3.2 Topic Structure / Topics　トピック管理

[Overview] Create and/or edit Topics on this page.
Check number of Clips, Knowledges, and Rule associated with Topics as well.

Topic Structure （Topics）

Display Settings Area

❶ **Project**
Filter displayed Topics by Projects.

❷ **Document**
Filter displayed Topics by Documents.

❸ **Status**
Filter displayed Topics by status ("All", "Authorized", "Not authorized").
Authorized　　　: Approved Topic by the company/department.
Not authorized : Pre-approved Topic by the company/department.

Topic Display Area

❹ **Displays Numerical Data Associated with the Topic.**
No. of Adopt Clips: Totaled Clips with the status "Adopt."
Knowledge: Totaled Knowledges registered.
Rules: Totaled Rules created.

❺ **Create New**
Create a new Topic.

❻ **Move Category**
Move selected Topic to another Category.

❼ **Import**
Import Topics (add new and or overwrite).

❽ **Delete**
Delete selected Topic.

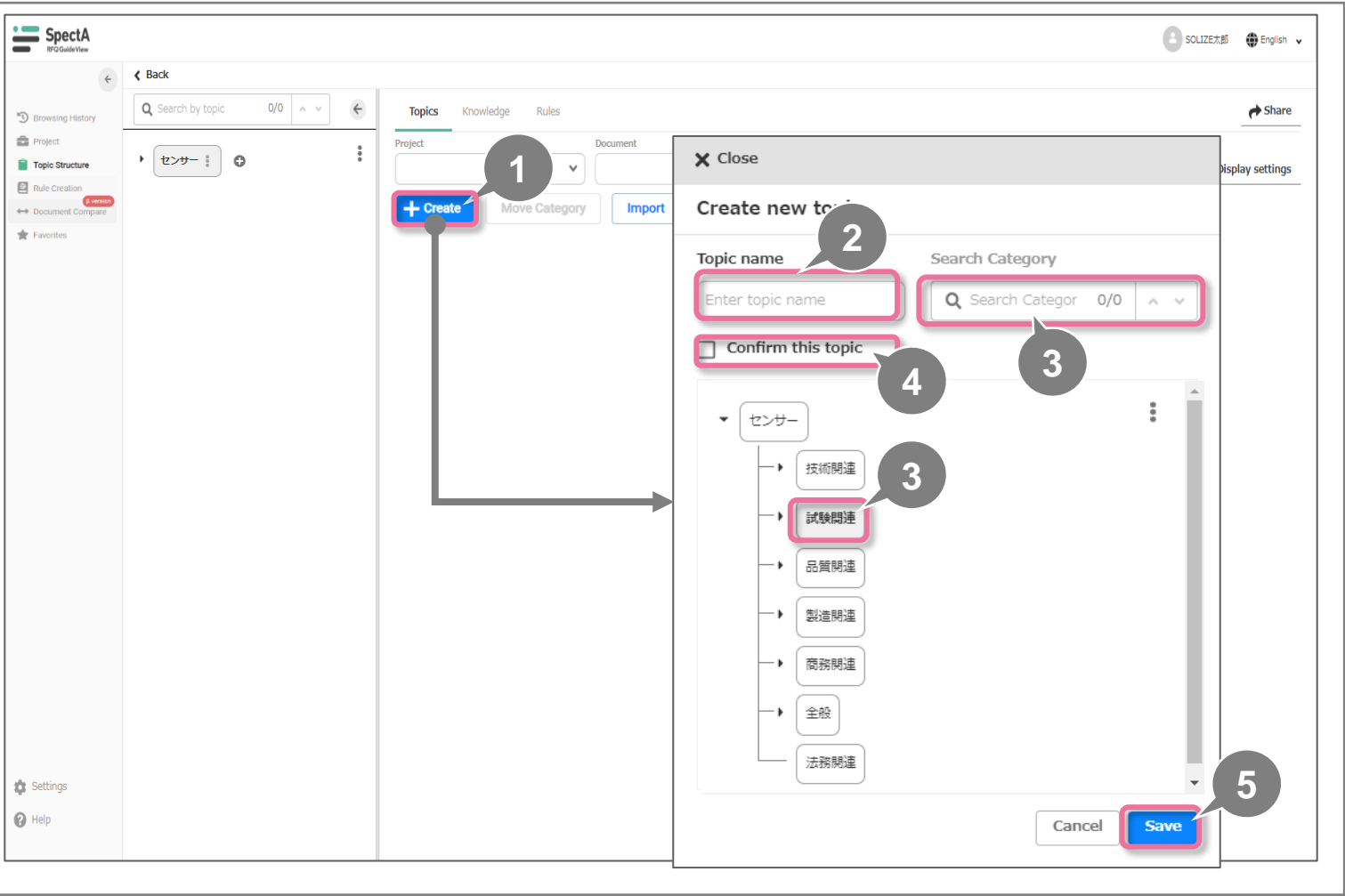❾ **Edit**
Edit a Topic (change name or move Categories).

