

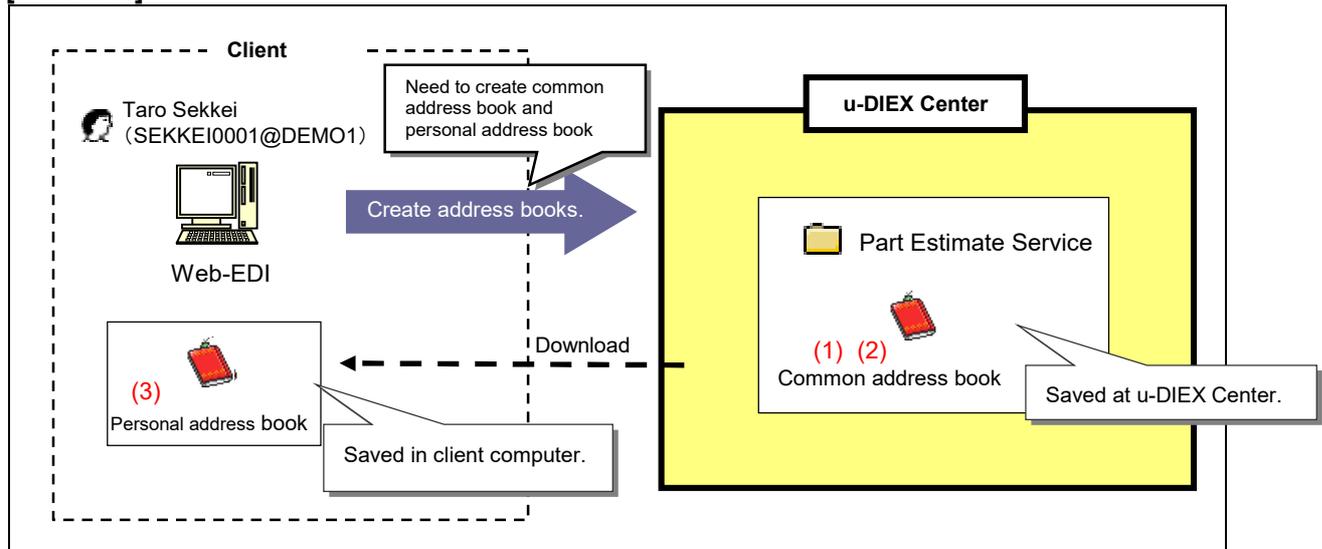
6.1.16 Address books

[Function explanation]

[Function outline]

Saves destination list as address book, and sets the destination from the address book when uploading or copying.

[Overview]



*This overview indicates the following process: Taro Sekkei creates and maintains common address book, and creates personal address book.

[Main functions]

(1) Creating common address book

Creates common address book and stores it at u-DIEX. Common address books are managed at each service, so they are available for users who are registered in the services.

(2) Common address book maintenance

Contents of created common address books can be modified.

(3) Creating personal address book

Creates personal address book and stores it in the client computer.

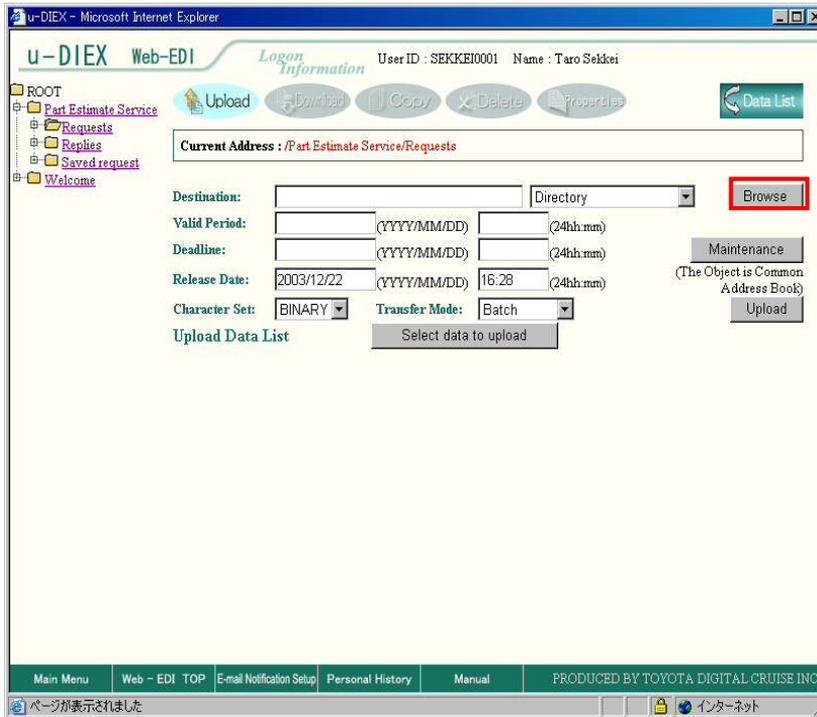
[Operating explanation with the screens]

