

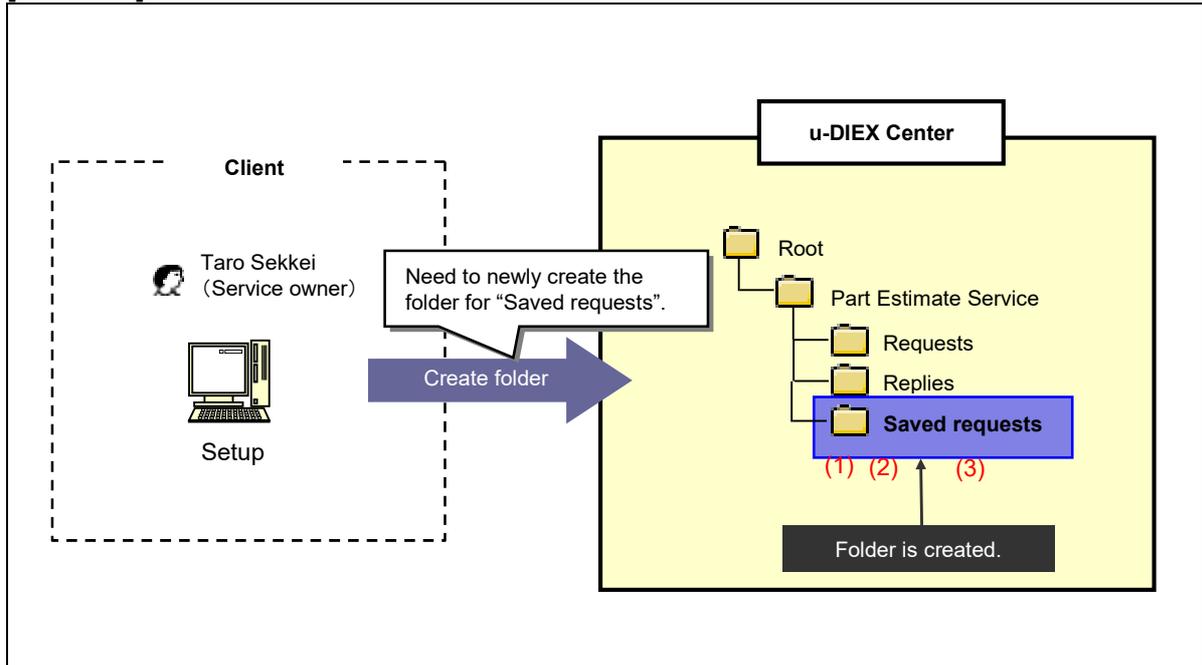
## 8.1.2. Create folder

### [Function explanation]

#### [Function outline]

Creates new folder in u-DIEX.

#### [Overview]



\*This overview indicates the following process: Taro Sekkei, a service owner creates the folder "Saved requests" in '/Part Estimate Service' at u-DIEX.

### [Main functions]

#### (1) Terms

Set Valid period, Deadline and Release date for the folder.

#### (2) Destination

Select the destination for the folder from company, organization, user and process. If the data that inheritance is specified for "Destination" is created in the folder, that destination is applied to the data.

#### (3) Access rights

Specify the access rights that the destination user can operate the data in the folder.

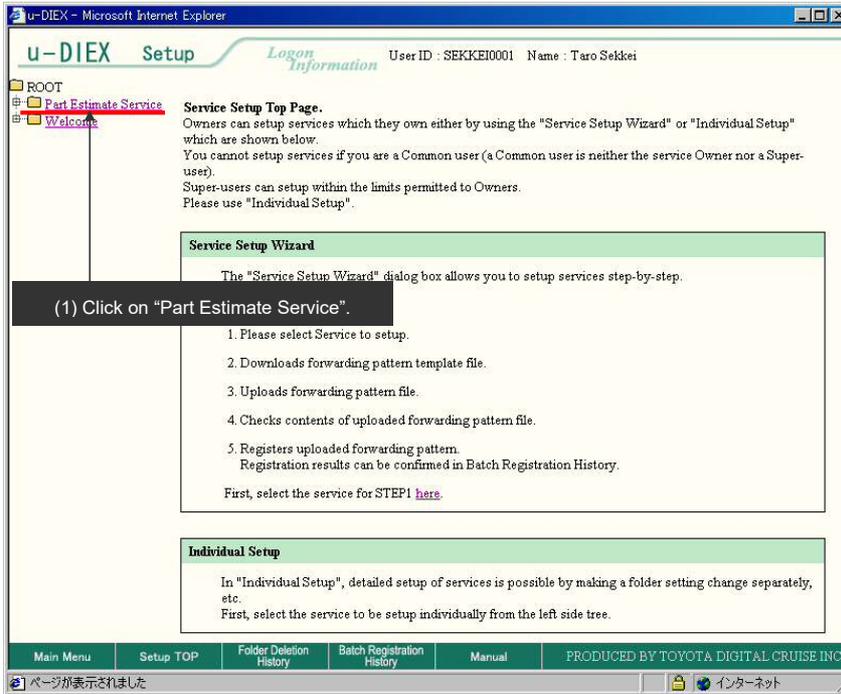
## [Operating explanation with the screens]

Explains the procedure for creating the folder in the overview by using Web-EDI screen.

