Handbook X User Manual

1 — Last update: 16 January 2023

ASTERIA Corporation

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1. Getting Started

Welcome to Handbook X!

Clip documents, movies, websites, and more into a single book and share them with your group!

Handbook X allows you to utilize a variety of content in the form of a single "book", including all types of documents such as PDF and Excel files, website links, photos, movies, and more.

This document will describe the user interface for the iOS/Mac versions.
The Android and Windows versions have basically the same content user interface.

Revision: 3 — Last modified: 1 July 2022

2. Handbook X App

It can be downloaded and installed from Apple's App Store, Google Play Store, and Microsoft's MS Store.

for iOS and iPad users

Scan the QR code with your iPhone or iPad camera and install the application from the App Store.

*Please enable access to the camera device when taking photos and movies.
*Please enable iCloud Drive when registering files.

For Android users

Scan the QR code with your Android smartphone's camera and install the application from the App Store.

*Please enable access to your camera device when taking photos and movies.

For Mac users

Scan the QR code with your camera or open the App Store and search for "Handbook X" to install.

*Please enable access to your camera device when taking pictures or movies.

Revision: 2 — Last modified: 22 June 2022

2.1. Signup

If you do not have a Handbook X account, you can sign up and create an account in one of the following ways

If you already have an account, please check your login from here

If you are using an e-mail address

Please sign up with your name, email address and password.

An authentication code will be sent to the specified e-mail address to verify that the registered e-mail address is correct.
Please confirm receipt of the email and enter the verification code to complete sign-up.

If you have an Apple or Google account

Please sign up with those accounts.
In that case, you can use the same account for login.

account

When you sign up, your account will be created as a free account. If you want to upgrade, please check
here .

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2.2. Login

If you have a Handbook X account, you can log in using one of the following methods.

If you do not have an account, please check here to sign up.

If you are using an e-mail address

Please enter your email address and password to sign in.

If you have an Apple or Google account

Please login with your Apple or Google account. h3.

if you have an invitation code

Please log in from "Use Invitation Code" using the invitation code notified by the invitee.

for dedicated server subscribers

If you have a dedicated server contract, please login using the dedicated server name, user name, and invitation code notified by the administrator.
The password will be set to the password you entered the first time you log in with the invitation code.

For the second and subsequent logins, you can log in using only the username and password you used when you first logged in with the invitation code.

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2.3. Application Main View

When you start Handbook X, the Handbooks list screen will appear.

When you start the application for the first time, please open and read the "Getting Started Guide" book.

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2.4. Menu

Press the menu button in the upper left corner to display the menu.
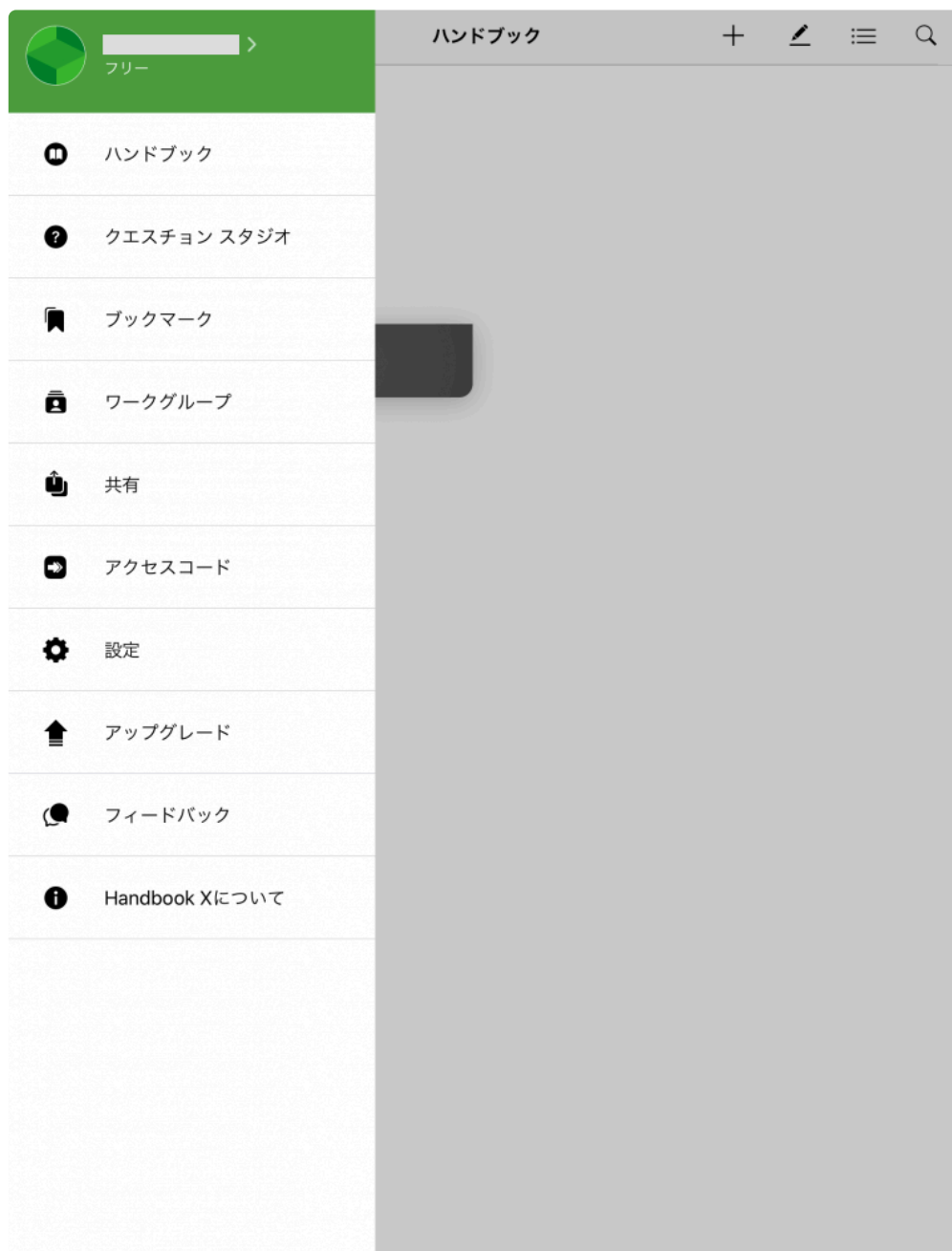
Account	Description
Icon	Tap the icon image to display [profile](#)
Username	Tap the user name to display [account](#)

Menu	Description
[Handbook](#)	The created/shared handbooks will be displayed.
[Questionnaire Studio](#)	Displays created/shared exams/questionnaires.
[Bookmarks](#)	Bookmarks you have registered in a section in the handbook will be displayed.
[Workgroups](#)	Workgroups you own/participate in are displayed.

Sharing	Shows the handbooks you share.
Access Code	Displays the Access Codes you have registered.
Settings	The application's settings screen will be displayed.
Upgrade	The menu screen for upgrading your account will be displayed.
Feedback	The menu screen for sending feedback will be displayed.
About Handbook X	The version number of the application is displayed.

offline menu
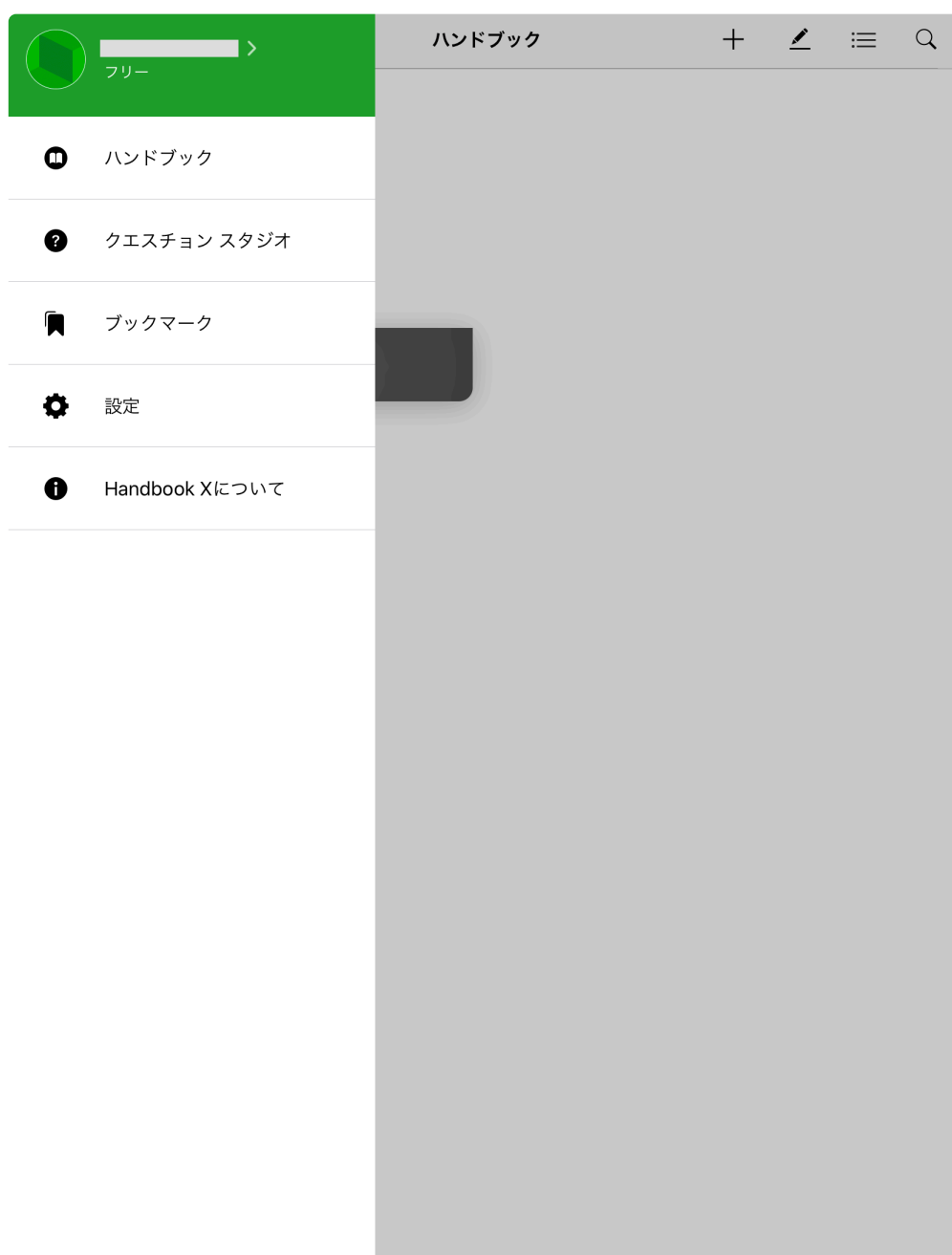
When the terminal is not registered to the network, the available menus are limited.