Explains the procedure for setting the address book by using Web-EDI screen.

◆ Create the address book

(1) Click “Browse” button for Destination.

< (Web-EDI) Upload >



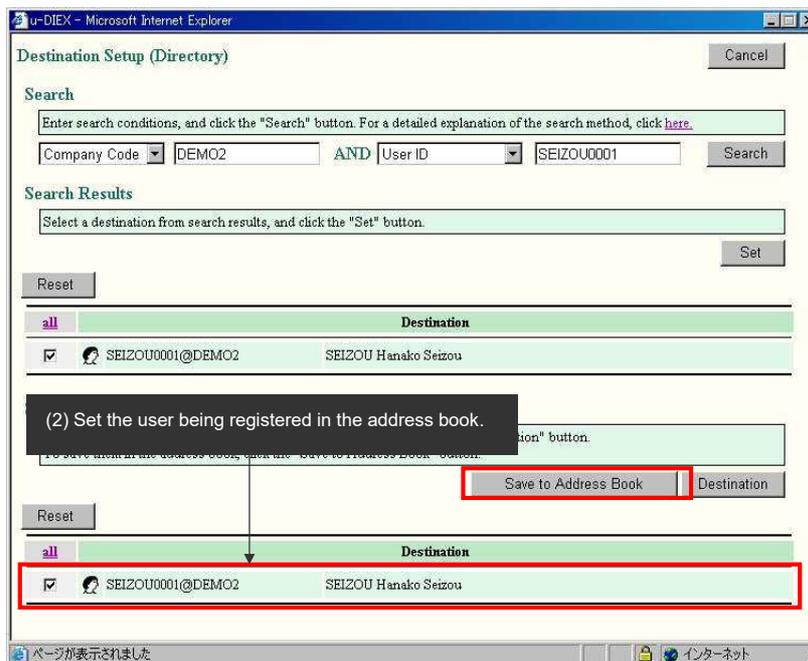
(1) Click “Browse” button.

Setup Destination (Directory) screen is displayed.

(2) Set the user being registered in the address book. See page 82.

(3) Click “Save to Address Book” button.

<Setup Destination (Directory)>



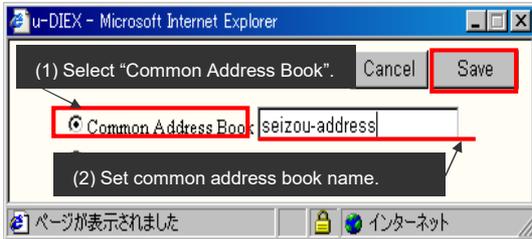
(3) Click “Save to Address Book” button.

Save (Address Book) screen is displayed.

-Save common address book

- (1) Select "Common Address Book".
- (2) Set common address book name.
- (3) Click "Save" button.

<Save (Address Book)>

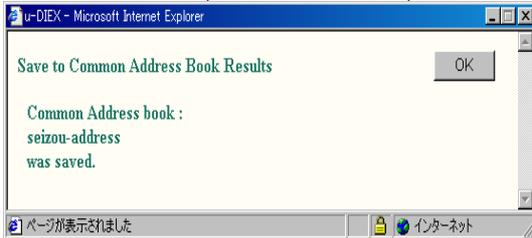


(3) Click "Save" button.

Common address book is saved.

- (4) Click "OK" button.

<Preservation Results (Common Address Book)>



(4) Click "OK" button.

