

3.4 Topic Structure / Knowledges ナレッジ管理

【Overview】 Register and edit organizational guidelines and standards relevant to the review tasks as Knowledge in the registered Topic.

Knowledges

TopicsKnowledge

Search

Multiple word search with space

Tag

Select from the following.

Full textPartial text

Display settings

+ CreateImportExportChange Status (Public/Private) in BulkDelete

PublicPrivate

試掘調査

電線共同溝PFI事業 | 質問

【参照ファイル名】 [試掘調査について](https://www.city.dazaifu.lg.jp/site/bunkazai/3019.html) https://www.city.dazaifu.lg.jp/site/bunkazai/3019.html 【概要】 本工事の範囲、費用、期間などの積算をするために実施する【標準対応】 深さ：約1メートル 形状：溝（トレンチ） 使用重機：バックホウ（パワーショベル）【標準外対応】 対象となる土地に建築物がある場合や舗装のある場合は、撤去の方法や場所については事前に協議すること【根拠】 建築物や舗装が撤去されてからでなければ確認（試掘）調査ができないため

目社標準sankitagu技術標準

2023/04/11 14:54

佐々木誠

Display Settings Area

1 Word Search

Searches for words in the Knowledge.
Search combining multiple words can be done as well.

2 Tag

Filter Knowledges by the Tag attached to the Knowledge.

Knowledge Display Area

3 Create

Register new Knowledge.

+ Create

4 Import

Add and/or update Knowledge by importing Excel file.

Import

5 Export

Export registered Knowledge in Excel format.

Export

6 Change Status (Public/Private) in Bulk

Change status to either public or private status for the selected Knowledges in bulk using the checkbox on the left.
Public: Visible as Knowledge in the Guide View.
Private: Not shown as Knowledge in the Guide View.

Change Status (Public/Private) in Bulk

7 Delete

Delete Knowledge registered by checking the box on the left and click "Delete."

Delete

8 Edit

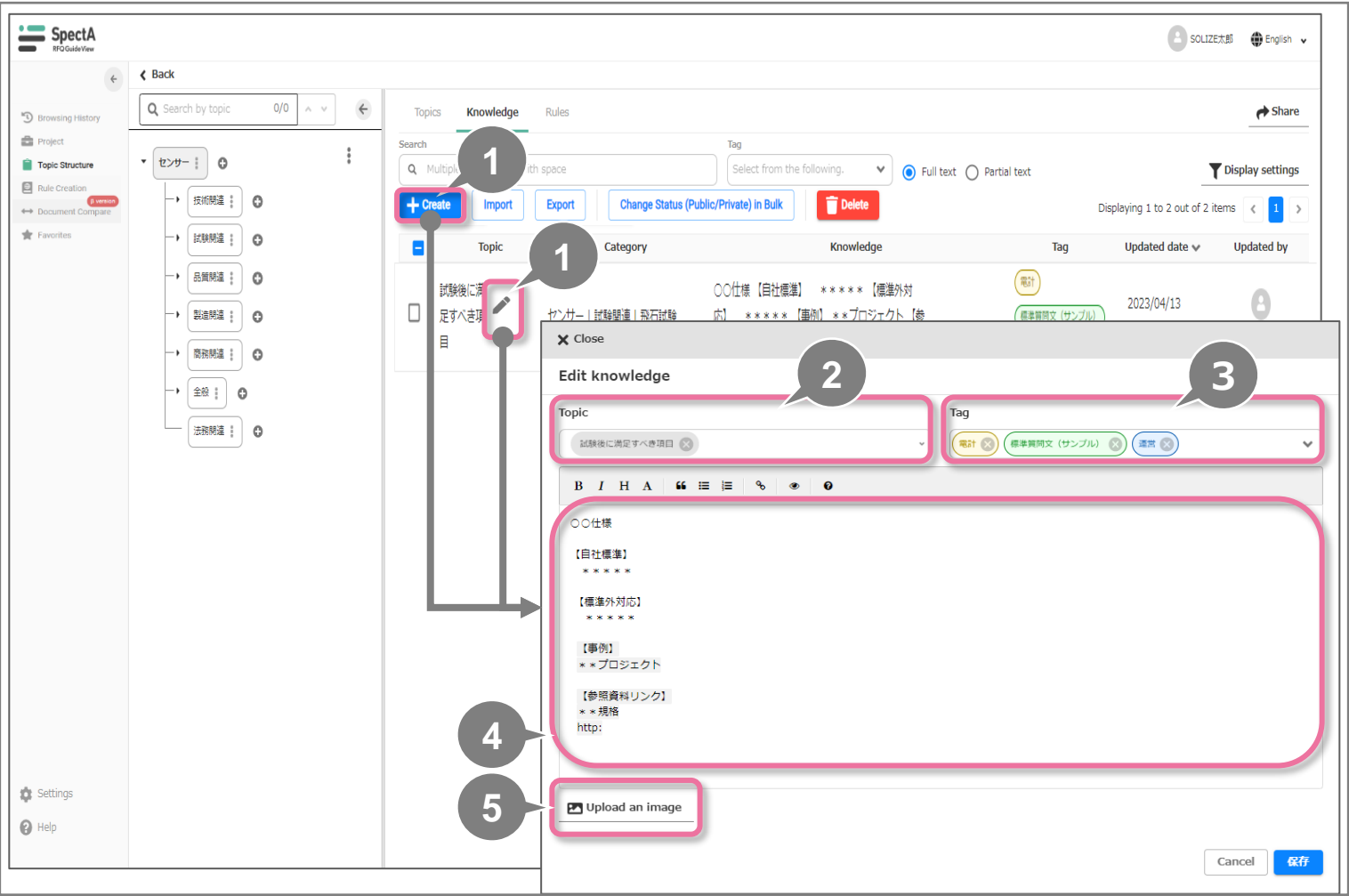
Edit registered Knowledges.