2.4.1. Handbook View

The handbook screen shows the book you created and the book that is shared with you.

Button	Description
1	Displays the menu
2	Enter the mode to change the order in which the books are displayed
3	Create a new book is displayed.
4	Display the book's operation menu.
5	Switch the display format of the book.

6	Search a book (iOS/Mac version only)

3. book operation menu

Tap the operation menu button or press and hold the book with two fingers to display the operation menu.

6. zoom

Change the number of columns to display the book in the list. By adjusting the number of columns, you can make the size of the book more suitable for the screen size of your device.

h3.7. sort order

You can select the order in which books are displayed in the list: manually, by name, by book creation, by modification date, or by book size. In Manual, you can drag and drop books to place them in any order you wish.

8. edit

Change the title, description and image of the selected book.

9. duplicate

Duplicates the selected book. The duplicated book will have "copy of" at the end of the book name. h3. 10.

h3.10. share (quick share)

Share the selected book with other members.

Select the member or workgroup you want to share the book with. Select permissions from Browse only, Edit allowed, or Duplicate allowed for the shared member(s). h3. 11.

11. export

Export the selected book to a file. The file will be saved to iCloud Drive for iOS/iPadOS.

h3.12. Information

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2.4.1.1. Create Book
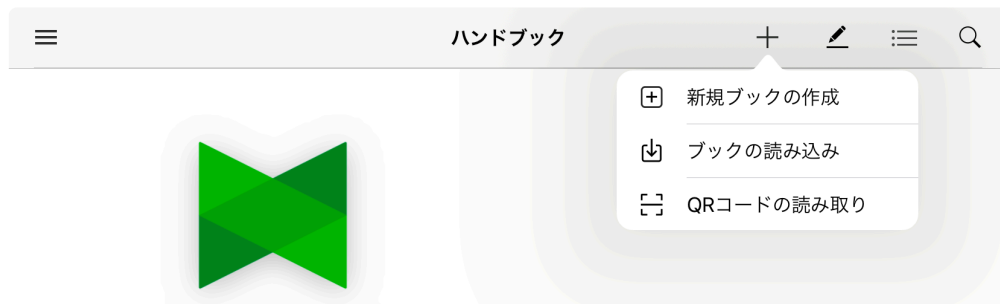
Tap the New button to display the menu for creating a new book.

Create a new book

Create New Book registers book cover, book name, and description.

Tap the image button to display the menu for the book cover.

Camera takes an image with the camera.

Photo Album_ selects a photo from Photo.

DefaultCover selects from 12 different images.

As an example, create the book name as "Sample" and the description as "Sample Description".

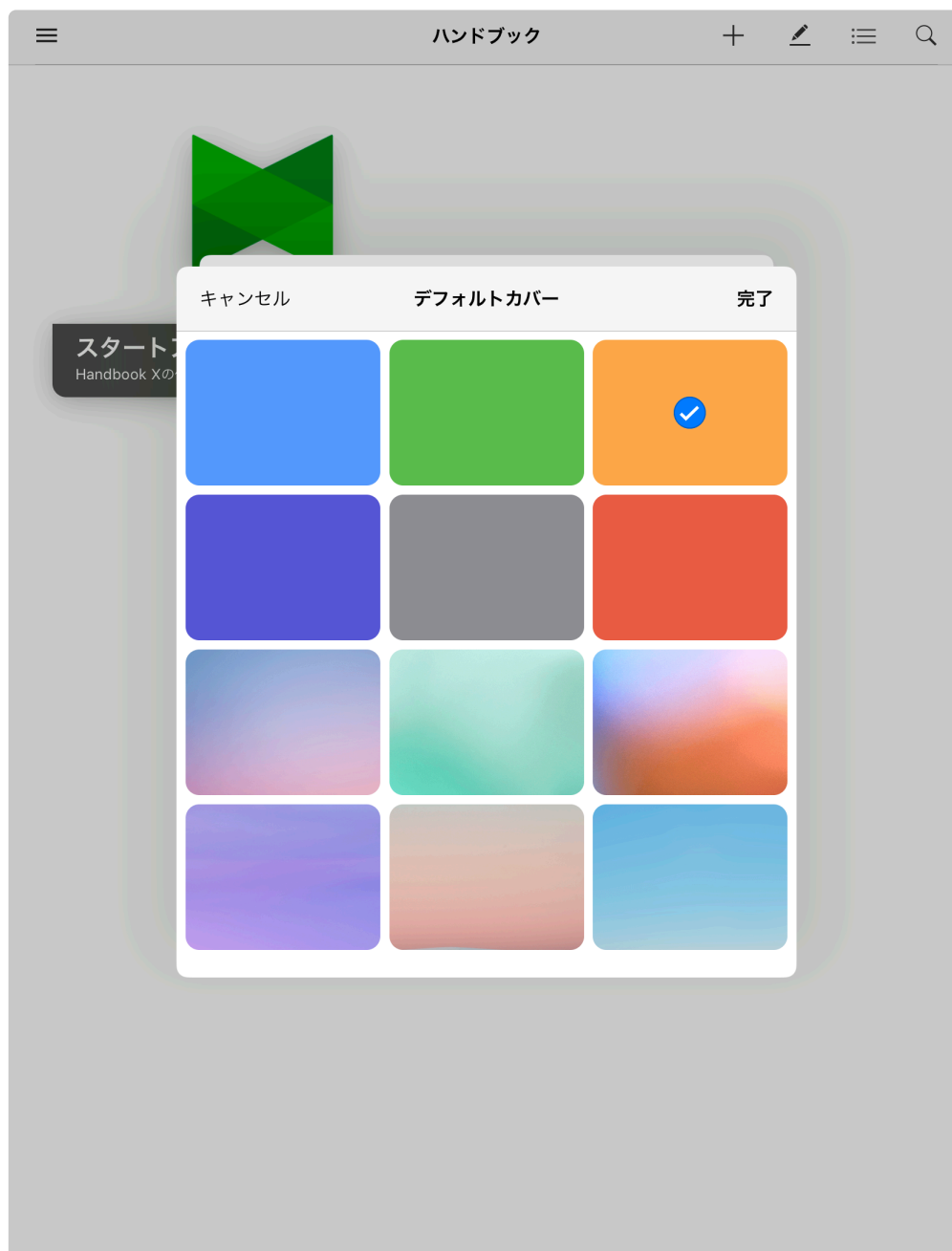Once created, the created book will appear in the book list. The book will be automatically synchronized to the server. To stop synchronization, turn off *Sync to Server* from the book's information in the book's operation menu.

Loading a book
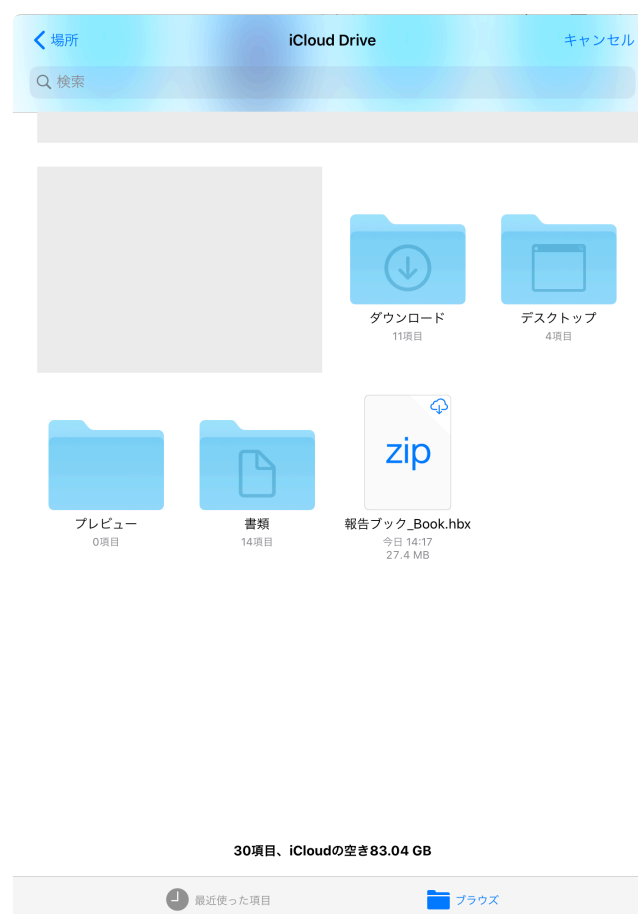
To import a section, select a book file (.hbx file) exported from a folder, or from iCloud Drive in the case of iOS/iPadOS.
The selected book will be downloaded from the folder and loaded.

You can also specify a book file created with [Handbook](#), but the following formats are not supported and will be invalid.
HTML section

Reading a QR code (iOS/Mac/Android only)

