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# Groupware

## A s a O n e   G e n e r a l   M a n u a l

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2006. 1. 27

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## At First

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Thank you very much for using AsaOne, ASAHI Net's online Groupware.

Please contact your AsaOne administrator if you want to make new user ID for AsaOne.

Log into  
AsaOne

Contact  
team  
members

Save  
files

Making  
Schedules

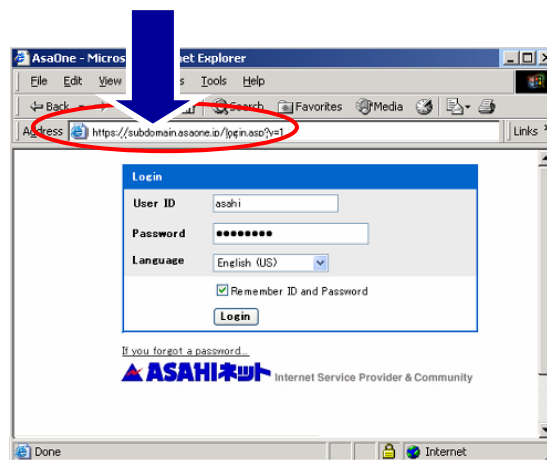
## I Log into AsaOne

### 1. Use a secure Internet connection

You need an Internet connection to log into AsaOne.

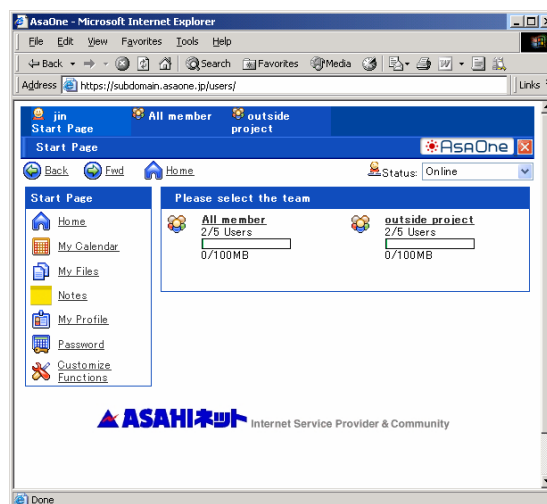
Start your Internet browser (Internet Explorer or Firefox) and type in your AsaOne URL: (eg. demo.asaone.jp ).Please replace "subdomain" with your own domain.

<http://subdomain.asaone.jp>



### 2. Input your ID and password

Input your ID and password provided by an e-mail sent from the AsaOne administrator. Once you are successful with the log in, the following page appears. Select the team you would like to participate in.



Log into  
AsaOne

Contact  
team  
members

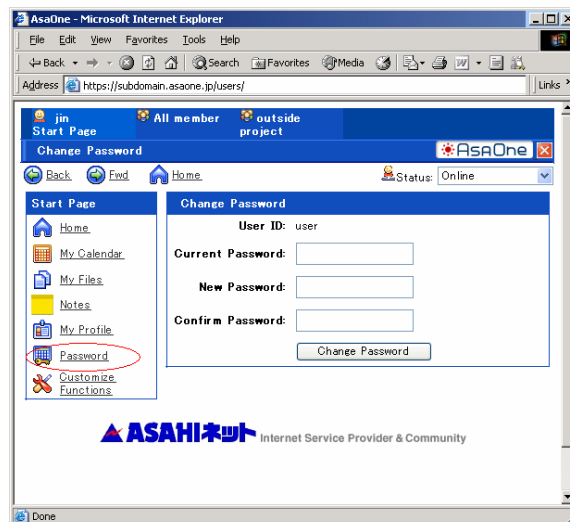
Save  
files

Making  
Schedules

### 3. Change Your Password

You can change the original password given to you by the administrator. Click on "Password" in the Start Page panel.

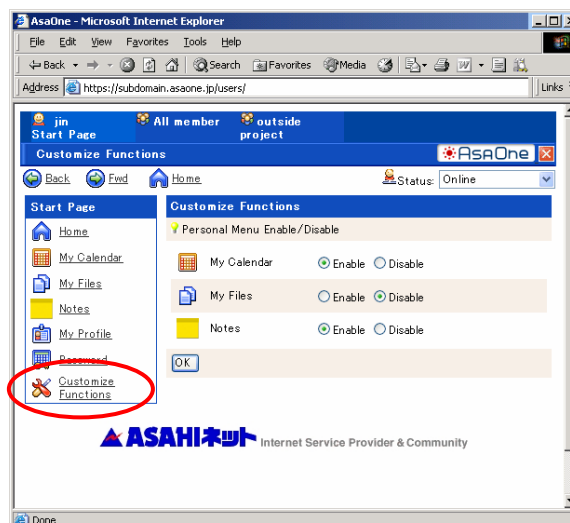
If you forgot your password, please notify the administrator.



