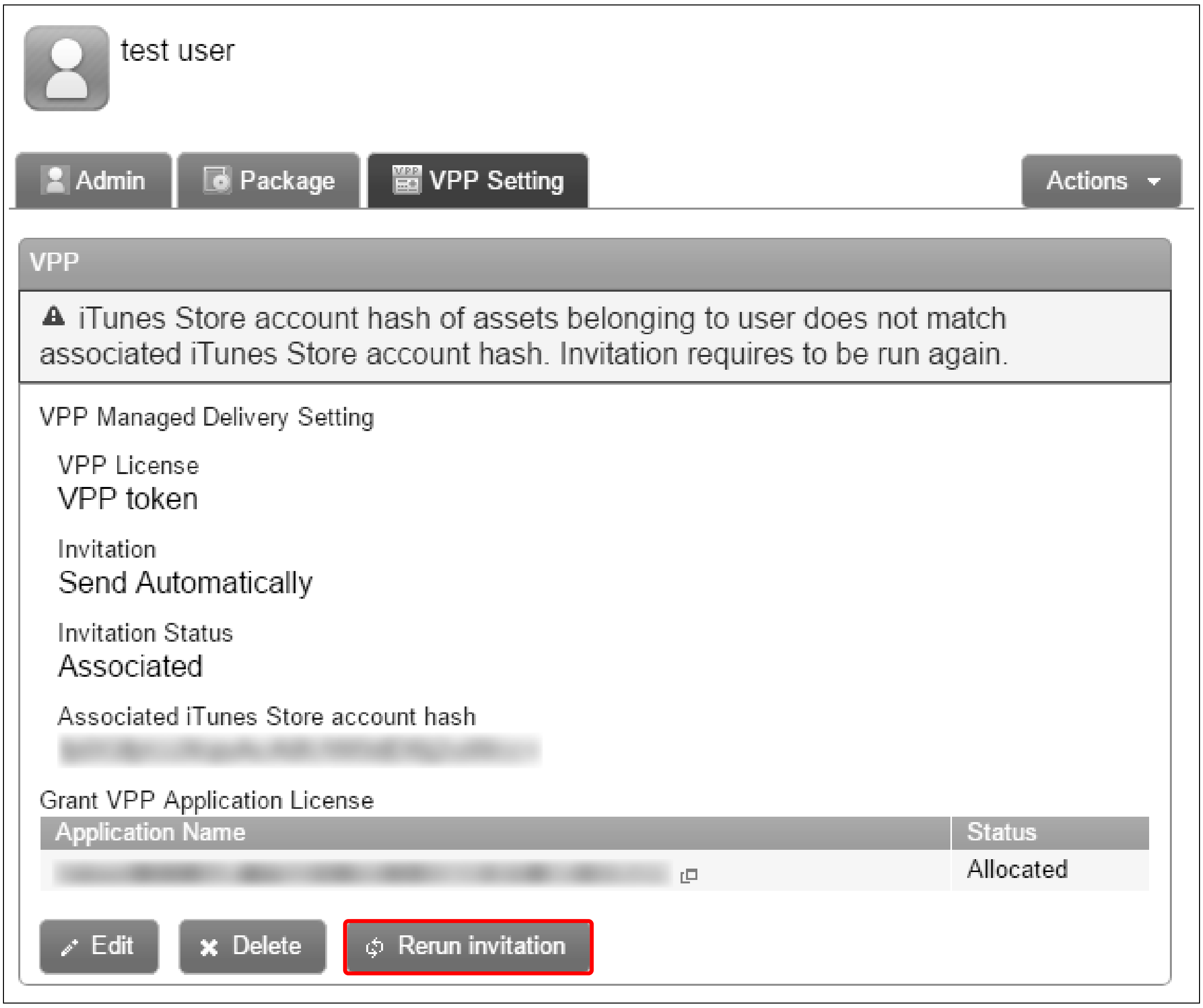
* If the restriction items ("Allow App installation" or "Allow App installation from App Store"), which are used not to display "AppStore" in the stage of the Upload configuration profile, are activated, VPP invitation cannot be completed.