QR Code reading uses the camera, so please allow camera access if requested.
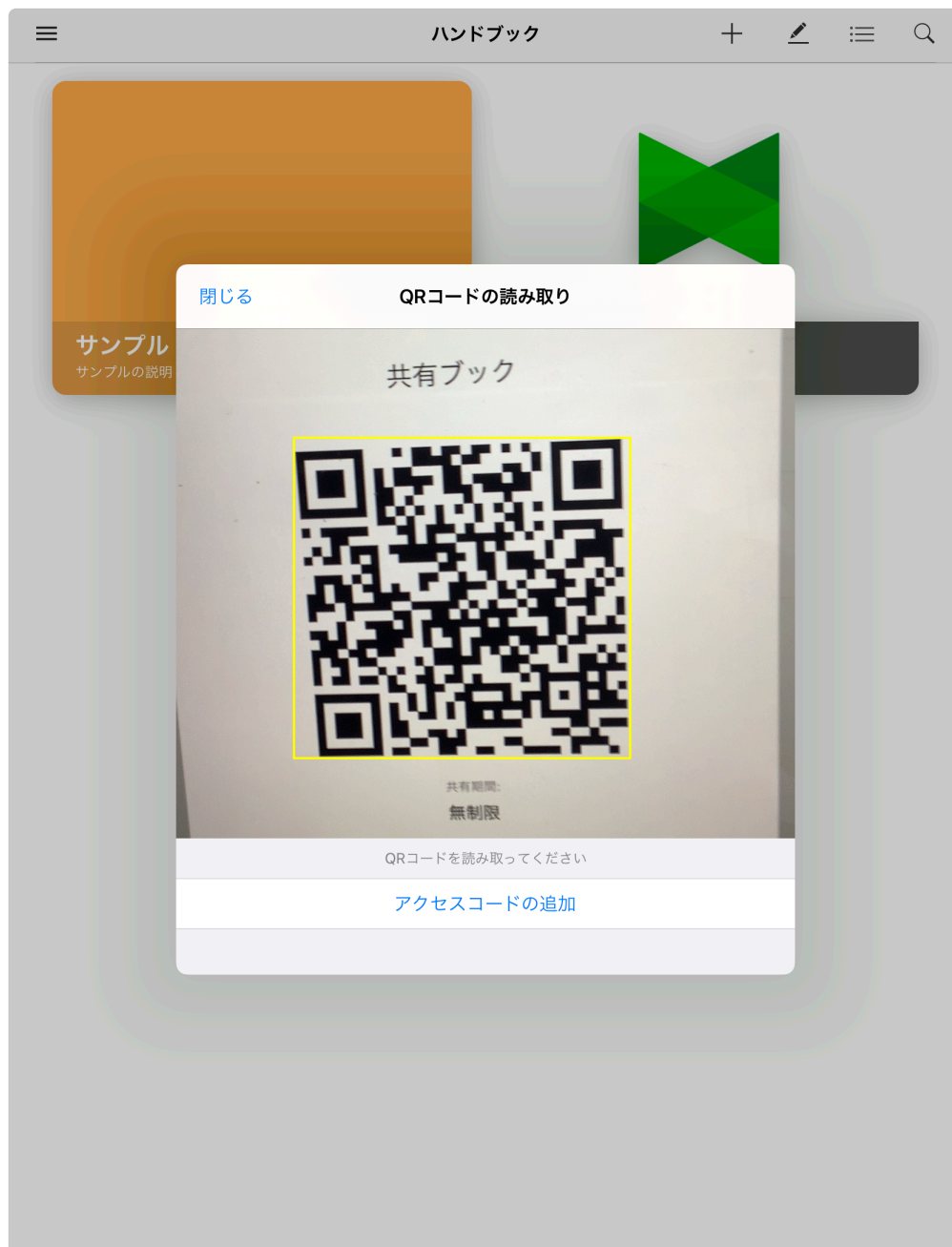
Scan the QR code of the shared book with your camera. Once scanned, tap *Add Access Code*.

Once the access code has been added, the book associated with the access code will be loaded.
As a sample, the *Shared Book* will be displayed.

Access code to confirm that the added access code is registered. To unshare the book, please delete this access code.

2.4.1.2. Section

Tap a book to open it. When the book is opened, the section will be displayed.

Button	Description
1	Create a new section (#createsection).
2	Enter the mode to change the order in which sections are displayed.
3	Display the section's operation menu
4	Register a bookmark for the section.

1. Displaying a section

Tap a section to open it.

There are six section types as follows.

Section type	Description
Photo section	Photo is registered.
Movie Section	Movie file is registered.
Web site Section	Web sites are registered.

PDF section	PDF files are registered.
File Section	Documents such as Word/Exce/PowerPointl files are registered.

Photo section

Photos can be zoomed in and out by pinching in/out.

Movie section

Tap the play button to start playing a movie.

Web site section

We site pages are displayed in the built-in browser.

PDF section

PDF page scrolling settings can be changed in <u>Settings</u>.

File section

A preview of the file is displayed.

2. Section operation menu

! (center)https://manula.s3.amazonaws.com/user/1955/img/x-section-menu2d.png!

Tap the operation menu button or press and hold a section with two fingers to display the operation menu.

4 Select All

Select all sections.

5. Done

Save the modified sort order.

6. Edit

Edit the selected sections.

7. Duplicate

Duplicate the selected section. The duplicated section will have a "copy of" at the end of the section name.

8. Export

Export the selected section to a file. The file will be saved to iCloud Drive for iOS/iPadOS.

9. Information

Displays the information of the selected section.

10. Delete

Deletes the selected section.

3. Register a bookmark for the section.

Tap a bookmark in a section to register/unregister it.
You can also edit the bookmark by tapping and holding the bookmark.

Select the color of the bookmark to be registered from blue, red, green, orange, and purple.
You can also specify a custom label for the bookmark.

Saved custom labels will appear at the top of the section.

Example of a custom label saved as Favorite

[Bookmark](#) also shows the custom label you set.

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2.4.1.3. Create New Section

Tap the New button to display the menu for creating a new section.

Photo section
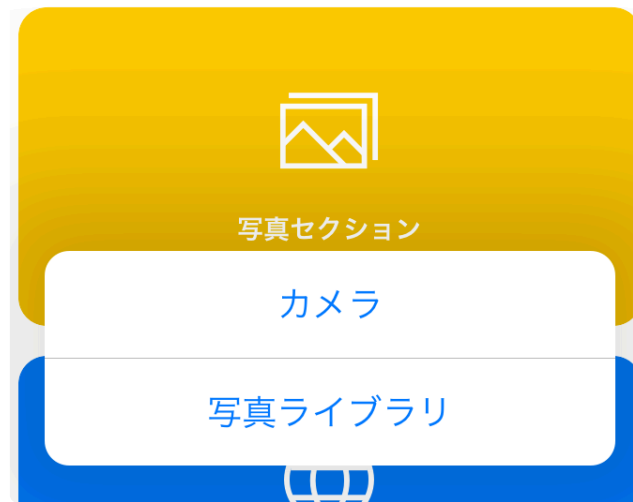
Camera captures an image with the camera.
Photo_Library_ selects a photo from the Photos section.

Movie section !

Camera takes a movie with the camera.
Photo Library selects a movie from Photos.

Web site section !

キャンセル	新しいWebセクション	完了

セクションコンテンツ

URL	https://www.handbookx.com

セクション見出し

タイトル	セクションタイトル
説明	セクションの説明

Web section is where you enter the URL, title and description of your web site.

PDF section

Select a PDF file from a folder; for iOS/iPadOS, this will be from iCloud Drive.
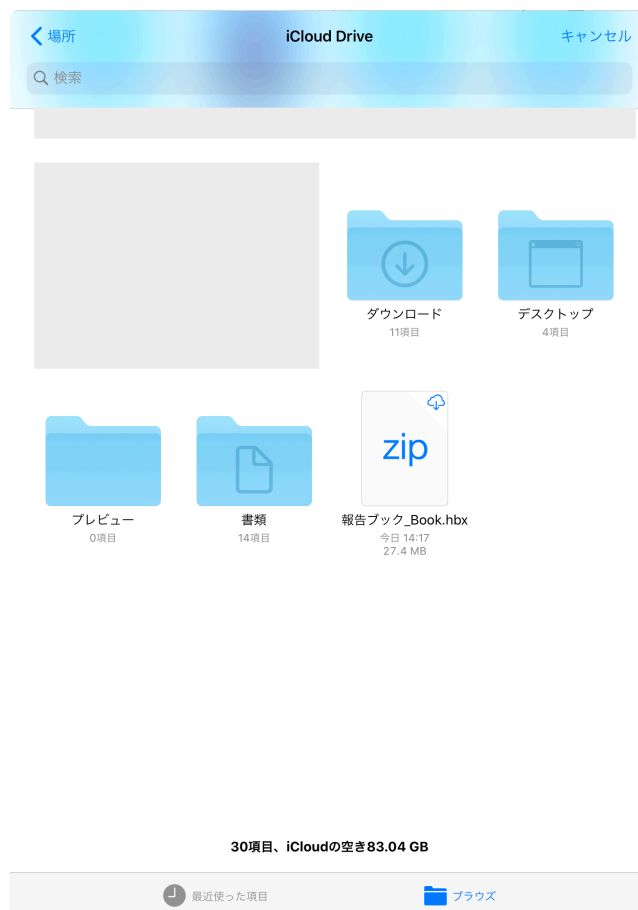
Multiple files section

In *Add Files*, select PDF/Word/Excel/PowerPoint document files from a folder, or from iCloud Drive in the case of iOS/iPadOS.

In *Add Photos* select your photos/movies.

If *Enclude all files in one section* is checked, all registered files will be included in one section.

If off, multiple files will each be registered as a section.

Read section files

To import a section, select an exported book file (.hbx file) from a folder, or from iCloud Drive for iOS/ iPad OS.
The selected book will be downloaded from the folder and loaded.

You can also specify a book file created with Handbook, but the following formats are not supported and will be invalid.
h1. HTML section