3.2 Topic Structure / Topics / Create New Topics トピック新規作成

**Create New Topics
トピック新規作成**

Create Topics for review.

Topics

Features & Step-by-Step Guide

❶ **Click "Create"**

❷ **Enter Topic Name**
Identical Topics cannot be registered within the same Category, however, it is possible to register identical Topics under different Categories.

❸ **Select Category from Search Function or Topic Tree**
- Search operates on partial match basis.
- By default, the first layer of Category is selected.
  If the correct Category cannot be found, it is possible register under the first layer of Category.

❹ **Confirm Topic**
By checking the box, it will indicate that the Topic is authorized by the company/department. Therefore, do not leave a check mark if it is not authorized.
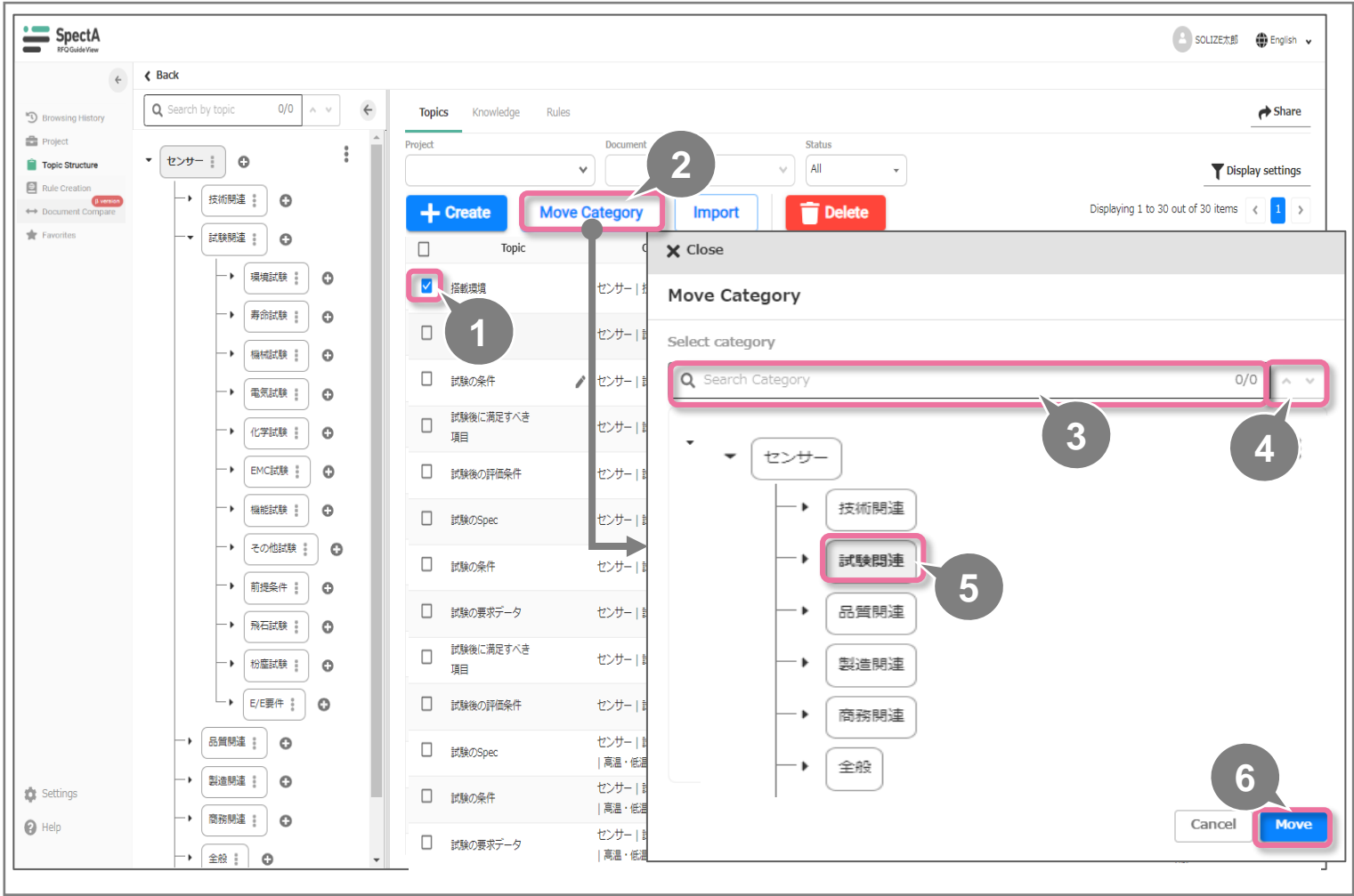
❺ **Click "Save"**