No.	Object	Function
1	Template	Apply VPP template to users.
2	VPP Managed Delivery Setting	Account: Select VPP license.
3	Invitation	Select how to send invitation. ・Send Automatically ・Send Manually
4	Grant VPP Application License	Confirm and edit VPP application license's distribution status. * Click on [Create New] icon to add new applications. * Click on [Delete] icon to delete applications.

2.1.8.1 Rerun the invitation when the AppleID of the device is changed

If the iTunesStore account hash of the device belonging to the user and the iTunesStore account hash already joined are different, you fail to grant the VPP license of the same application. The following warning screen will be displayed. You can grant the VPP license by rerunning the invitation.



1.	Click [Rerun invitation].
2.	Click [OK] on the confirmation screen.

* If you rerun the invitation, you need to re-assign the VPP application on the iOS device again.
For details, refer to "Allow VPP Application Assignment" in iOS User Manual.

2.1.9 Edit VPP

Edit distribution status of VPP to users. Newly added or deleted VPP licenses from this page are provisional. To actually allocate or delete a license, you need to edit the setting in the "Application" tab on the "VPP License" page. Refer to "iOS - Application－VPP License－"Application" tab" in 《Management Site User Manual iOS》) for information on allocating licenses.

1. Select a user from the user list.
2. Click the [VPP] tab.
3. Click [Edit].
4. Fill out the required fields, then click [Save]. To cancel the changes, click [Cancel].

2.1.10 Create exceptional VPP setting for specific user

When VPP setting is already applied to the organization the user belongs to, VPP setting page displays VPP setting details applied by organization-wide setting. Follow the instructions below when applying exceptional VPP settings for a specific user to override organization-wide settings.

1. Select a user from the user list.
2. Click on the [VPP] tab.
3. Click [Exceptional setting for this user]. Click [OK] on the confirmation screen.
4. Fill out the required fields, then click [Save].
5. * Click [Cancel] to cancel the edit.

* Refer to page21, [Edit VPP] for details on each entry field.

2.1.11 Input Values of User Settings

Set User Settings according to rules below.

Field	Item name	Restriction
Admin	Name	Enter user name. Duplicates are not allowed. Must be 30 characters or fewer. Control characters are not allowed
	Phonetic Name	Enter phonetic name. Single-byte Katakana will be converted to double-byte. Must be 30 characters or fewer. Control characters are not allowed.
	User ID	Input user ID. Duplicates are not allowed. Must be 255 characters or fewer. Half-sized alpha-numeric and special characters are allowed.
	E-mail Address	Enter e-mail Address Duplicates are not allowed. Must be 255 characters or fewer. At least one character is required before and after the @ symbol.
	【User Classification】	Select a user classification from below. Functions available to each user differs depending on the user classification. ・Administrator: Able to do all operations. ・Operator: Able to do all operations except for Lock / Wipe operation and browsing Lock / Wipe settings. ・Reader: Only able to view the management site. Unable to create, edit and delete. ・Lock / Wipe Only: Can only operate Lock / Wipe operations, browse Lock / Wipe setting, browse asset information (including location) and edit asset information. This user cannot browse or edit asset settings unrelated to Lock / Wipe. ・Login Only: Only able to view the Top page (refer to "Using the management site－Home" in 《Management Site User Manual Using the management site》)), and view and edit the personal setting page (refer to "Setting－Personal Settings" in 《Management Site User Manual Various Settings》 This classification is usually selected when additional permissions are granted by custom user info (page 24). ・User: Unable to log into the management site.
	【Organization】	Select target organization. Make selection from list of registered organizations. * Up to 100 organizations can be displayed in the pull down menu. Refer to page 31, "Import User Data (Edit)" for details on assigning more than 100 users to an organization.
	【Custom user info】	Select Custom user info. If Custom user info is not registered, it will not appear.
	【Limit Device Authentication】	Sets limitation on the number of devices user can authenticate. Select from "No restriction," "Restricted" and "Prohibit Authentication." If "Restricted" is selected, enter the number of devices to allow for authentication. Between 0 to 50,000 devices can be specified as the maximum number.
	【Organization】	Select target organization. Make a selection from the list of registered organizations.
	【Custom user info】	Select custom user info. If you have not registered any custom user items, nothing is displayed.
	【Device Authentication Limit】	Sets limitation on the number of devices a user can authenticate. From the following: If "Restricted" is selected, the number of devices must be entered. Between 0 to 50,000 devices can be specified as the maximum number. Enter the number as a single-byte integer. If devices are already associated with the user, the number of devices must be set larger than actual number of devices. Select from the following: ・No restriction ・Restricted ・Prohibit Authentication