Creating a section from share

Tap the Share button from another app, such as a browser, to display the app with which you want to share content.
Select Handbook X from that shared app.
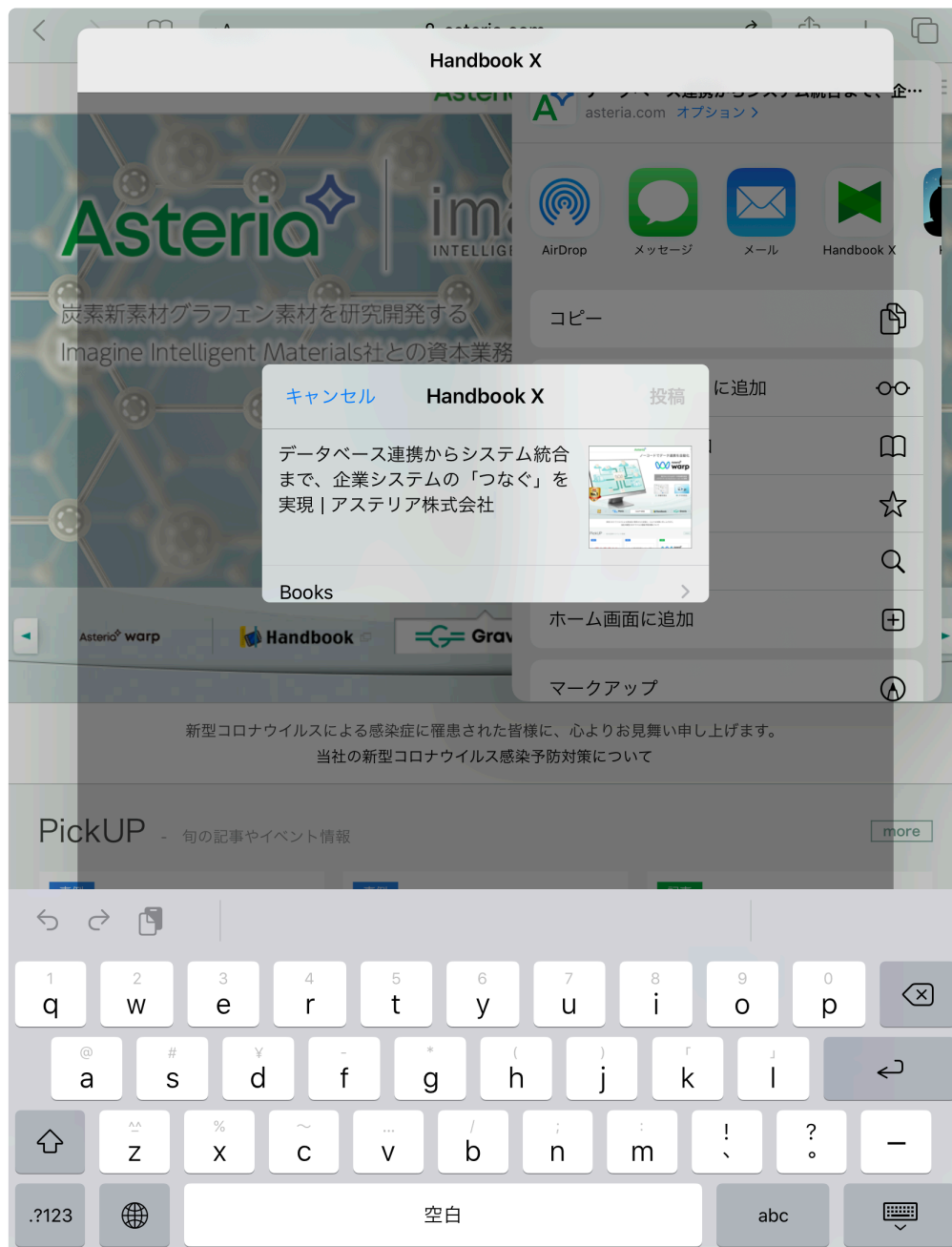
When Handbook X is selected, the title and image for importing content as a section will be displayed.
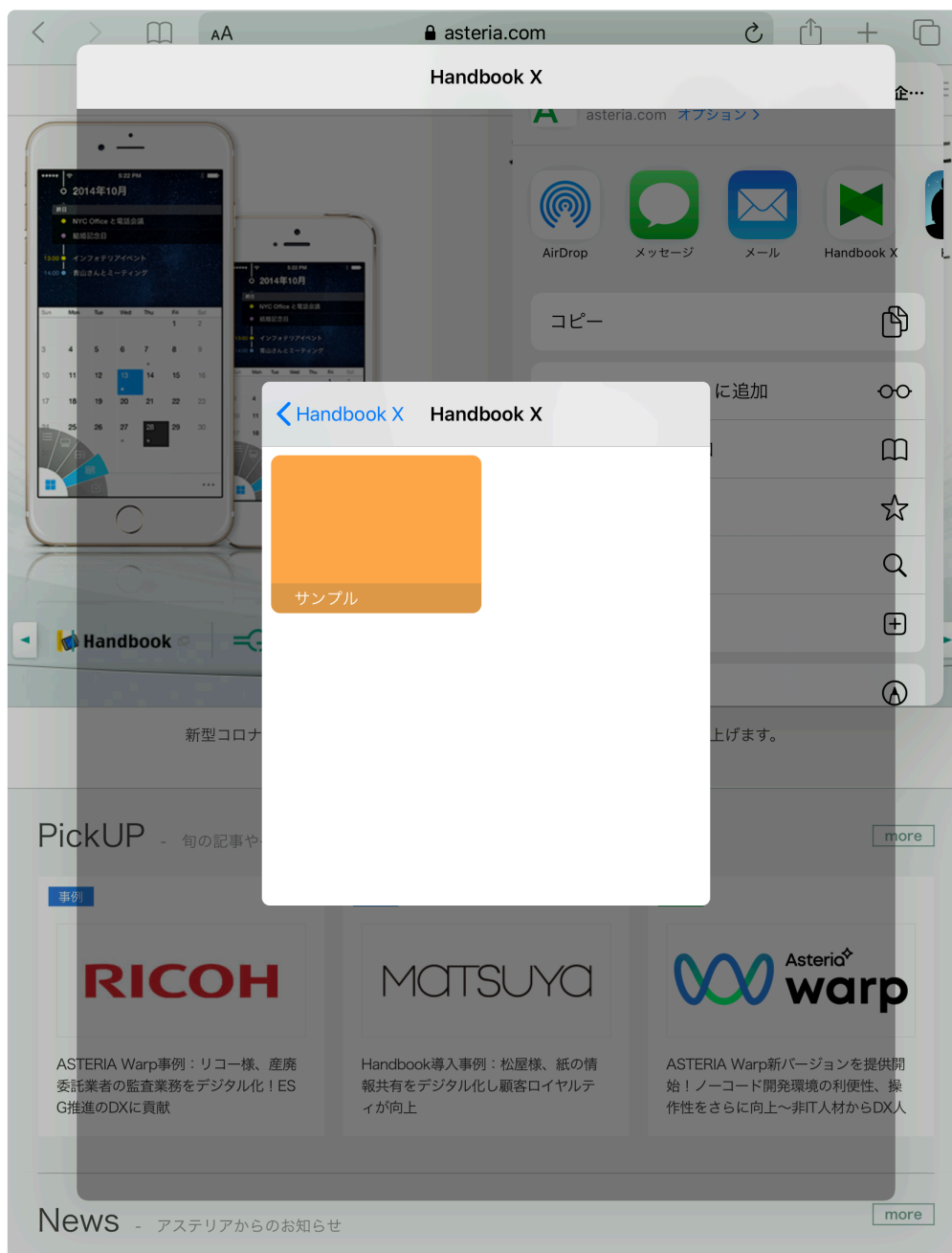
Tap "Books" to display the list of books, select the book you want to create a section in, and tap the Submit button to switch to Handbook X and register the section in the specified book.

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2.4.1.4. Download Content

A book can be displayed by downloading its contents to the device, or it can be displayed without downloading to the device to save disk space.

Book contents are downloaded.

When the contents of a book are being downloaded to the device, a storage icon will appear in the upper right corner of the book.
When you tap the storage icon, the content will be deleted from the device and the icon will change to "Cloud" mark.

When the content of the book has not been downloaded to the device

When the content of a book has not been downloaded to the device, the cloud icon will appear in the upper right corner of the book.
When you tap the storage icon, the content will be downloaded to your device and the icon will change to storage.

If you open the book in this state, the cover image of the section will not be displayed.
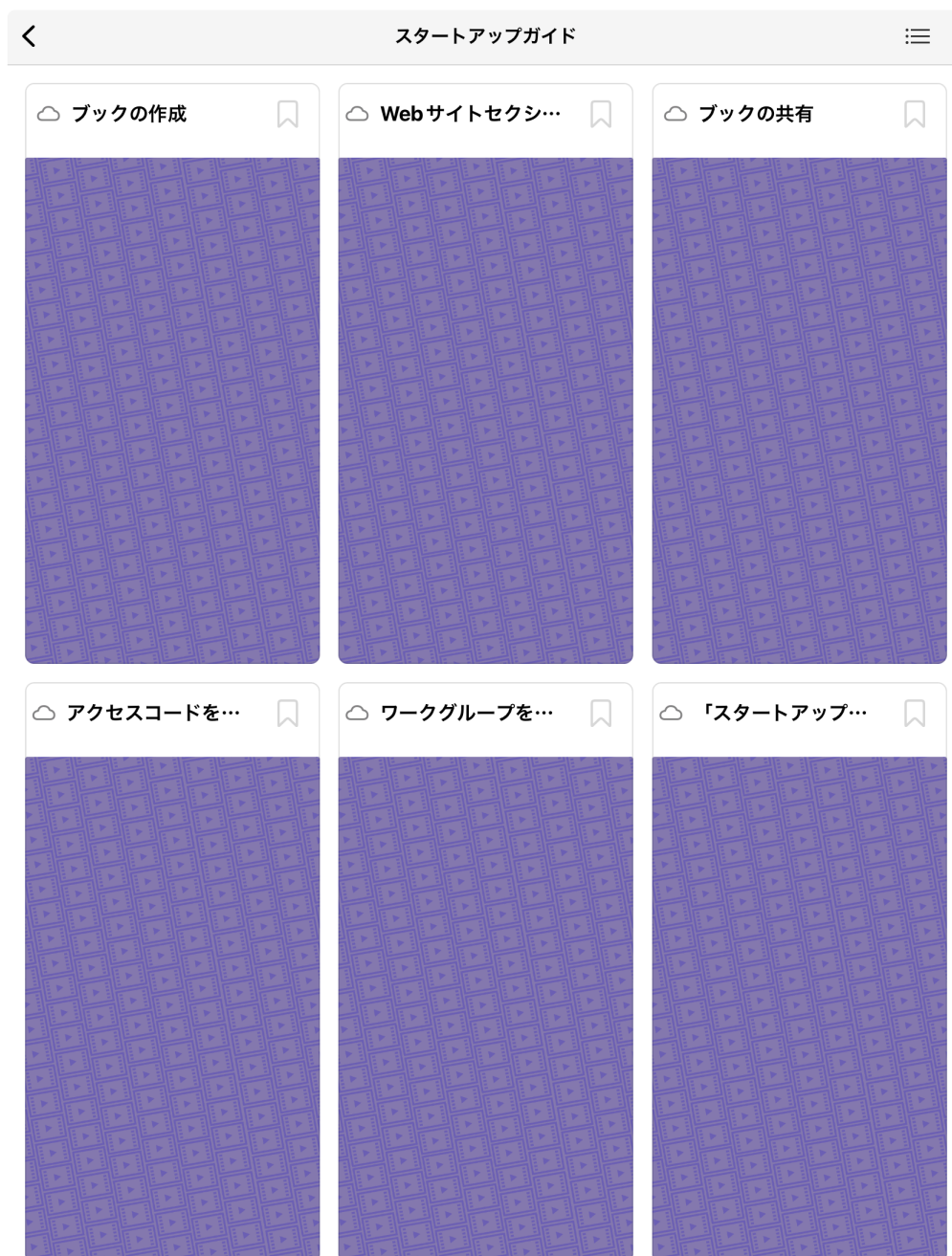
When you open a section, the content needed at that time will be downloaded and the section will be displayed.
After a section has been downloaded and displayed once, when you return to the book list and display the section list again, the thumbnail of that downloaded file will be displayed.

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2.4.1.5. Auto Play

Autoplay is a feature that allows full-screen automatic playback of photos and videos in a book's content, just like digital signage.

