# **POWER EGG3.0 Ver.3.2c**

# Initial Manual (English version)

# Introduction

This document explains about the browser setup and login for users of this system. In addition, this document is the only one manual in English.

#### **About Notation**

Notation	Description				
*	ndicates as a required field.				
MEMO	Refers to the reference information.				
1	Refers to the supplement of the field.				

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# 1. Client Initial Setup

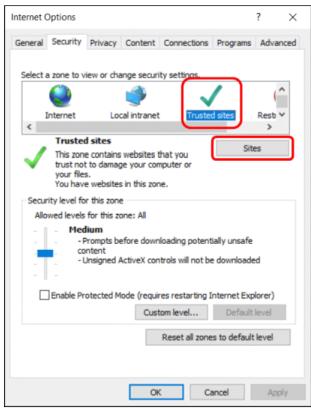
When using this system by Internet Explorer, you need to set up the Web browser. However, in the case of Microsoft Edge, Firefox, Google Chrome and Safari, the browser setup is not necessary.

About the correspondence browser, in the case of Windows OS: you need to install Microsoft Edge (the latest stable version of Chromium), Internet Explorer 11, the latest stable version of Firefox, or the latest stable version of Google Chrome, and in the case of Mac OS: only the latest stable version of Safari is necessary. In addition, the correspondence OSs are Windows 8.1,10 macOS X (10.4 or higher).

#### 11 Internet Explorer Setup

Step.1: Start Internet Explorer.

- Step.2: On the Tools menu, click Internet Options.
- Step.3: On the Internet Options, click Security.
- Step.4: Choose the Trusted sites then click Sites button.



Step.5: In the **Trusted sites** dialog box, enter the URL to access this system, and then click **Add** button.

Trusted site	25 ×	]
V th	ou can add and remove websites from this zone. All websites in is zone will use the zone's security settings.	
http://	Add	
Websites:		
	Remove	
Require	server verification (https:) for all sites in this zone	
	server vernicadori (rrups) for all sices in alls zone	
	Close	
MEMO	About the URL setting and "Require server v	rerification (https:) for all sites in this zone" checkbox
	checking, confirm with the system administra	
		ame or an IP address. If the port number is assigned, then
	also enter the port number.	s "http://dcirclesvr:7777/pe4j/index.jsp", then enter
	"http://dcirclesvr:7777". ("dcirclesvr" is the	

Step.6: Click **Close** button in the **Trusted sites** dialog box.

Step.7: Confirm whether the "Enable Protected Mode (requires restarting Internet Explorer)" is OFF (unchecked) or not. In case of ON (checked), remove the check.

Internet (	Options					?	×
General	Security	Privacy	Content	Connections	Programs	Advan	ced
Select a	a zone to v	iew or cha	inge securi	ity settings.			
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1	Trustee		websites	that you	Sib	es	
~	trust not your files	to damag s.	e your cor in this zor	nputer or			_
Secur	ity level fo	r this zone	2				
Allo	wed levels		one: All				
	Medium     - Prompts before downloading potentially unsafe     content     - Unsigned ActiveX controls will not be downloaded						
	Enable Pr	otected M	ode (requi	res restarting I	nternet Exp	olorer)	
			Cust	tom level	Default	level	
	Reset all zones to default level						
			Oł	( C	ancel	Appl	ly

nternet	Options					?	×
General	Security	Privacy	Content	Connections	Programs	Advar	nced
Select	a zone to v	iew or cha	ange securi	ity settings.			
			1	~	/	ſ	^
<	Internet	Loc	cal intranet	Truste	d sites	Rest `	~
~	trust not your files	e contains t to damag s.	websites t ge your cor s in this zor	mputer or	Sit	es	
	F	for this zo lium Prompts be ntent	one: All	nloading potent			
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				Reset all zone	s to default	t level	
			Oł	Ca	ancel	App	dy

Step.8: Click **Custom level...** button in the **Internet Options** dialog box.

Step.9: Perform the following settings in the Security Settings – Trusted Sites Zone dialog box, and then click OK button.