Field	Item name	Restriction
	【Password】	Input password. If one is not entered, a password will be set randomly. To use this program as an administrator, re-set the password (refer to page 16 "Edit a user").
	【Password (Retype)】	Retype the password for confirmation.
VPP	【VPP Template】	Select a VPP template to apply.
	【VPP Managed Delivery Setting Account】	Selects VPP account.
	【Invitation】	Select one. Send Automatically Send Manually
	【Devices to send invitations to】	Select device to send an invitation from the pull down menu.

2.2 Custom user info

Using custom user info, you can add custom data to users. Use the "Category" tab to create multiple Custom user info to choose from. Use the "Additional Information" tab to provide a free entry field. Using custom user info, you can configure the following settings. "Custom user info" is a custom field applied to users (refer to page 15).

・Apply bulk settings to devices via custom user info

When setting Bulk asset settings (refer to "Assets－Bulk asset settings－Apply a setting group to multiple devices" in《Management Site User Manual　Assets》)), you can choose devices with specific "custom user info" to apply settings.

・Give a user an additional permission

Other than permission in user classification (page 24), additional permission can be given to a user. The permission can be added but cannot be deleted. For example, you can add an permission for editing to a user with "Reader" in user classification, but you cannot delete an permission for editing from a user with "Administrator" in user classification.

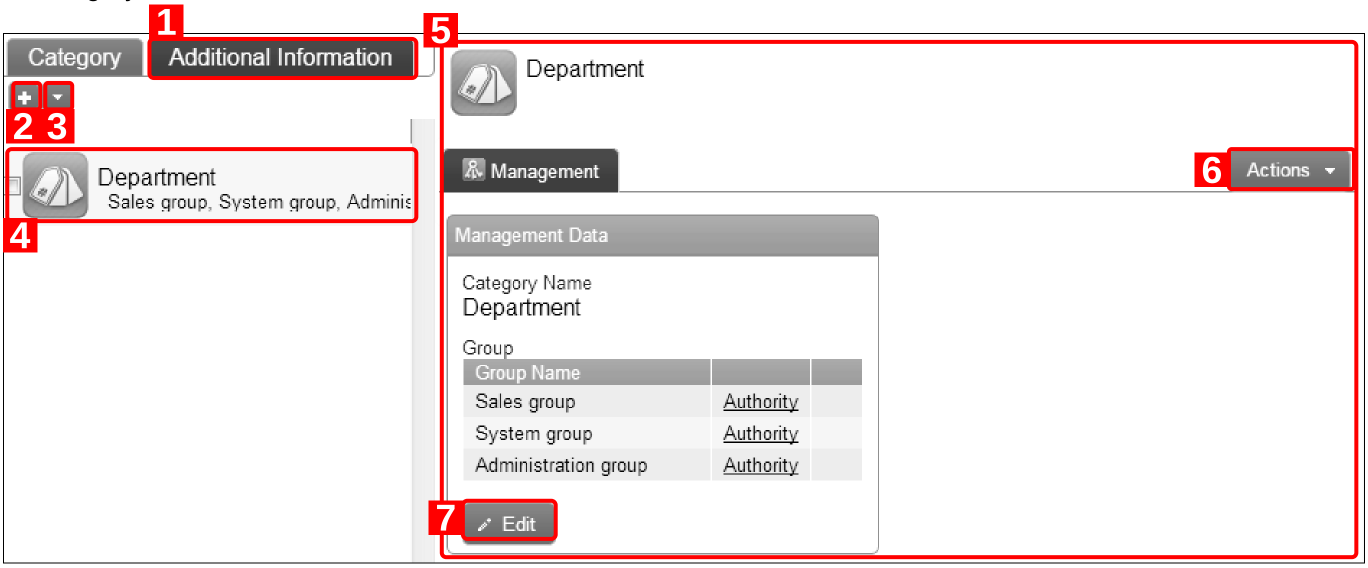
The "Additional Information" field can be used for registering employee ID, etc. Since this field will be displayed on the user information page, this means that additional information can be added to a user.