When you open a book, the Autoplay button appears and tap it to display the settings panel.

Autoplay settings

Repeat playback

Turn on to repeat playback from the beginning when a photo or video is played to the end in autoplay. If off, it will return to the section list after the last playback.

Play image sections at the same time

Turn on to play all photos at the same time. If off, set playback time for each photo.

Playback time

When "Play image section at same time" is checked, the playback time is set the same for all photos. When off, set the playback time for each photo.

Select the section to play

Select the section where the content to be autoplayed will be played.

Playback

Press the Play button to start autoplay.
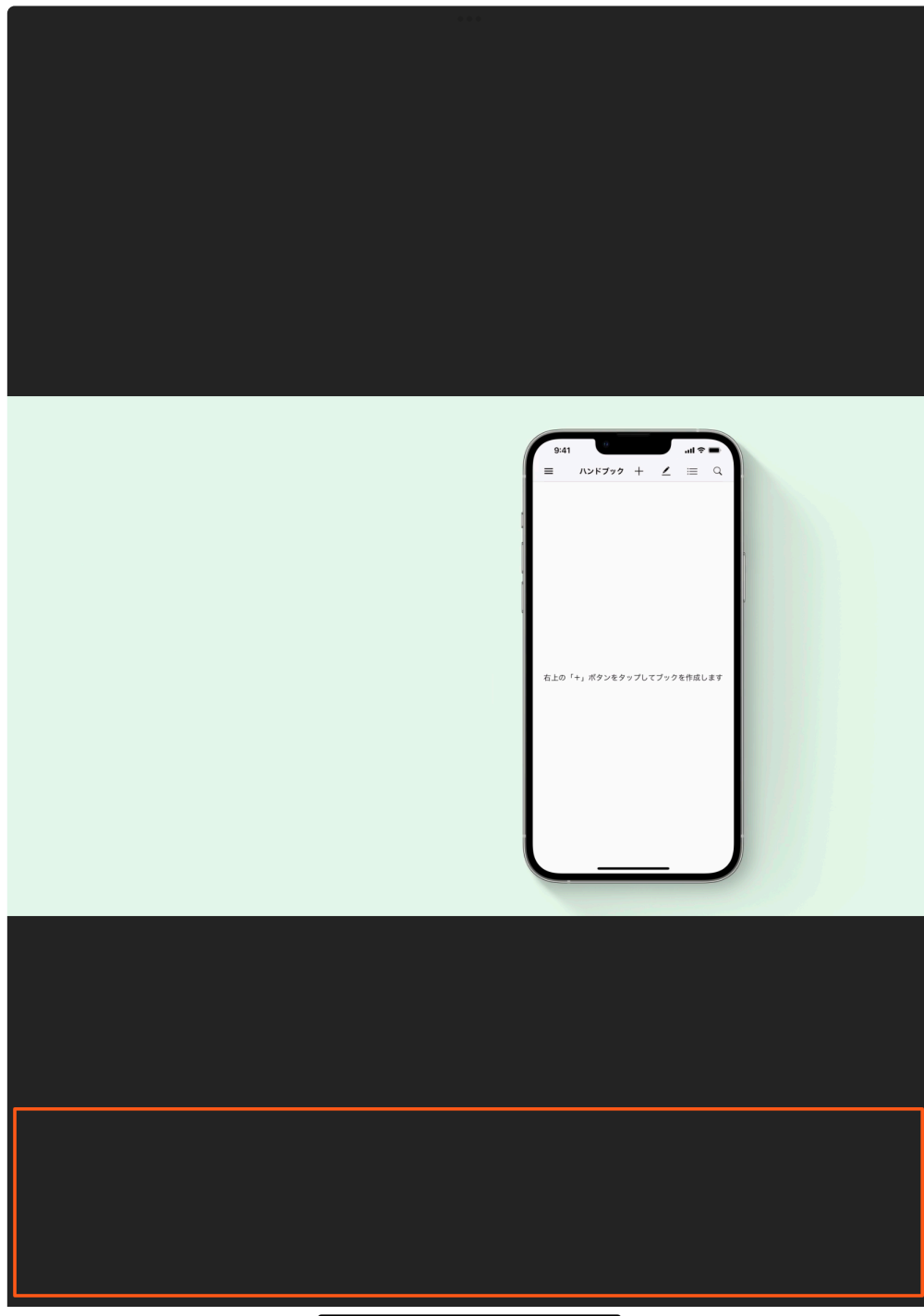
When autoplay starts, the screen will switch to full screen and playback will begin. To exit autoplay, triple-tap (three times) the bottom of the screen.

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2.4.2. Question Studio

The Questionnaire Studio screen will show the quiz/test you created and the book in survey format.

Questions

Questions manages questions for six exams and three surveys.
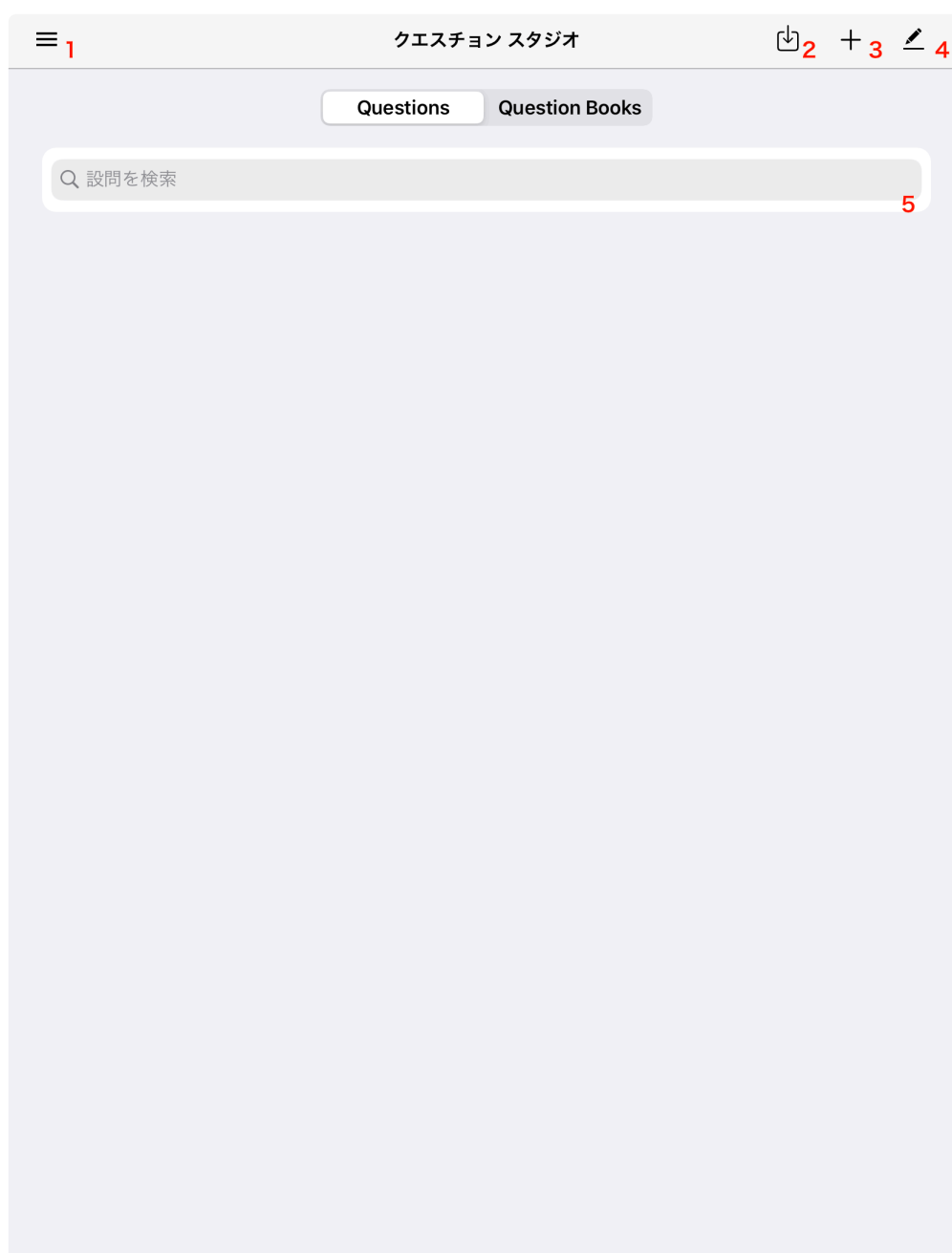
Button	Description

1	Display the menu!
2	Import questions from a file.
3	Create new questions is displayed.
4	Display the Questions operation menu.
5	Search for a question

h3.2 Importing questions from a file

To import questions, select a question book file (.hbx file) exported from a folder or, in the case of iOS/ iPad OS, from iCloud Drive.
The selected questions will be downloaded from the folder and loaded.