3.4 Topic Structure / Knowledges / Create New Knowledge ナレッジ新規作成

Create/Edit Knowledge
ナレッジ新規作成

Knowledge can be registered to aid review task.

Knowledges

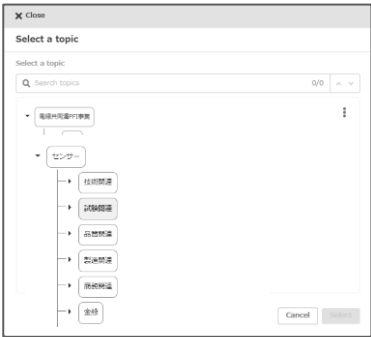


Features & Step-by-Step Guide

① Click "Create"

② Select Topic for the Knowledge

Search for the relevant Topic or select from the Topic tree.



③ Select Tags

Select list of Tags designated for Knowledge in Settings, if necessary. Multiple Tags can be selected.

④ Input Knowledge

In addition to the main body of the Knowledge, it is possible to provide links to external sites by entering the URL.

⑤ Upload image

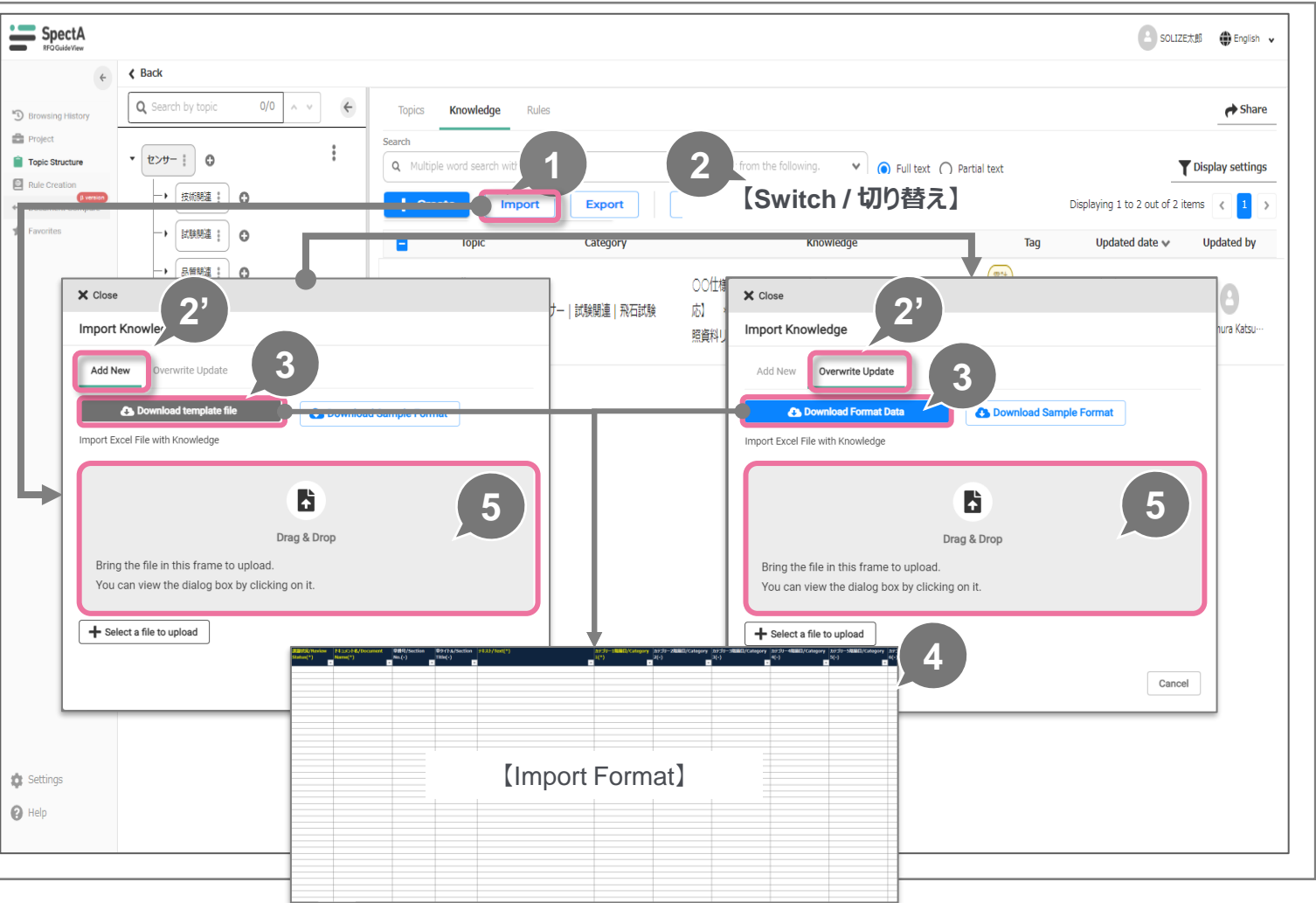
Attach image files or screenshots, if necessary.
Supported file formats: png, jpg, jpeg

3.4 Topic Structure / Knowledges / Import ナレッジインポート

Import Knowledges ナレッジインポート

Add New Topic: Import externally created Knowledge.
Overwrite Topic: Edit existing Knowledge, including its Topic(s).

Knowledges



Features & Step-by-Step Guide

- ① Click "Import"
 - ② Select "Add New" or "Overwrite Update"
- Switch between them by the tabs.

- «Create Import File»
 - ③ Click "Download template file"
 - ④ Input information in the import file
- Items in yellow text in the template file are mandatory.