-Create folder

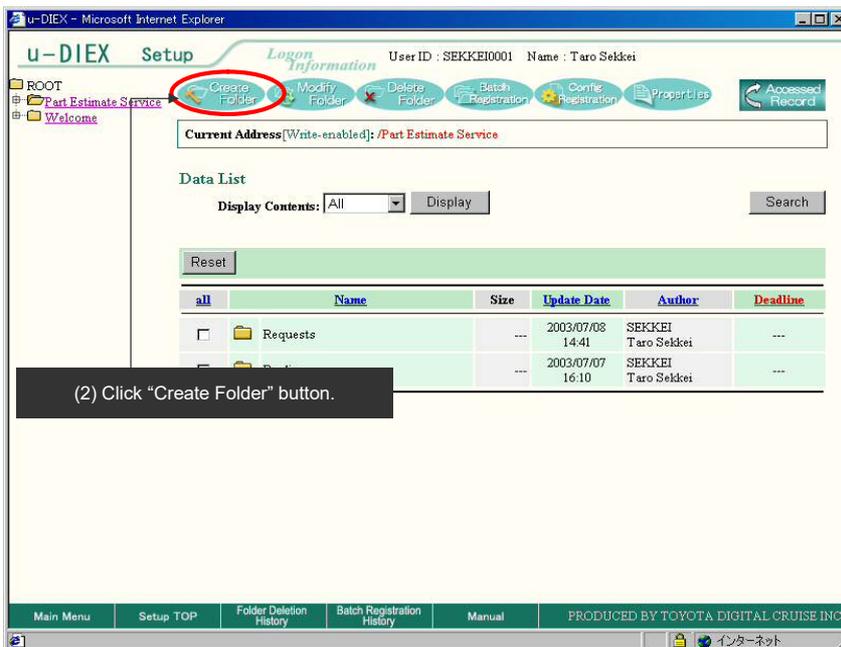
(1) Select the service to create folder from service tree.

<Setup Top>



(2) Click "Create Folder" button.

< (Setup) Data List >



- (3) Input Folder name, "Valid period", "Deadline", "Release date" and "Comment".
- (4) Set "Role Member".
- (5) Set "Access Rights" for User Role Member of the folder being created.

< (Setup) Creation (Folder)>

(4) Click "Search" button.

\*See Section 8.1.10 "Role setup" for setting Role Member.

- (6) Confirm the setup contents.
- (7) Click "Create" button.

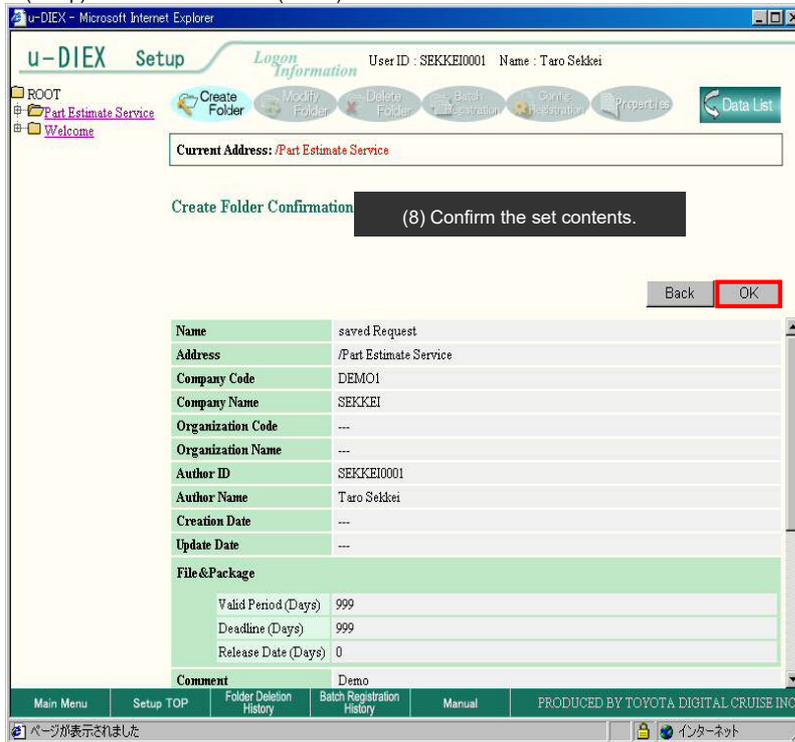
< (Setup) Creation (Folder)>

(7) Click "Create" button.

(8) Confirm the setup contents.

(9) Click "OK" button.

< (Setup) Creation Confirmation (Folder)>



(10) Creation Results (Folder) screen is displayed.

< (Setup) Creation Results (Folder)>