### 4. Edit Menu Items

You can choose which menu items you want to appear in the Start Page panel.

Click on "Customize Functions" in the Start Page panel.



Log into  
AsaOne

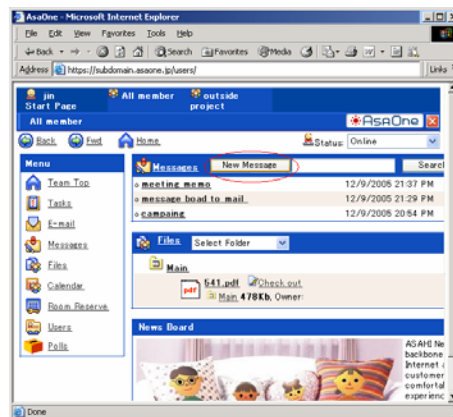
Contact  
team  
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## II Contact team members

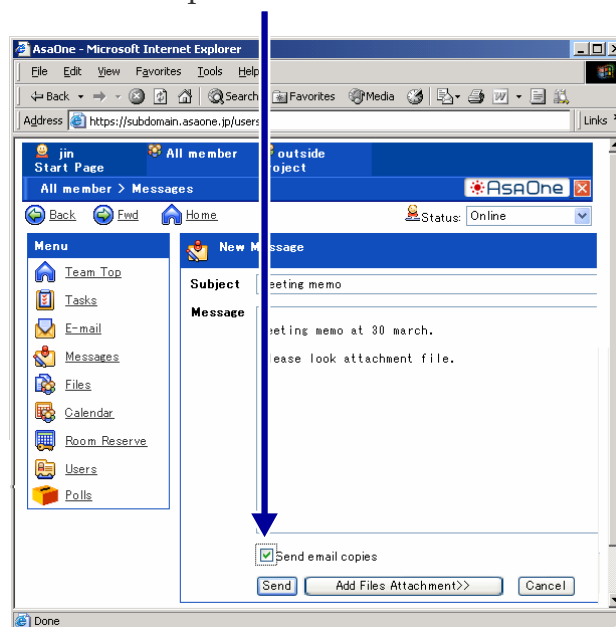
### 1. Post a new message to the Message board



Click on "New message" to create a message for your team.

### 2. Send mails to each of your team members

If you would also like to send an e-mail copy to the team members, check "Send email copies".



If you would like to upload a file attachment, just click on "Add File Attachments". The attached file will not be sent by e-mail but will be uploaded to the Message board.

Log into  
AsaOne

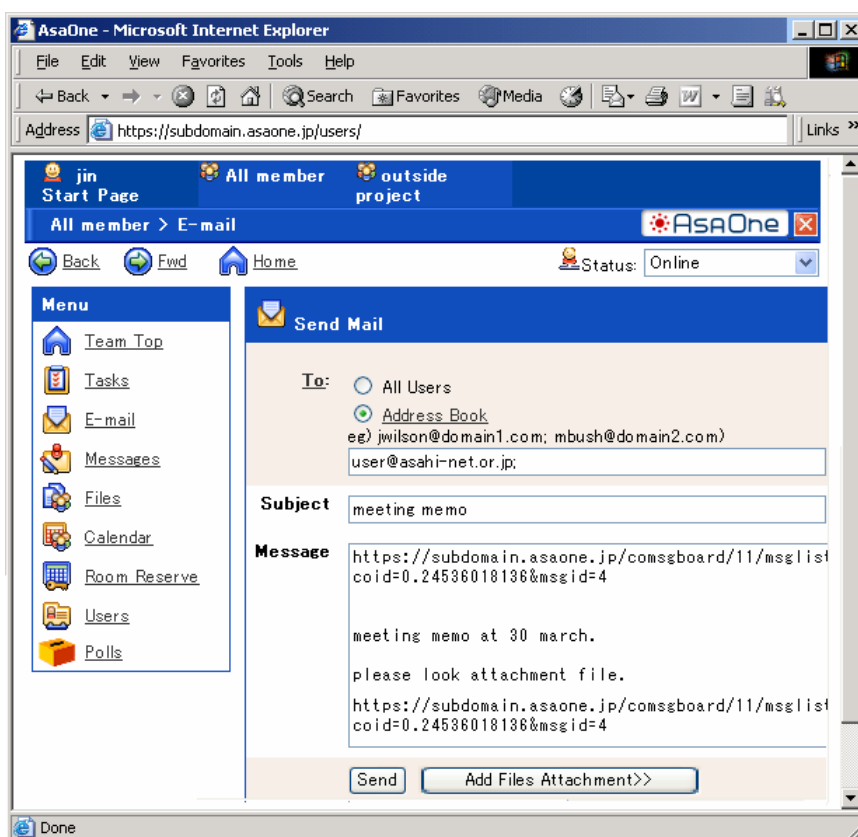
Contact  
team  
members

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### 3. Email the "URL" of your message

Click "Address Book" to choose a recipient, or just type in the email address. When done, click the "Send" button.