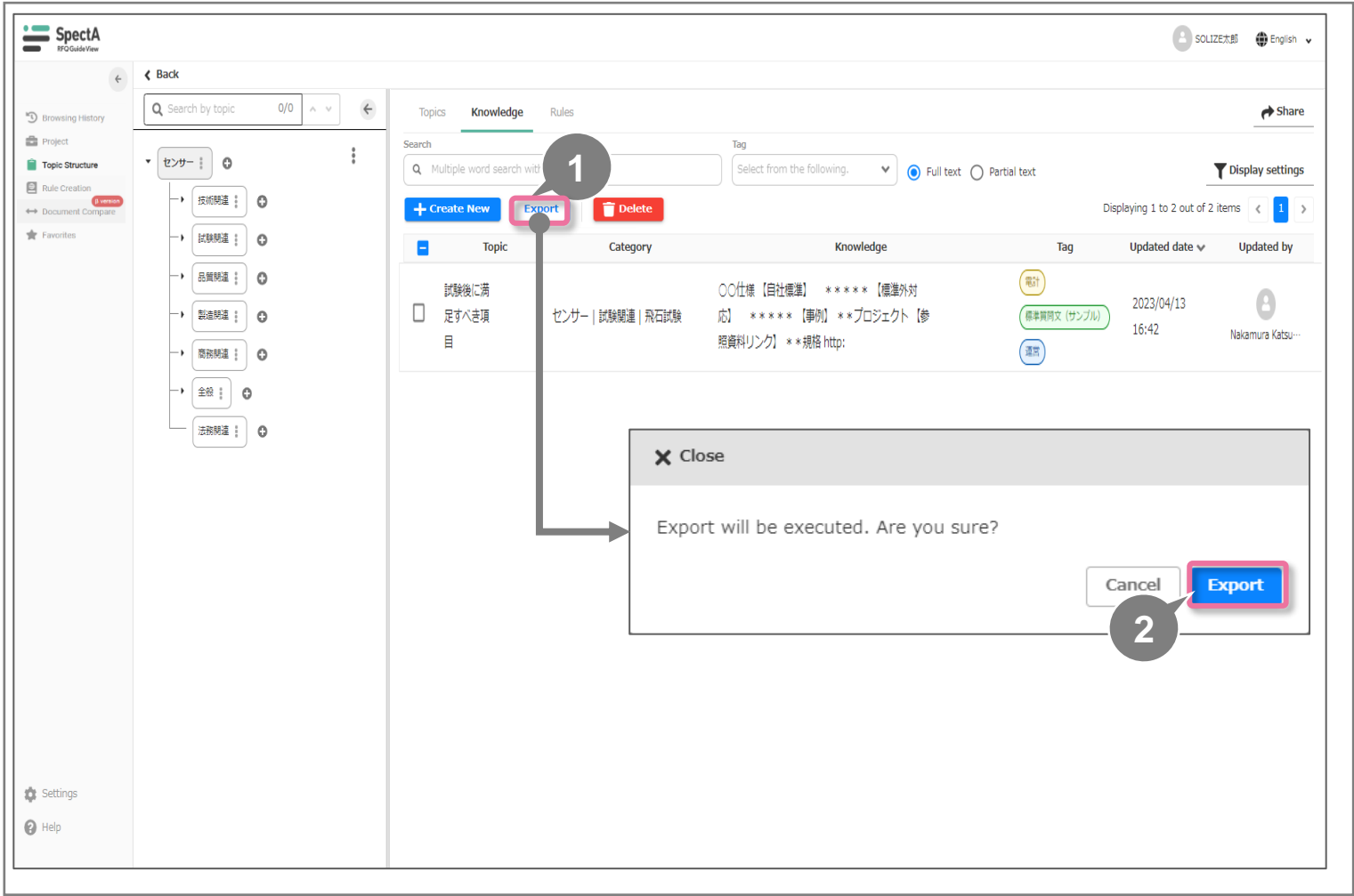
- «Import»
- ⑤ Select the file to upload

3.4 Topic Structure / Knowledges / Export ナレッジエクスポート

Export Knowledges
ナレッジエクスポート

Export registered Knowledge to an Excel file.

Knowledges



Features & Step-by-Step Guide

- ① Click "Export"
- ② Click "Export"
Export the Knowledge listed as an Excel file.

3.3 Topic Structure / Rules / Change Status(Public/Private) in bulk 有効/無効一括変更

Change Status in bulk
公開/非公開一括変更

Change the privacy settings of the Knowledge in bulk to public or private.

Knowledges

The screenshot shows the SpectA Knowledge management interface. On the left, there's a sidebar with 'Project', 'Topic Structure', 'Rule Creation', and 'Favorites'. The main area is titled 'Knowledges' and has tabs for 'Topics', 'Knowledge', and 'Rules'. The 'Knowledge' tab is active, showing a list of knowledge items. A modal dialog box titled 'Change Status in Bulk' is open in the foreground. The dialog has a 'Close' button at the top left. Below the title, it says 'Please specify the status to change to.' and there's a dropdown menu with 'Public' selected. At the bottom of the dialog are 'Cancel' and 'OK' buttons. Numbered callouts (1-4) indicate the steps: 1. Select the knowledge items in the list (indicated by a red box around the checkboxes); 2. Click the 'Change Status (Public/Private) in Bulk' button (indicated by a red box around the button); 3. Select the status to change to (indicated by a red box around the dropdown menu); 4. Click the 'OK' button (indicated by a red box around the button).