-Save personal address book

- (1) Select "Personal Address Book".
- (2) Click "Save" button.

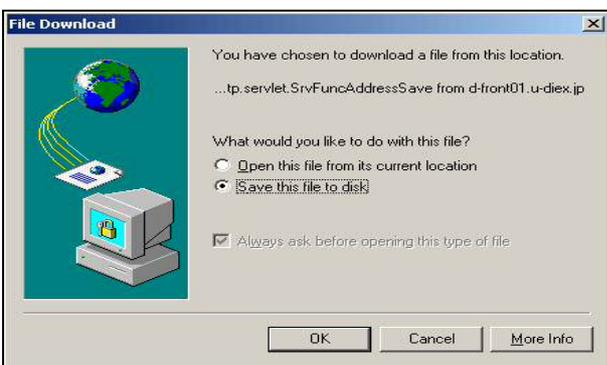
< Save (Address Book)>



(2) Click "Save" button.

- (3) Click "OK" button.

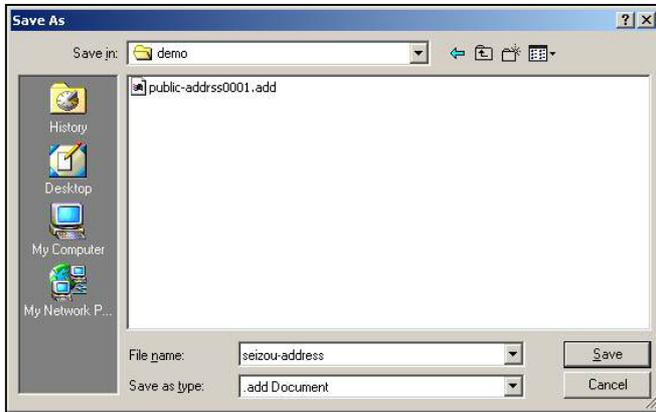
< File Download of Browser>



(3) Click "OK" button.

- (4) Specify "Save in" for the client computer.
- (5) Set the personal address book.
- (6) Click "Save" button.

<Save As>



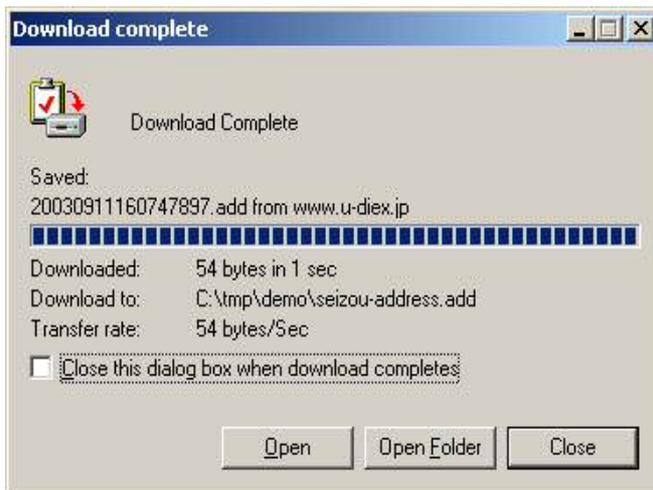
(4) Specify "Save in" for the personal address book.

(6) Click "Save" button.

(5) Set the personal address book.

- (7) Click "Close" button after download has been completed.