4. Operation menu for Questions

すべてを選択 6   選択なし   🗑7完了8

Questions   Question Books

🔍 設問を検索
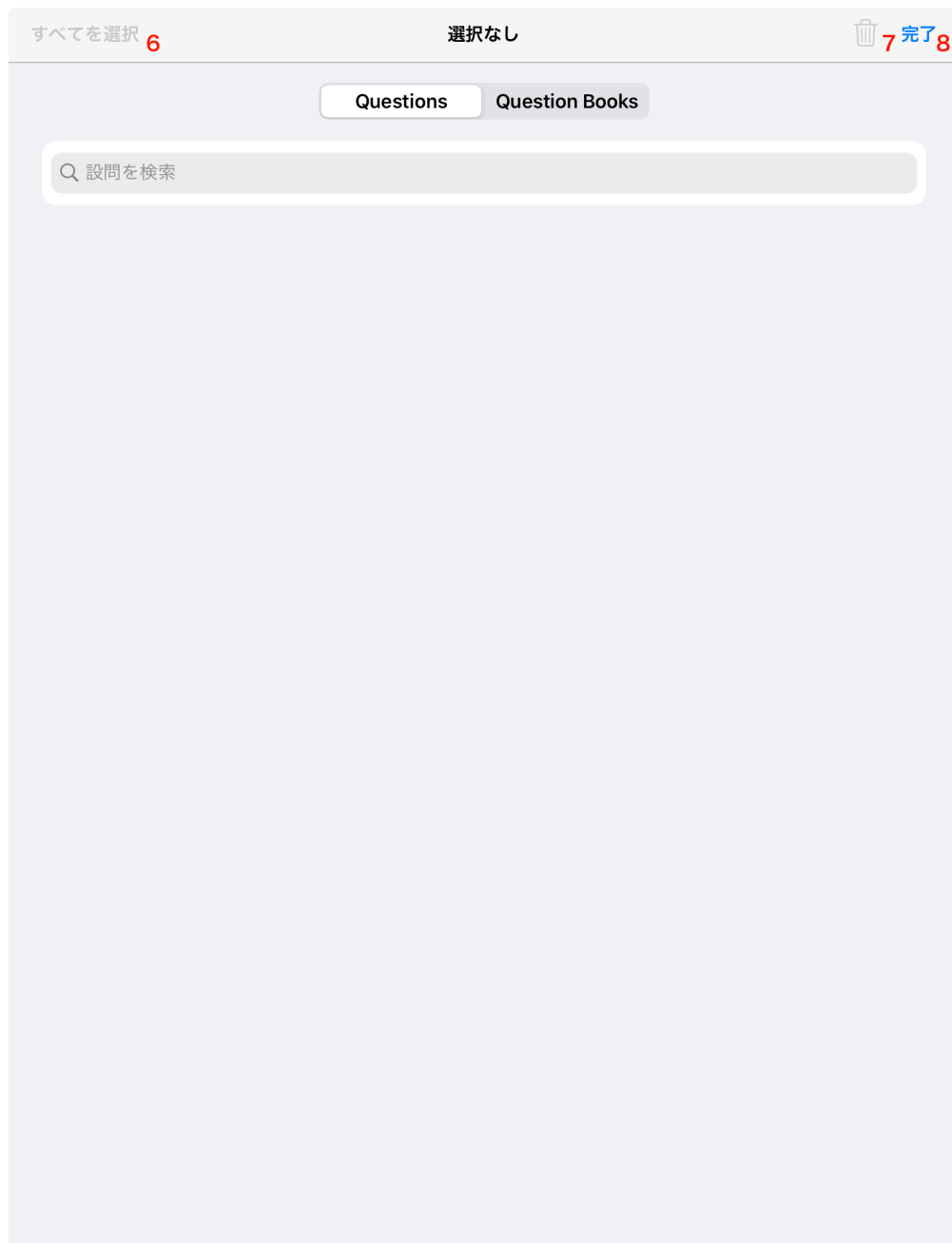
Tap the Operation Menu button to display the operation menu. h3. 5.

6. select all

All registered questions will be selected.

h3.7. delete

すべてを選択 6   選択なし   🗑7完了8

Delete the selected question book.

🔍 設問を検索

h3.8. Done

Exit the operation menu. h2.

Question Books

Question Books are created and published by combining questions created in Questions.
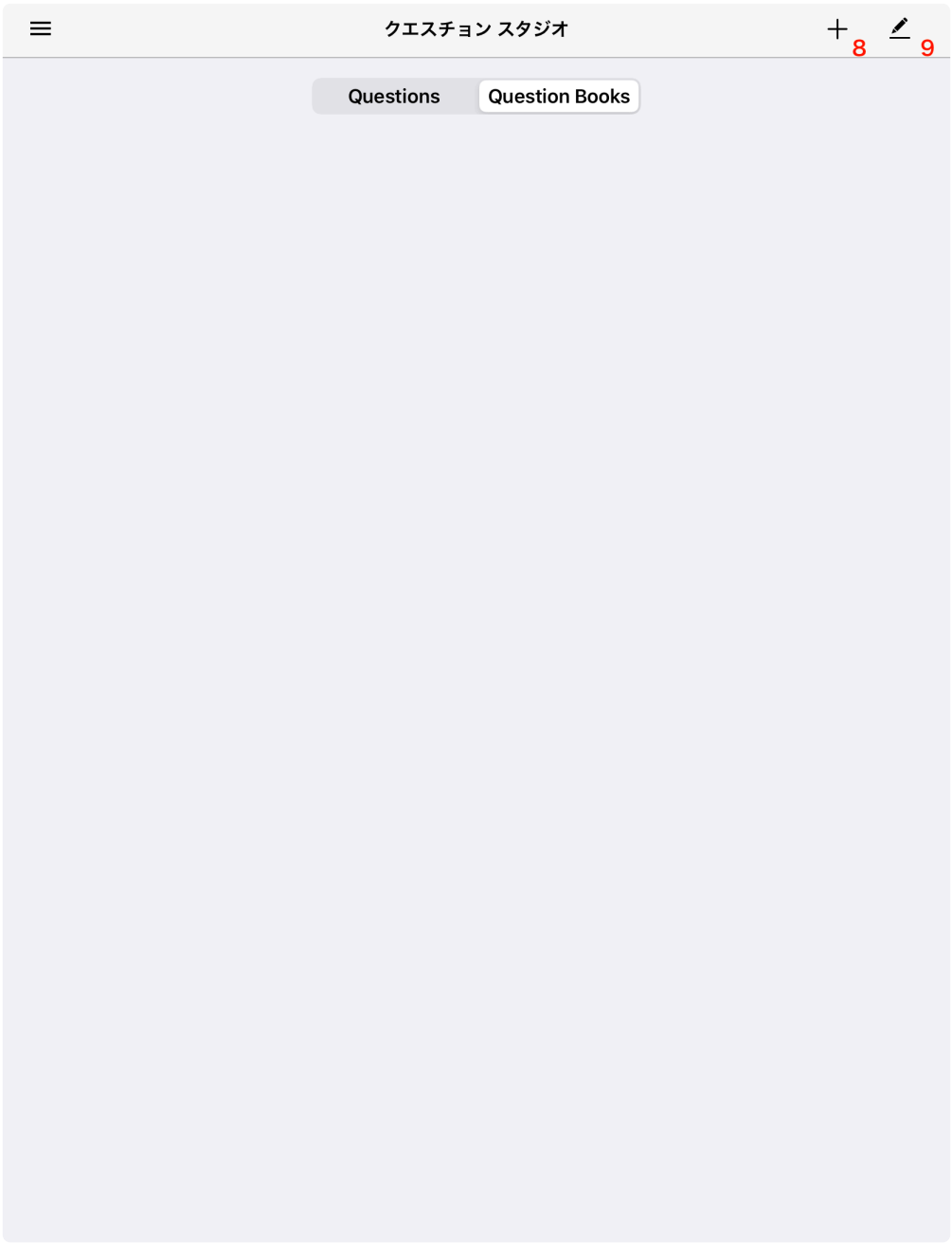
Button	Description
8	Create a new question book!
9	Display the Question Books operation menu.

9. Operation menu of Question Books

全選択解除	選択なし	完了
10		11

Questions   **Question Books**

公開 12	編集 13	複製 13	削除 14
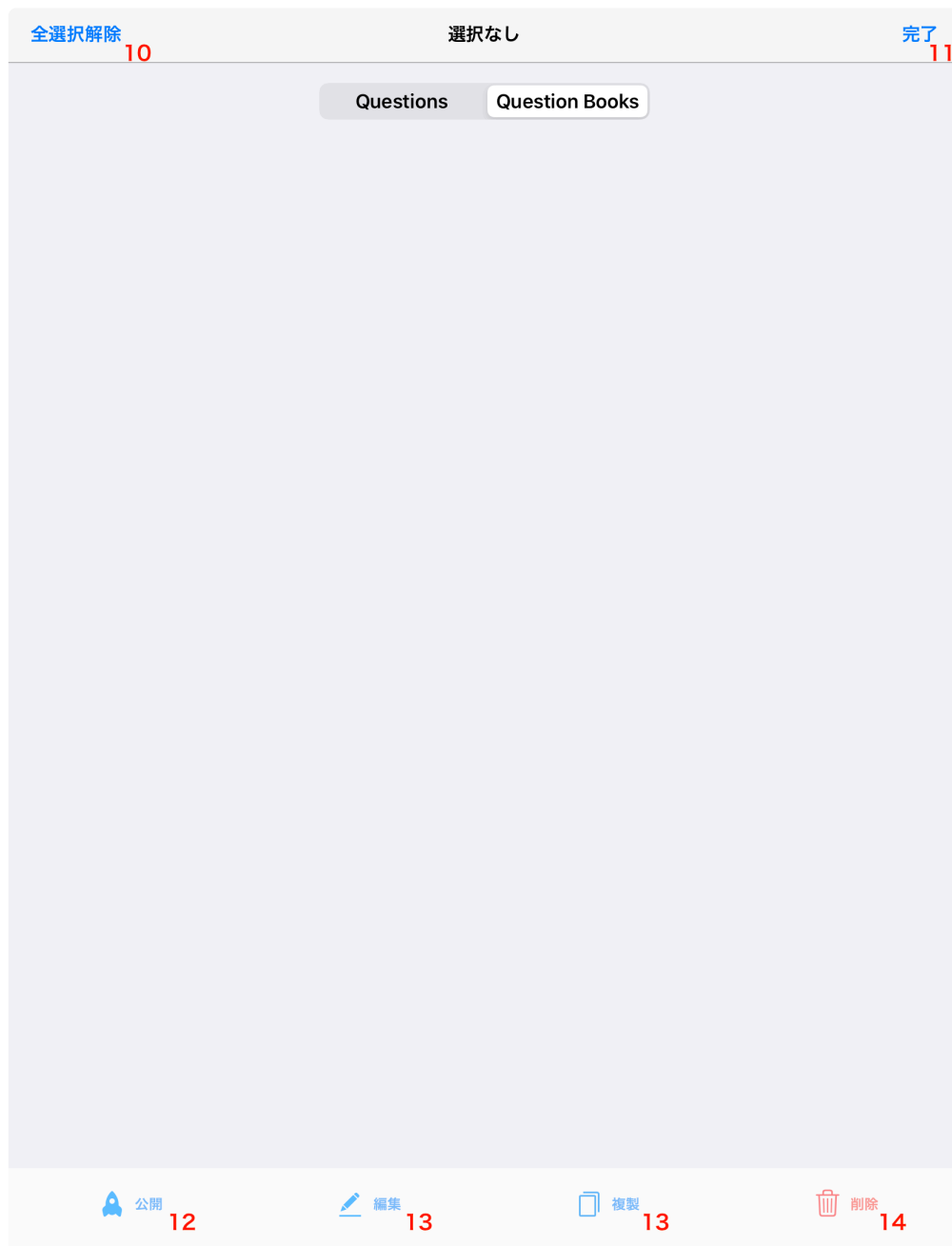
Tap the Operation Menu button to display the operation menu.

10. deselect all

Deselect all selected question books (test books and questionnaire books).

h3.11. Done

Exit the operation menu.

h3.12. open

The selected question book (test book or questionnaire book) will be published. The published question book will be displayed in handbook.