2.2.1 Display custom user info

Display custom user info page.

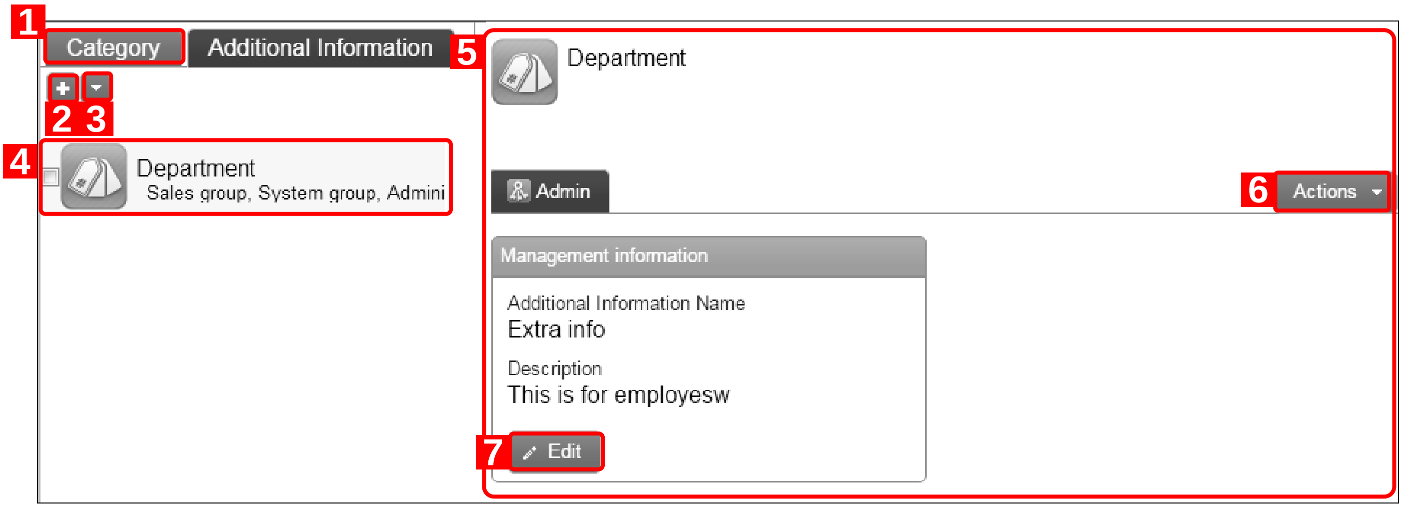
1.	Click the [Menu] tab.
2.	Click on [Custom User Info].

【Category】



No.	Object	Function
1	Additional Information	Click to display additional information. Refer to the following 【Additional Information】 for details of the displayed screen.
2	[Create New]	Click to display the entry field for custom items. Refer to page 27, "Create new Custom user info" for details on how to create new Custom user info.
3	[Others]	Click to display the following menu. ・Select all: Selects all checkboxes. ・Clear: Clears all check boxes. ・Delete in bulk: Delete selected items in bulk. refer to page 28, "Delete custom user info in bulk" for details on how to delete in bulk.
4	List of custom user info	Displays a list of registered custom user info.
5	Custom user info details	Displays details on selected custom user info.
6	[Actions]	Click to display the following menu. ・Delete: Deletes custom user info. Refer to page 27, "Delete custom user info" for details.
7	[Edit]	Edit registered custom user info. Refer to page 27, "Edit custom user info."