**Move Category
カテゴリ移動**

**Edit the hierarchy of the Categories.
Categories can be moved around by drag and drop in the Topic Tree as well.**

Topics

Features & Step-by-Step Guide

❶ **Select the Topic to be moved**

❷ **Click "Move Category"**

❸ **Search for Categories by inputting the Category name and press enter**

❹ **Click " ^ ˅ "**

　Search results can be checked by clicking ^ to go back to the previous search result or by clicking ˅ to move to the next search result.
　When search result is selected it will be highlighted in orange, while others will be highlighted in yellow.

❺ **Select Category in the Topic Tree**

❻ **Click "Move".**

Move Category カテゴリ移動

Categories can be moved around by drag and drop in the Topic Tree as well.

Topics

Features & Step-by-Step Guide

❶ **Select the Category to be moved**

❷ **Drag and drop the Category to the desired layer**

❸ **Click "Move"**

Any Categories or Topics under the selected Category will also be moved.

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**Delete Topic
トピック削除**

**Delete unwanted Topics.
When deleting Topics, Topic name will be removed from the AI-detected Clip as well.**

Topics

Features & Step-by-Step Guide
❶ **Select the Topic to be deleted**
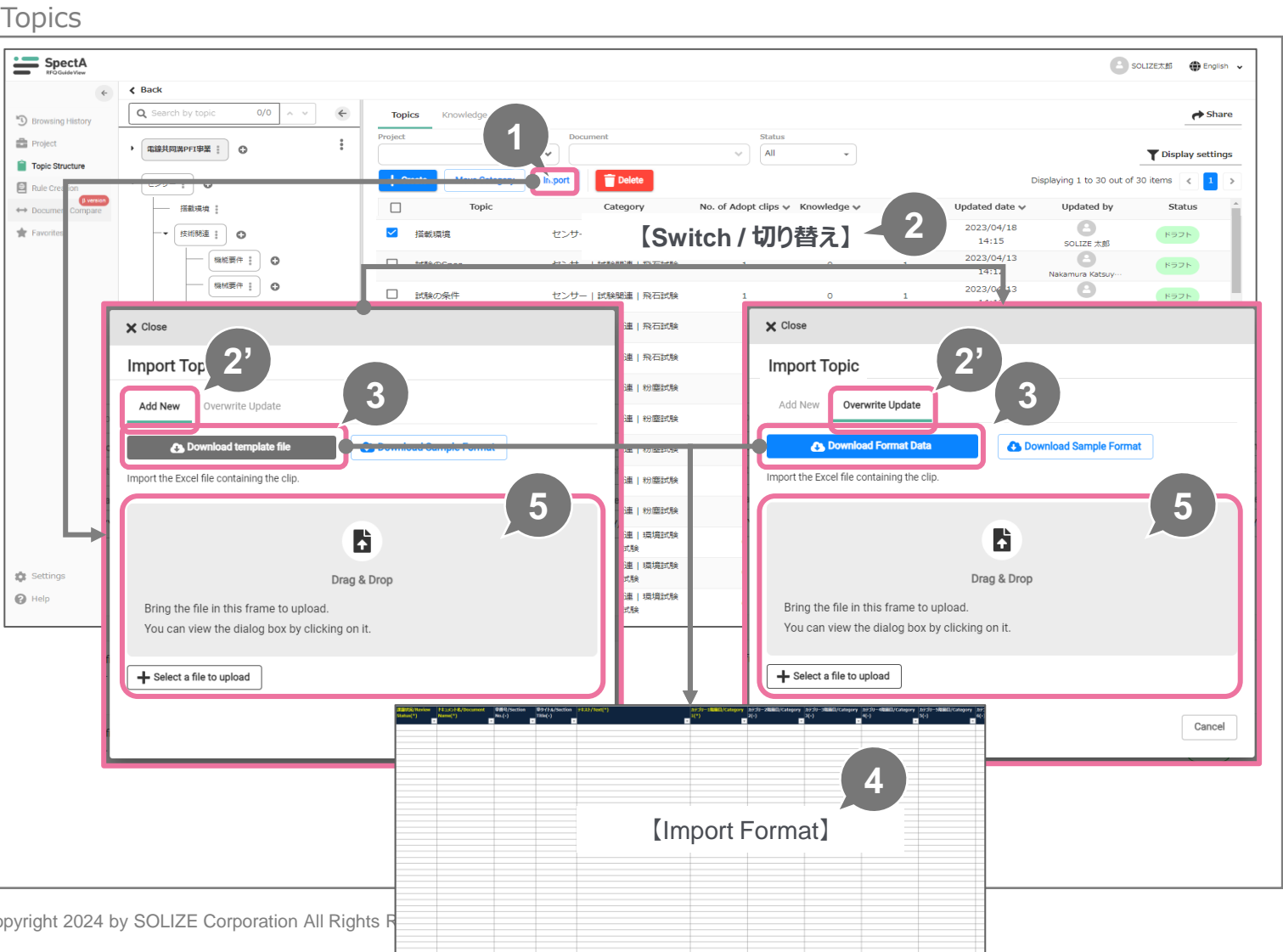
❷ **Click " 🗑 Delete"**

❸ **Click "Delete"**
Once deleted, it cannot be restored.

Delete
When deleting Topics, it will also delete any Knowledge and Rules registered under that Topic.

Clips, however, will be kept without a Topic name.