The sample exposes the "test of the exam" in the exam book and the "test of the questionnaire" in the questionnaire book.

13. editing

Change the title, description and image of the selected question book.

14. duplicate

Duplicates the selected question book. The duplicated question book will have a "copy of" at the end of the book name.

h3.15. delete

Deletes the selected question book.

2.4.2.1. Create Question

Create questions to be used in the question book.

There are two types of questions: *Exams*, which allow members to enter answers to questions and tally scores for correct answers, and *Questionnaires*, which allow members to enter answers to questions and modify them.

Creating a new test

You can choose from the following 6 types of exams

1. Fill-in-the-blank

Fill-in-the-blank type, in which a blank space is provided in the text of the question and the answer is the blank space.

1-1. Image

You can choose an image to specify for the question from a camera, photo album, or file.

1-2. Question

Enter a question text for the question. h4. 1-3.

1-3. Answer

Enter the answer to the question in the "Question" field. When you tap *Add Answer Field*, the first answer field will be inserted with ((1)) at the cursor position in the question text, which will become a blank field in the question text. If you add multiple answer fields, they will be numbered ((2)) ((3)) and inserted into the question text.

2. Sorting

This format changes the order of multiple answers to a question and rearranges them.

2-1. Image

You can select an image to specify for a question from a camera, photo album, or file.

2-2. Question

Enter a question text for the question. h4. 2-3.

2-3. Answer

Enter multiple answers to a question in the order of correct answers. Tap *Add Answer* to add an answer.

When the test is run, the order of the answers will be displayed randomly and you can rearrange them in the correct order.

3 Position Selection

Position selection selects multiple positions of the image in question as answers.

3-1. Image

You can select an image to specify for a question from a camera, photo album, or file.

3-2. Question

Enter a question text for the question. h4. 3-3.

3-3. Answer

The user can select an image from a camera, photo album, or file as an answer to the question.

3-4. Pin

Tap the image to create a pin and enter a title for the pin. If this pin is the correct answer, check *Correct Answer*.
If more than one pin is correct, the respondent must specify all the correct answers.

4. Connection

A connection format in which a line connects the left- and right-separated answers to a question.

4-1. Image

You can select an image to specify for the question from a camera, photo album, or file.

4-2. Question

Enter a question text for the question. h4. 4-3.

4-3. Answer

The answers are entered on the left and right side of the question. When the test is run, the order of the answers will be randomized, so connect them in the correct order on the left side and the right side.

5. Selection

A multiple choice format to select multiple answers to a question.

5-1. Image

You can select an image to specify for the question from a camera, photo album, or file.

5-2. Question

Enter a question text for the question. h4. 5-3.

5-3. Answer

Enter the correct answer to the question. You can change the order in which they are displayed.
If multiple answers are given as correct answers, the respondent must specify all correct answers.

6. Image selection

This is an image selection format that allows respondents to select from multiple images to answer a question.

6-1. Image

You can select an image from a camera, photo album, or file to be used for the question.

6-2. Question

Enter a question text for the question. h4. 6-3.

6-3. Answer

You can select an answer image from your camera, photo album, or file.
The images that are the correct answers will be checked. You can change the order in which the images are displayed.
If more than one answer is selected as the correct answer, the respondent must specify all the correct answers.

Create a new survey
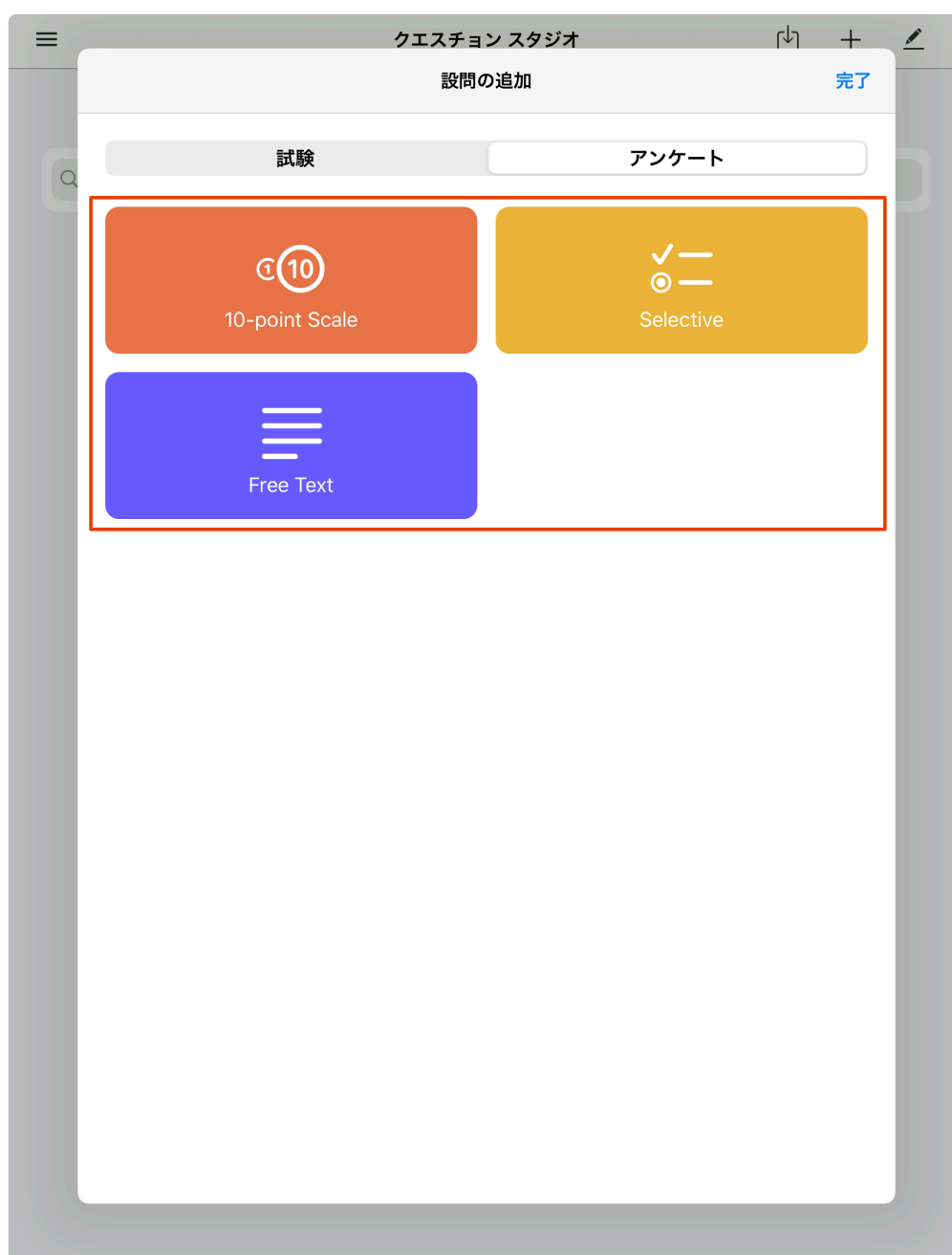
You can choose from the following three types of surveys

7. 10-point-Scale

A 10-point response format to a question.

7-1. Image

You can select an image for the question from a camera, photo album, or file. h4. 7-2.

7-2. Question

Enter a question. h4. 7-3.

7-3. Answer required

If you check *Require answer*, the answer will be required. The answer will be displayed as a slider with a scale of 1 to 10. h3. 8.

8. Selective

Selective response to the question.

8-1. Image

You can select an image for the question from a camera, photo album, or file. h4. 8-2.

8-2. Question

Enter a question. h4. 8-3.

8-3. Answer required

If you check the *Require answer* checkbox, the answer is required.

8-4. Type

Radio and DropDown allow only one answer to be selected, while Check allows multiple answers to be selected. h4. 8-5.

8-5. Answer

Enter a possible answer. h3. 9.

9. Free text

Answer format for the question.

9-1. Image

You can select an image for the question from a camera, photo album, or file. h4. 9-2.

9-2. Question

Enter a question. h4. 9-3.

9-3. Answer required

Check the *Require answers* checkbox to make the answers required. h2.

Created test and questionnaire

Your tests and questionnaires will be listed in the Questions section.

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2.4.2.2. Creat Question book

Create a question book.

Questions will be created by <u>here</u>, so please create questions first if they have not been created yet.

Create a new question book
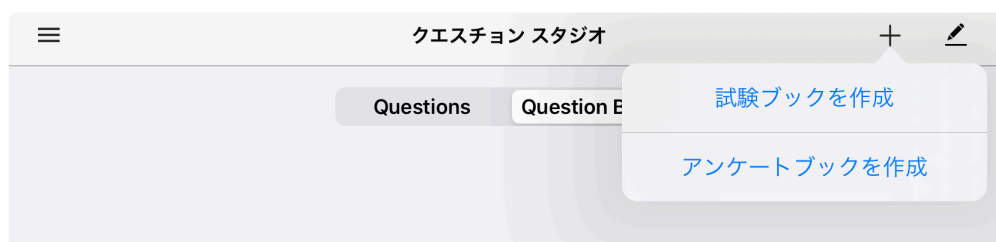
There are two types of question books to choose from: exam book and survey book.

Create a new test book !

For book cover, tap the image button to display the menu.

Camera takes an image with the camera.

Photo Album_ selects a photo from the photo

Title_ gives the title of the exam.

Time_ specifies how long the exam will take.

Allow only one test run_ is checked to allow a test book to be run only once for the same member.

Show test results_: If on, the results will be shown at the end of the test.

For example, let's create a book named "Test Exam".

Create a new survey book

For the book cover, tap the image button to display the menu.
Camera takes an image with the camera.
Photo Album_ allows you to select a photo from a photo album.

Title_ allows you to specify the title of the survey.
Time_ specifies how long the survey will take.
Allow survey to be run only once_ is checked to allow a survey book to be run only once for the same member.

For example, let's create a book named "Test Survey".

Test book

❮クエスチョン スタジオ   **[試験] 試験のテスト**   ⊕ 1   ✎ 2   ▶ 3

設問はありません

Button	Description
1	Adds a question to the test book.
2	Displays the menu for test book operations
3	Run the test book in preview

1 Add a question

クエスチョン スタジオ　　　　[試験] 試験のテスト

設問はありません

試験を追加　　　　全選択解除　保存

🔍 設問を検索

✓　　日本の国旗を選択してください

✓　　日本の祝日を選択してください

✓　　色の反対色を接続してください

✓　　イメージの山の中で富士山を選択してください

✓　　日本の祝日をカレンダーの順に並べてください。

✓　　1月1日は日本の祝日で((1))と言います。

Select the questions you want to add.