【Additional Information】



No.	Object	Function
1	Category	Click to display Category page. Refer to the above 【Category】 for details of the displayed screen.
2	[Create New]	Shows additional information entry fields. For details, refer to page 27, "Create additional info field."
3	[Others]	Click to display the following menu. ・Select all: Selects all checkboxes. ・Clear: Clears all check boxes. ・Delete in bulk: Delete selected items. For details, refer to page 28, "Delete custom user info in bulk."
4	Additional Information list	Displays list of registered additional Information.
5	Additional Information data	Displays details on selected info from the additional information list.
6	[Actions]	Click to display the following menu. ・Delete: Delete additional information. For details, refer to page 27, "Delete custom user info."
7	[Edit]	You can edit registered additional info. For details, refer to page 27, "Edit custom user info."

2.2.2 Create new custom user info

Create custom user info. Created custom user info are displayed as entry field when creating or editing users. For the details of the entry field, refer to “Input values for additional information” (Page 28).

1. Click “Category” or “Additional Information” on the Custom User Info page.
2. Click [Create New] .
3. Fill out the required fields, then click [Save].

* Click [Add] to add a group entry field.

* To delete a group entry field, click [Delete] .

2.2.3 Edit custom user info

Edit registered custom user info. Setting values are identical to values for creating new custom user info.

1. Click the target info from the list of custom user info.
2. Click [Edit].
3. Fill out the required fields, then click [Save]. To cancel changes, click [Cancel].

2.2.4 Delete custom user info

Delete registered custom user info.

1. Click the target info from the list of custom user info.
2. Click [Actions] to display action menu.
3. Click [Delete] .
4. Click [OK] on the confirmation screen.

2.2.5 Bulk delete custom user info

Delete selected custom user info in bulk. You can delete multiple custom user info in a single operation.

1. Select checkbox for all the custom user info to be deleted.
2. Click [Others] to display the other operations menu.
3. Click [Delete in bulk].
4. Click [OK] on the confirmation screen.

2.2.6 Input values for additional information

Set custom user info according to the rules below.

<table>
<tr><th>Tab</th><th>Field</th><th colspan="2">Function</th></tr>
<tr><td rowspan="6">Category</td><td>Category Name</td><td colspan="2">Input a category name.
e.g. Department
Required
Must be unique.
Control characters are not allowed.
Must be 30 characters or fewer.</td></tr>
<tr><td>Group Name</td><td colspan="2">Enter a group name.
e.g. Sales group, System group or Administration group
Must be 30 characters or fewer.
Must be unique.
Control characters are not allowed.</td></tr>
<tr><td rowspan="4">Permission</td><td colspan="2">Specify this permission when adding an additional permission to a user. Adding this permission allows a user to perform actions otherwise not permitted for his / her user classification (page 22). You do not need to specify this permission when you do not add another permission.
Adding permission is specified by "Organization (page 4)" and "Devices owned by user".</td></tr>
<tr><td>Organization</td><td>Select the target organization (page 4) and the permission. For example, you can give a permission of "Administrator" limited in sales group to a user with "Reader" in user classification. Permission must be selected from "Administrator," "Operator," "Reader" or "Lock / Wipe Only". For details on each permission, refer to page 22, "User Classification."Click to add a line. The maximum line is the number of registered organizations. can be clicked to clear the entry field.</td></tr>
<tr><td>Devices belonged to user</td><td>Select a permission to devices belonged to user. For example, you can add a permission of "Administrator" limited in user’s own devices to a user with "Reader" in user classification. Permission must be selected from "Administrator," "Operator," "Reader" or "Lock / Wipe Only." If "None" is selected, the permission is not added to a user. For details on each permission, refer to page 24, "User Classification."</td></tr>
<tr><td>App</td><td>Select an additional permission for App. * Contact your administrator for maximum storage size / transfer amount.</td></tr>
<tr><td>Add Info</td><td>Field</td><td colspan="2">Enter additional information name within 30 characters or fewer. Required.
i.e.: Employee ID, date of birth
Must be unique.
Control characters are not allowed.
Must be 30 characters or fewer.</td></tr>
<tr><td></td><td>Function</td><td colspan="2">Enter description.
Must be 100 characters or fewer.
Control characters are not allowed.</td></tr>
</table>