<Download Results>



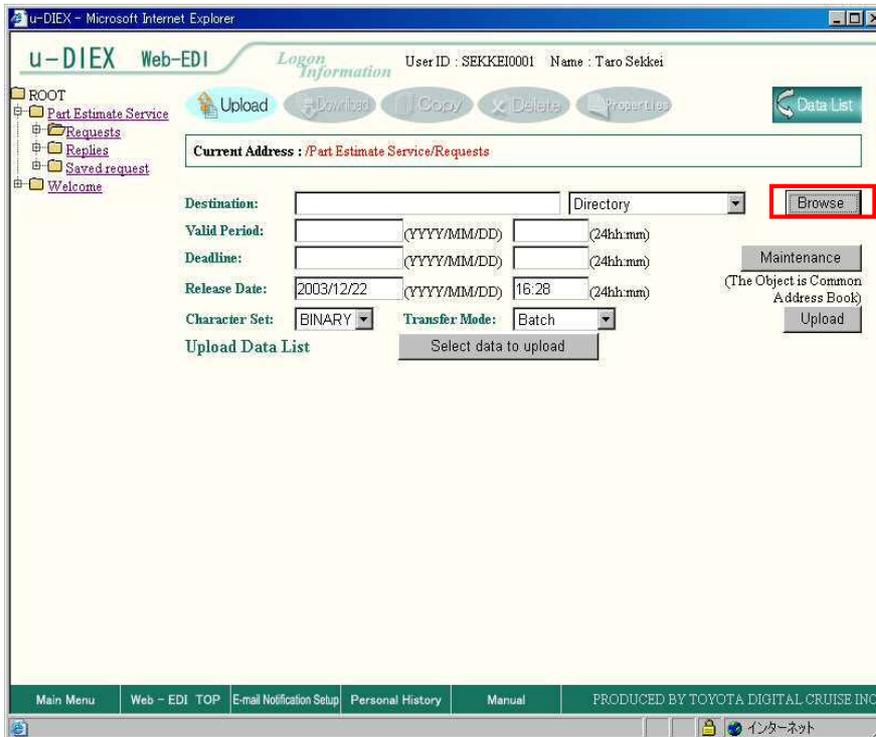
(7) Screen is closed by clicking "Close" button.

◆ Maintenance of common address book

-Search for common address book being maintained.

(1) Click "Maintenance" button.

< (Web-EDI) Upload >



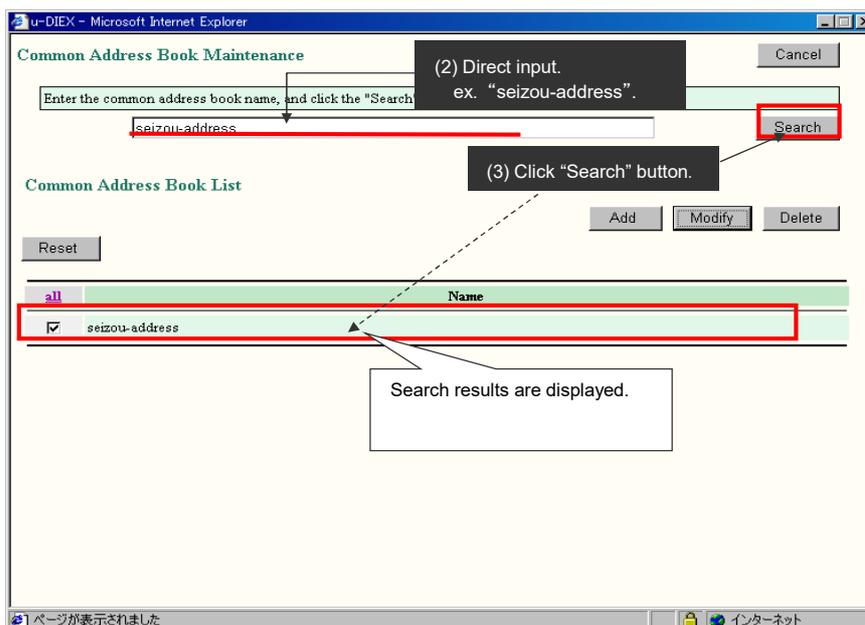
(1) Click "Maintenance" button.

Maintenance (Common Address Book) screen is displayed.

(2) Set common address book being searched.

(3) Click "Search" button.