Features & Step-by-Step Guide

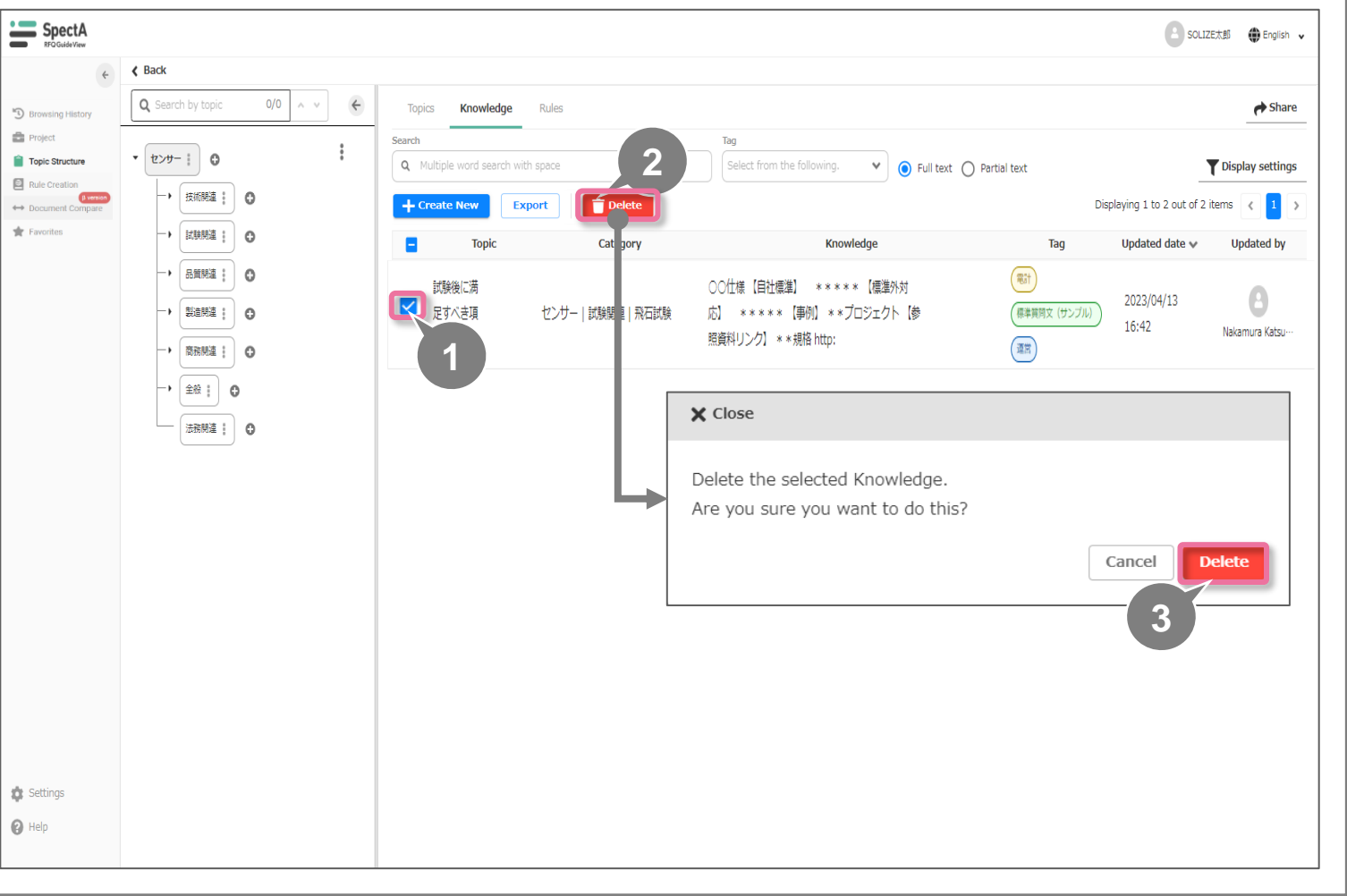
- ① Select the Knowledges to change the privacy settings
- ② Click "Change Status (Public/Private) in Bulk"
- ③ Select "Public" or "Private"
- ④ Click "OK"


3.4 Topic Structure / Knowledges / Delete ナレッジ削除

Delete Knowledges ナレッジ削除

Remove unwanted Knowledge, for example, company procedure/standards that are no longer applicable or products that are no longer used.
※Data cannot be recovered after deleted, therefore, export them before deleting!