Topic Import トピックインポート

Add New Topic: Import externally created Topics.
Overwrite Topic: Edit the Category and Topic name of existing Topics.
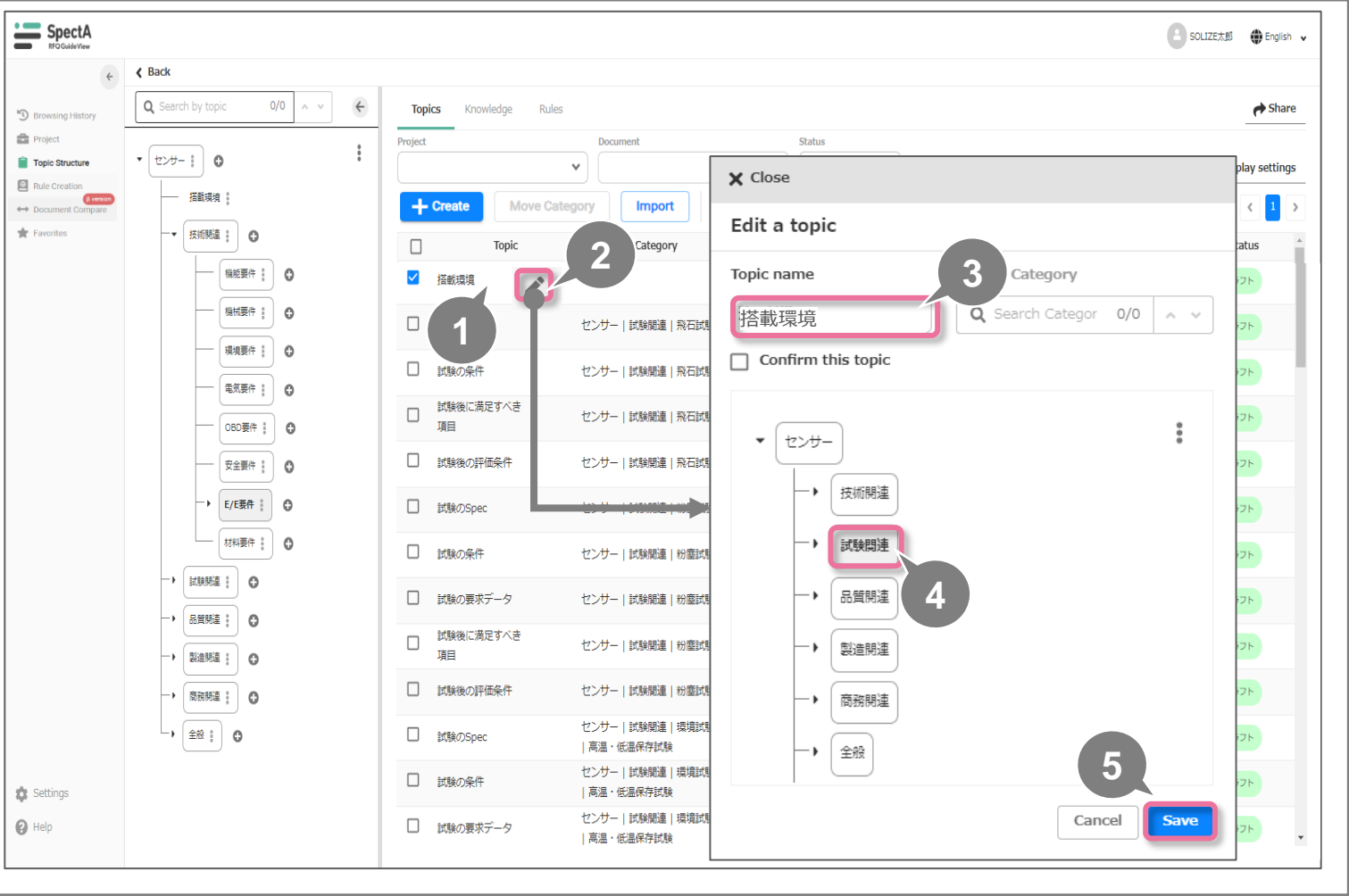
Topics

Features & Step-by-Step Guide
❶ **Click "Import"**

❷ **Select "Add New" or "Overwrite Update"**
Switch between them by the tabs.

≪Create Import File≫
❸ **Click "Download template file"**

❹ **Input information in the import file**
Items in yellow text in the template file are mandatory.

≪Import≫
❺ **Select the file to upload**

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Edit Topic トピック編集	Topic name and associated Category can be modified. Modify the Category and Topics.

Topics

Features & Step-by-Step Guide

❶ **Hover over the Topic to edit**

❷ **Click " ✎ "**

❸ **Input Topic name**

❹ **Select Category**

❺ **Click "Save"**
Topic and Category can be edited at the same time.

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Contact Us At
お問い合わせ

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Were you able to find the answer？
回答が見つかりましたか？

😔 😐 😃