	Allow websites to open windows wi	ithout address or status his
	Disable	national dourless or status bit A
	Enable	
	Display mixed content	
	Disable	
6	) Enable	
0	Prompt	
- D C	Don't prompt for client certificate s	election when only one ce
	Disable	
(	) Enable	
📄 🗋	Orag and drop or copy and paste f	files
(	Disable	
	Enable	
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0	O Prompt	
	Prompt Enable MIME Sniffing	
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< * Takes ef	Prompt Enable MIME Sniffing Disable	
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Setup field	Setup value
Allow websites to open windows without address or status bar	"Enable" (recommend)
Allow script-initiated windows without size or position constrains	"Enable" (recommend)
Allow Programmatic clipboard access	"Enable"
Use Pop-up Blocker	"Disable"

\* Use the browser default value for the remaining fields.

#### Step.10: In the Internet Options, click OK button to complete the setup.

In addition to the settings above, in the case of using a proxy server, perform the exception setup not to use a proxy server for the site of this system. About the necessity of the exception setup of the proxy server, ask the system administrator.

### 2. Login

This chapter explains about the login method.

#### Important Notices Related to the Use of This System

- Do not log in by the same user at the same time. This system is based on "one employee - one user ID" design. If logging in and operating by the same user at the same time, the data may be collapsed.
- 2. Do not perform the screen transition by using buttons other than the upper part buttons in this system's screen. In case of using Back button, advance buttons or history display, etc. of the browser to perform the screen transition, those operations may not be performed normally.
- 3. Do not start and operate some of those systems at the same time by starting many tabs in the same window. If performing that operation, the data may be collapsed.
- About searching by character string: If you want to search for information by a character string in this system, there are mainly the following three types of search methods. Search method depends on function or search item.
  - (1) Keyword Search

A keyword search is a method of breaking down character strings entered when registering data, making an index of them, and conducting a search with that index.

The points of this search are as follows:

In some cases, it takes several minutes to retrieve the data that have just been registered or updated. If they are not retrieved, please wait a while and search again. In the case where you input multiple words, you can conduct AND Search by inputting a half-width space or "AND" or conduct OR Search by inputting "OR".

If you want to search for a word that consists of 2 or more letters, input a keyword that consists of 2 or more letters to search.

You cannot search with a single-letter keyword. If you want to search with a single letter, add the asterisk "\*" to the letter you want to retrieve like "A\*". However, if the registered data you want to retrieve is a single letter, you cannot search.

Example: If you want to search for the word "Tokyo" in the registered data, you can retrieve it with such keywords as "to", "tok" and "tokyo".

You cannot retrieve it with a single-letter keyword, such as "t" and "o". In this case, add the asterisk, like "t\*" to search.

(2) Partial match Search

Perform a partial match search by the entered string.

(3) Special Search

You are able to perform a partial match search by inputting string ignoring the case sensitivity or the distinction between double-byte and one-byte character or hiragana and katakana.

5. About the attached file search:

If you are able to do both the keyword search and the attached file search at the same time, both the attached file name and information within the attached file can be searched.

It may take a few minutes until you are able to search for the data immediately after the registration or updated. If you are not be able to retrieve the data, please retry to search after a while.

In addition, you can only search within the file with limited file format.

However, the searching of attached files may not be possible if there is no permission from the system administrator.

- 6. About the displaying of message "...in half-size X characters": Half-size character is a half-size alphanumeric character. In the case of characters other than half-size alphanumeric characters, 1 character equals to 3-4 half-size characters.
- 7. This system generally uses "Meiryo" as the display font. As the italic style of "Meiryo" font does not correspond to full-sized characters, it cannot be applied to full-sized characters even if it is set in italics by format setting.

### 2.1 Startup of This System

#### 1 Log in

Step.1: Start the browser.

🕕 About the correspondence browser, refer to "1. Client Initial Setup".

Step.2: Enter the URL of this system into **Address** field of the browser. About the URL, ask the system administrator.

Step.3: The login screen is displayed. Enter the user ID and login password.

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<ul> <li>今日は何の日?</li> <li>● 1941 「四つの自由」提唱</li> <li>F・ルーズベルト大統領による「言論、信仰、</li> <li>由」を提唱</li> </ul>		ンマ・ダルク(仏) リーマン(独) 等子(女優)

Step.4: Click Log in button. After the login, if the Corporate Navi screen is displayed, then click Navi View button. NaviView screen will be displayed.

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Internal Mail Employee Directory	01/05 - 01/15	FoodExpo2017のお知らせ ● 東京ビックサイト 西棟	10/20	<ul> <li>内</li> <li>【重要】社内規定改定の件(人事</li> <li>規定)</li> </ul>	▲土井 勤 総務部
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