2.3 Import User Data (New)

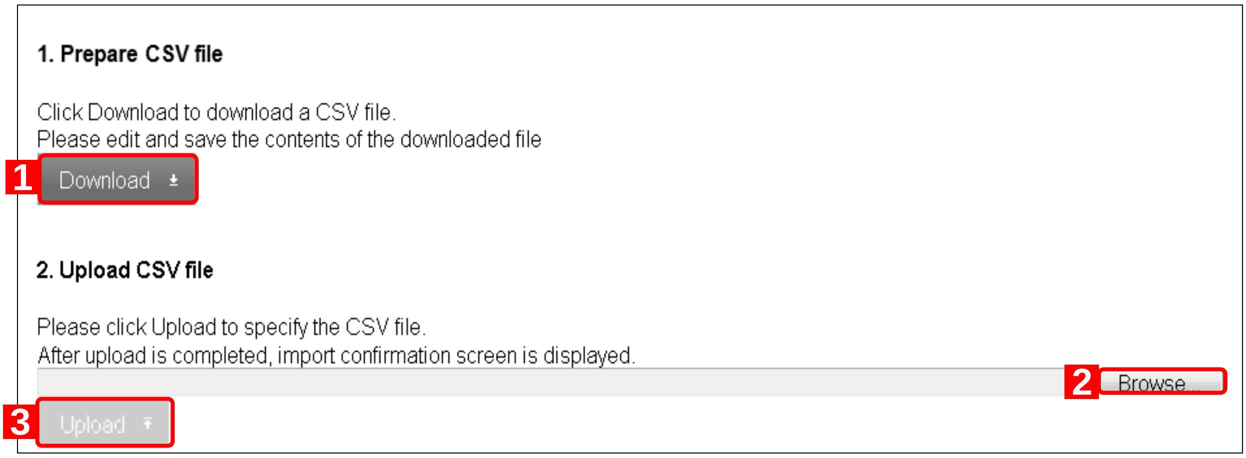
You can register multiple users by downloading CSV file of user information, making new entries into the file and uploading to the management site.

* The file size is limited to 10MB.

2.3.1 Open the Import User Data (New) page

Open the [Import User Data (New)] page.

1. Click the [Menu] tab.
2. Click [Import User Data (New)].



No.	Object	Function
1	[Download]	Click to download a CSV template with item names only.
2	[Browse]	Select a CSV file to import. Selected file name is displayed on the left.
3	[Upload]	Upload the selected CSV file.

2.3.2 Import new users.

Import new users in bulk using a CSV file.

1. Open the [Import User Data (New)] page.
2. Click [Download] to save the CSV file.
3. Open the downloaded CSV file by Excel or Notepad, then input user information. After entering information, save and close the file.
4. Click [Browse] and select the CSV file you just saved.
5. Click [Upload]. A confirmation page will appear.
6. Carefully check if there is an error. Edit the CSV file, then upload again.
7. Click [Import]. If there is an error, the [Import] button will not be displayed.

* The first row in the CSV file is for column titles. Input user information from the second row.

* Items that start with [G] in the CSV file are Custom user info.
  If Custom user info is not registered, it will not appear.
  =>Create new Custom user info (page 27).

* For details on the CSV file, refer to page below.
  =>Input method of import data ("Appendix－Input method of import data" in 《Management Site User Manual　Appendix》))