The recipients will receive email with the Message Board URL information. However, attachments will not be sent to the recipients. Members can download the attachment files anytime when they log into the team page.

Log into  
AsaOne

Contact  
team  
members

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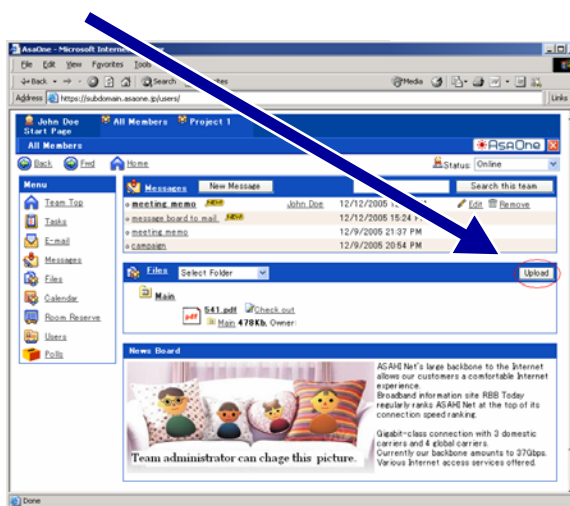
### III Save files

#### 1. Create New Folder

Contact your team manager if you would like to create a new folder.

#### 2. Save files

Select the team for which you want to save a file. Click on the "Upload" button.

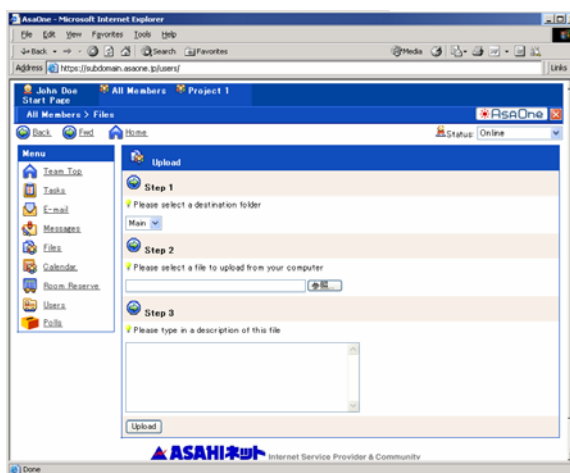


#### 3. Specify the destination folder

Step 1--Click on the dropdown bar and specify the destination folder. (eg. Main)

Step 2--Click on the Browse button and select the file to upload.

Step 3--Type in a description of the file you are uploading.



Now click the "Upload" button to save the file to the destination folder.

Log into  
AsaOne

Contact  
team  
members

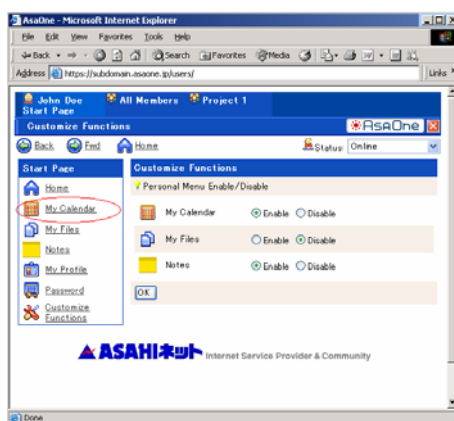
Save  
files

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## IV Making team Schedules

### 1. Use Personal Page for personal schedule update

In the Start Page panel, click on "My Calendar" to edit your personal schedule. If you are in the team page, click on "Home" and then "My Calendar". If you do not see "My Calendar" in the Start Page panel, please click on "Customize Functions", to enable "my calendar". Members are advised not to disable the "My Calendar", as control of meeting notice and room reservation can be done at "My Calendar".



### 2. Update a team Schedule

Updating of team schedules is done on the team page. Click the "Calendar" button. You can invite other team members to a meeting. You can also reserve conference rooms from the team schedule menu. The registered schedule will also appear in the member's personal schedule.