Knowledges



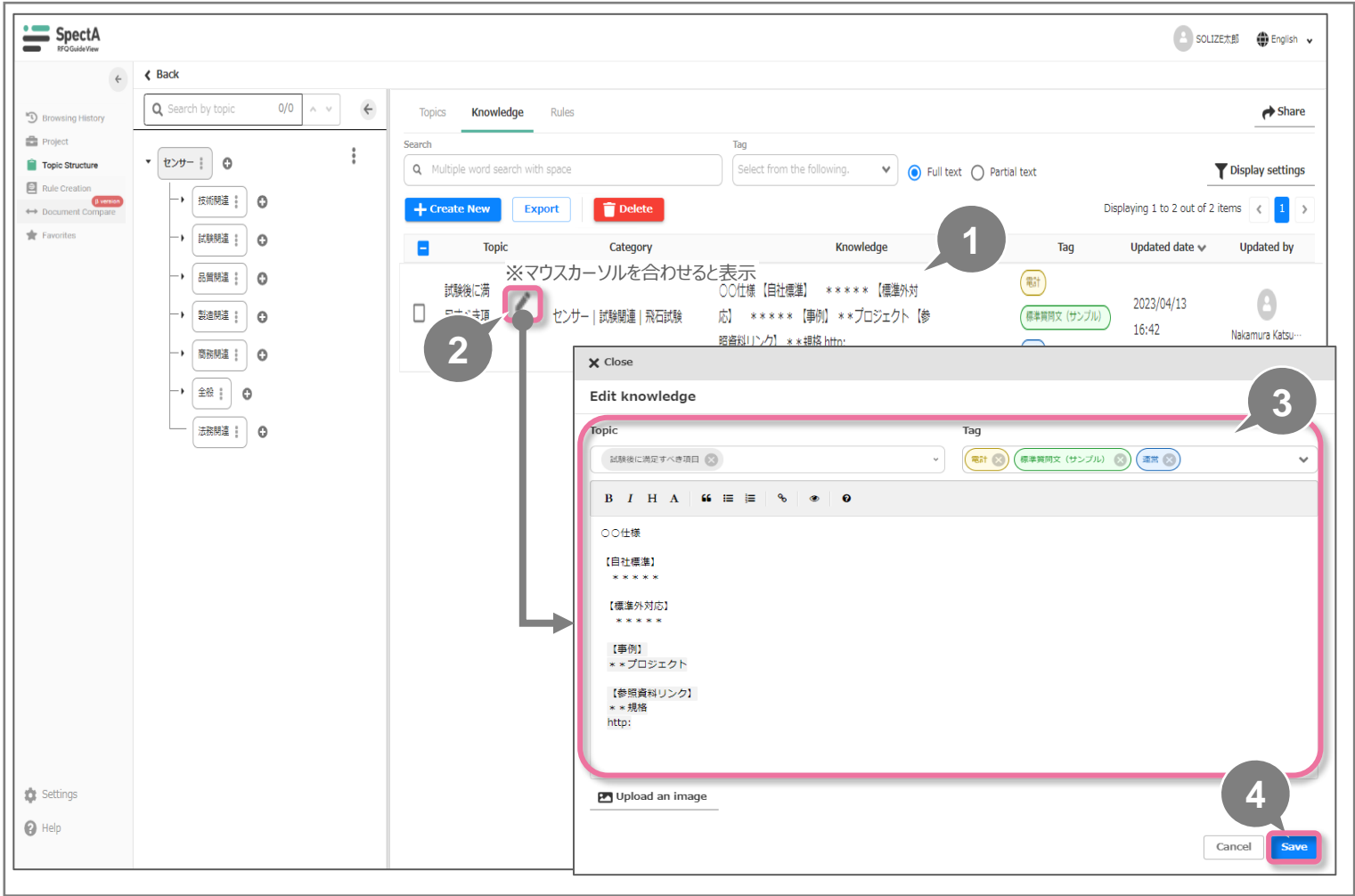
- #### Features & Step-by-Step Guide
- ① Select Knowledge(s) to be deleted
 - ② Click “ Delete”
 - ③ Click "Delete"
Deletion is irreversible.
Exporting the data before deleting.

3.4 Topic Structure / Knowledges / Edit knowledges ナレッジ編集

Edit Knowledges
ナレッジ編集

Edit registered Knowledge.

Knowledges



Features & Step-by-Step Guide

- ① Hover over the Knowledge to be edited
- ② Click "✎"
- ③ Input the changes
Topic(s), Tag(s), the content of the Knowledge and attached images can be edited.
- ④ Click "Save"

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？