2.4 Import User Data (Edit)

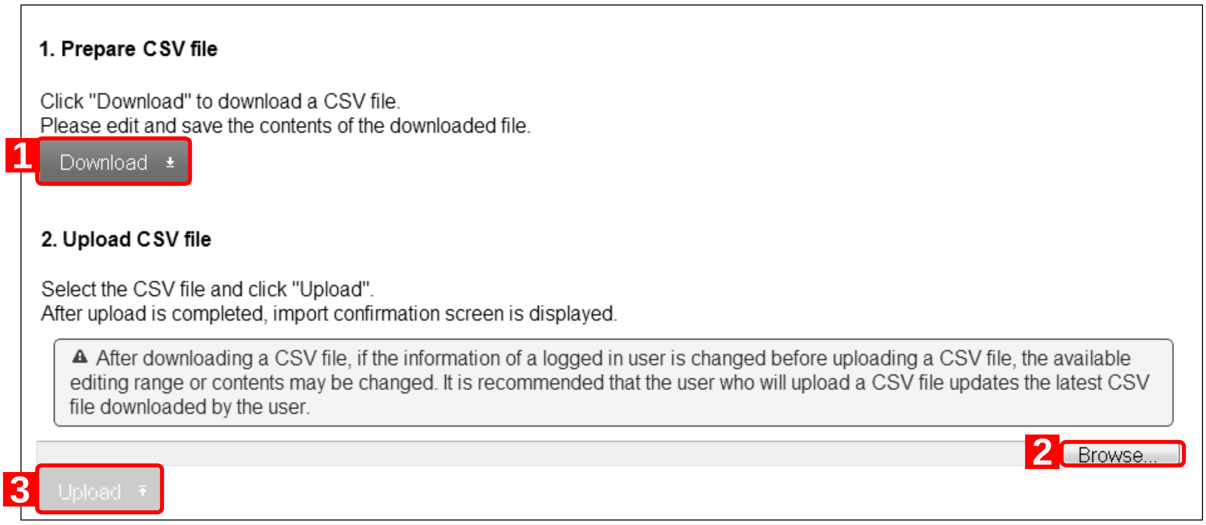
You can register multiple users by downloading CSV file of user information, making new entries into the file and uploading to the management site.

* The file size is limited to 10MB.

2.4.1 Open the Import User Data (Edit) page

Open the Import User Data (Edit) page

1.	Click the [Menu] tab.
2.	Click [Import User Data (Edit)].



No.	Object	Function
1	[Download]	You can download a CSV file with all registered user information.
2	[Browse]	Select a CSV file to import. Selected file name is displayed on the left.
3	[Upload]	Upload the selected CSV file.

2.4.2 Import updated users

Import updated users in bulk using a CSV file.

1. Open the Import User Data (Edit) page
2. Click [Download] to save the CSV file.
3. Open the downloaded CSV file by Excel or Notepad, then input user information. After entering information, save and close the file.
4. Click [Browse] and select the CSV file you just saved.
5. Click [Upload]. A confirmation page will appear.
6. Carefully check if there is an error. Edit the CSV file, then upload again.
7. Click [Import]. If there is an error, the [Import] button will not be displayed.

* The CSV file used for update has all the registered user information. Do not add or delete rows nor columns.

* Items that start with [G] in the CSV file are Custom user info.
  If a Custom user info is not registered, it will not appear.
  =>Custom user info (page 24)

* For details on the CSV file, refer to pages below.
  =>Input method of import data ("Appendix－Input method of import data" in 《Management Site User Manual　Appendix》))

2.5 Export User Data

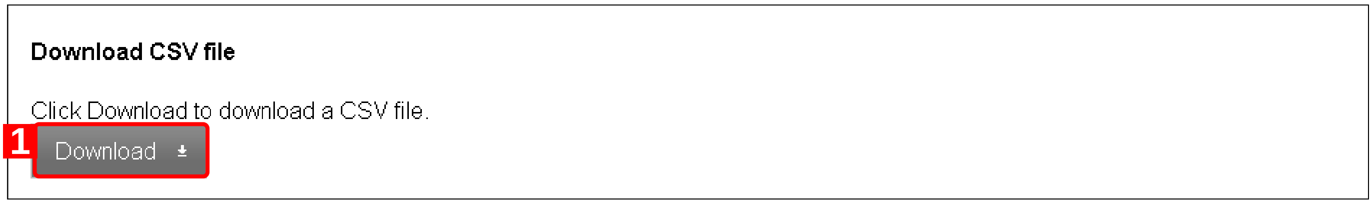
Export registered user data in CSV file.

* A downloaded CSV file will contain any previously edited user information.

2.5.1 Open the Export User Data page

Open the Export User Data page.

1. Click the [Menu] tab.
2. Click [Export User Data].



No.	Object	Function
1	[Download]	You can download a CSV file with all the registered user information.

2.5.2 Export user data

Export user data by CSV file. Character encoding for a Japanese environment when exporting data must be SHIFT-JIS (cp932), in other environments it must be UTF-8.

1. Open the Export User Data page.
2. Click [Download] to save CSV file. Open the downloaded file by Excel or Notepad.