< Maintenance (Common Address Book) >

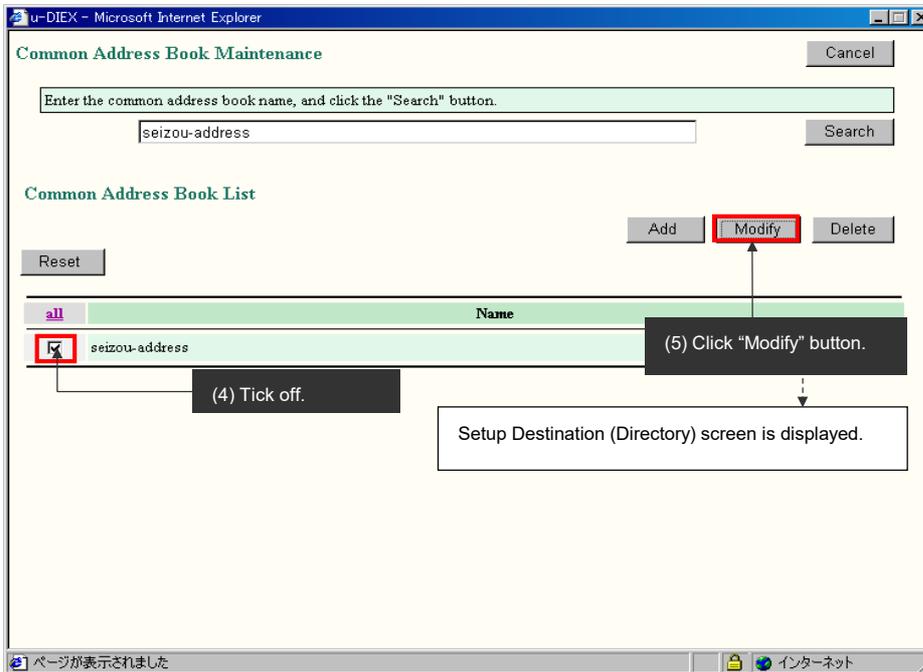


Search results are displayed.

(4) Tick off the common address book being modified.

(5) Click "Modify" button.

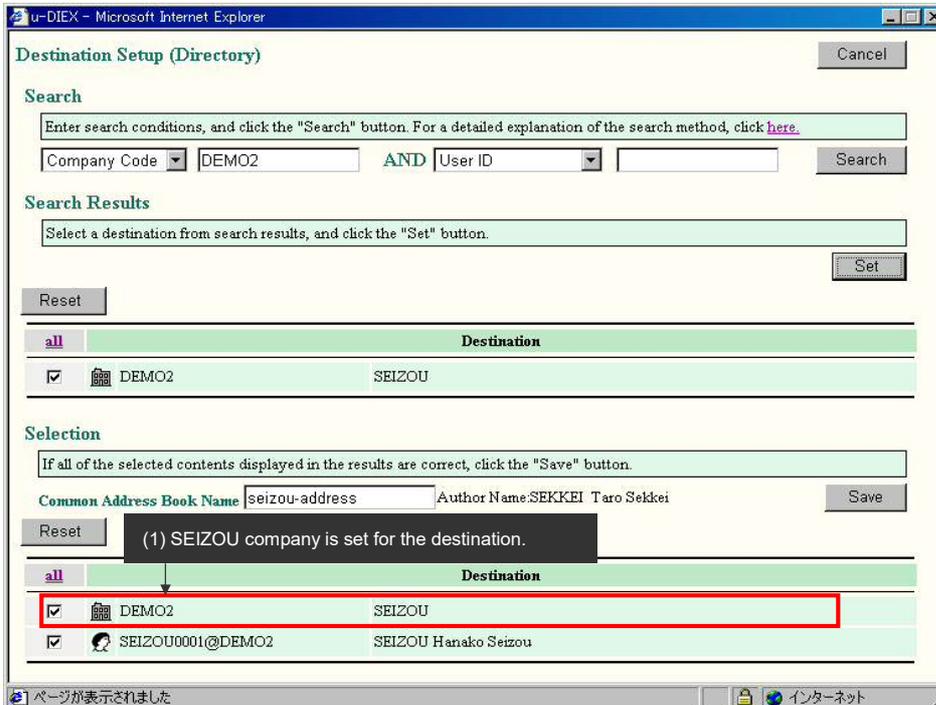
< Maintenance (Common Address Book) >



-Modify the registered contents of common address book

(1) Search and set the new destination for the address book.

< Setup Destination (Directory) >



(2) Uncheck the box of unnecessary destination.

(3) Click "Save" button.

< Setup Destination (Directory)>

(4) Click "OK" button.

< Download (Personal Address Book)>

(5) Click "OK" button.

< Overwrite Confirmation (Common Address Book)>

(6) Click "OK" button.

< Preservation Results (Common Address book)>