		[試験] 試験のテスト		⊕ ✎ ▶

1	🖼	日本の国旗を選択してください	10 点
2	☑	日本の祝日を選択してください	10 点
3	⫶⫶	色の反対色を接続してください	10 点
4	📌	イメージの山の中で富士山を選択してください	10 点
5	▤	日本の祝日をカレンダーの順に並べてください。	10 点
6	▱	1月1日は日本の祝日で((1))と言います。	10 点

合計点: 60 点

The added questions will appear in the exam book. h3. 2.

2. Operation menu of the test book

Tap the Operation Menu button to display the operation menu.

Sort

Change the order in which questions in the test book are displayed.

Delete

Delete questions in the test book.

Done

Save the sorting.

3 Preview Test Book Book

Tap the Preview button to display the test book.

＜ [試験] 試験のテスト   試験のテスト

試験

試験のテスト

時間:	設問数:	合計点:
10 分	**6**	**60**

試験開始

Tap *Start Test* to preview (test) the test book you have created!

‹   **試験のテスト**

試験: 1 / 6   配点: 10

日本の国旗を選択してください

☐

☐

☐
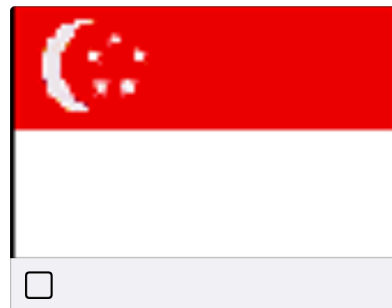
⊕ スキップ   ⊕ 次へ   ⊗ 終了

The sample test book shows the image selection format.
Tap *Skip* to move to the next question without answering.
Tap *Next* to move to the next question if it is not required.
Tap *Exit* to exit the survey book.

〈　　　　　　　　　　　　　　　試験のテスト

試験: 2 / 6　　　配点: 10

日本の祝日を選択してください

☐　1月1日

☐　7月7日

⊕ スキップ　　　　　　　→ 次へ　　　　　　　⊗ 終了

The selection format will then be displayed.

〈　　　　　　　　　　　　　　　試験のテスト

試験: 2 / 6　　　配点: 10

日本の祝日を選択してください

< 　　　　　　　　　　　　　　試験のテスト

試験: 3 / 6　　　配点: 10

色の反対色を接続してください

| 1 | 赤 |
| 2 | 黄 |

| A | 青緑 |
| B | 青紫 |

1　　　　　　　　　A

2　　　　　　　　　B

⊙ スキップ　　　　　　⊙ 次へ　　　　　　⊗ 終了

The connection format is then displayed.

< 　　　　　　　　　　　　試験のテスト

試験:　4 / 6　　　配点:　10

イメージの山の中で富士山を選択してください

A	1つ目
B	2つ目
C	3つ目

⊙ スキップ　　　　　⊙ 次へ　　　　　⊗ 終了

The position selection format is then displayed.

‹ 　　　　　　　　　　試験のテスト

試験: 5 / 6　　　配点: 10

日本の祝日をカレンダーの順に並べてください。

元旦	☰
敬老の日	☰
子供の日	☰

⊙ スキップ　　　　　　⊙ 次へ　　　　　　⊗ 終了

Then the sort format is displayed.

試験: 5 / 6　　　配点: 10

日本の祝日をカレンダーの順に並べてください。

〈   試験のテスト

試験: **6 / 6**   配点: **10**

1月1日は日本の祝日で

| (1) |

と言います。

⊘ **スキップ**   → 次へ   ⊗ **終了**

Finally, the fill-in-the-blank format will be displayed.

Publishing the exam book

To publish the exam book, see Publishing Question Books

Questionnaire book

試験のテスト

試験: **6 / 6**   配点: **10**
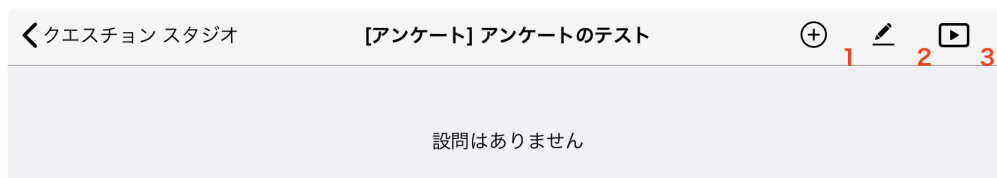
|_. Button |_. Description | | 1 | Adds a question to a survey bookbook. | | 2 | Displays the menu of operations for the survey bookbook. | | 3 | Run a preview of the survey bookbook. |

h3.1 Add a question

Select the questions you want to add.
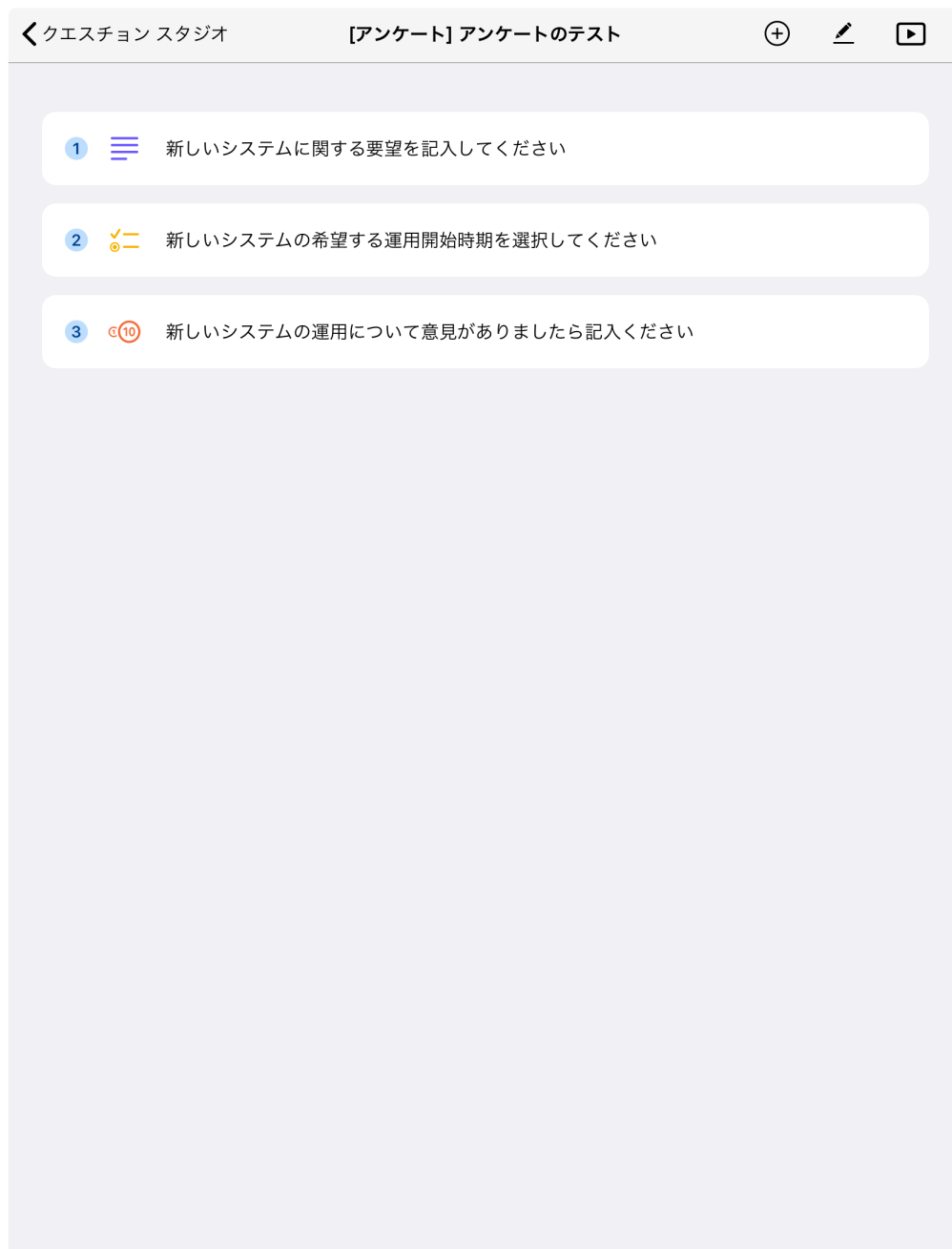
The added questions will be displayed in the answerbook. h3. 2.

2. Operation menu of the questionnaire book

Tap the Operation Menu button to display the operation menu.

Sort

Change the order in which questions in the test book are displayed.

Delete

Deletes questions registered in the survey book.

Done

Saves the sorting.

3. Preview of the survey book

Tap the preview button to display the survey book.

❮ [アンケート] アンケートのテスト　　　　アンケートのテスト

アンケート

アンケートのテスト

時間:

10 分

設問数:

3

アンケート開始

Tap *Start Survey* to preview (test) the created survey book!

< アンケートのテスト

アンケート: 1 / 3

新しいシステムに関する要望を記入してください

⊕ スキップ   ⊕ 次へ   ⊗ 終了

The sample survey book will show you how to answer the questions.
Tap *Skip* to move to the next question without answering.
Tap *Next* to move to the next question if it is not required.
Tap *Exit* to exit the survey book.

アンケート: 1 / 3

新しいシステムに関する要望を記入してください

アンケートのテスト

アンケート: **2 / 3**

新しいシステムの希望する運用開始時期を選択してください

○ 1ヶ月以内

○ 3ヶ月以内

⊙ **スキップ**   ⊙ 次へ   ⊗ **終了**

Tap *End* to exit the survey book.

〈 **アンケートのテスト**

アンケート: **3 / 3**

新しいシステムの運用について意見がありましたら記入ください

1が最小、10最大

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

⊙ スキップ   ⊙ 次へ   ⊗ 終了

Finally, the 10-level response format for the question is displayed.

Publishing the survey book

To publish the survey book, see Publishing Question Books!

Revision: 5 — Last modified: 22 June 2022

2.4.3. Bookmark

The bookmarks screen allows you to manage the bookmarks you have registered in the book section.

filter bookmarks

You can filter the registered bookmarks by color.

Selecting *All* will display all registered bookmarks, but selecting a color will display only bookmarks of the specified color.

delete bookmark

To delete a bookmark, swipe left to right on the bookmark to delete it, or tap *Delete All*.

Revision: 2 — Last modified: 22 June 2022

2.4.4. Workgroup
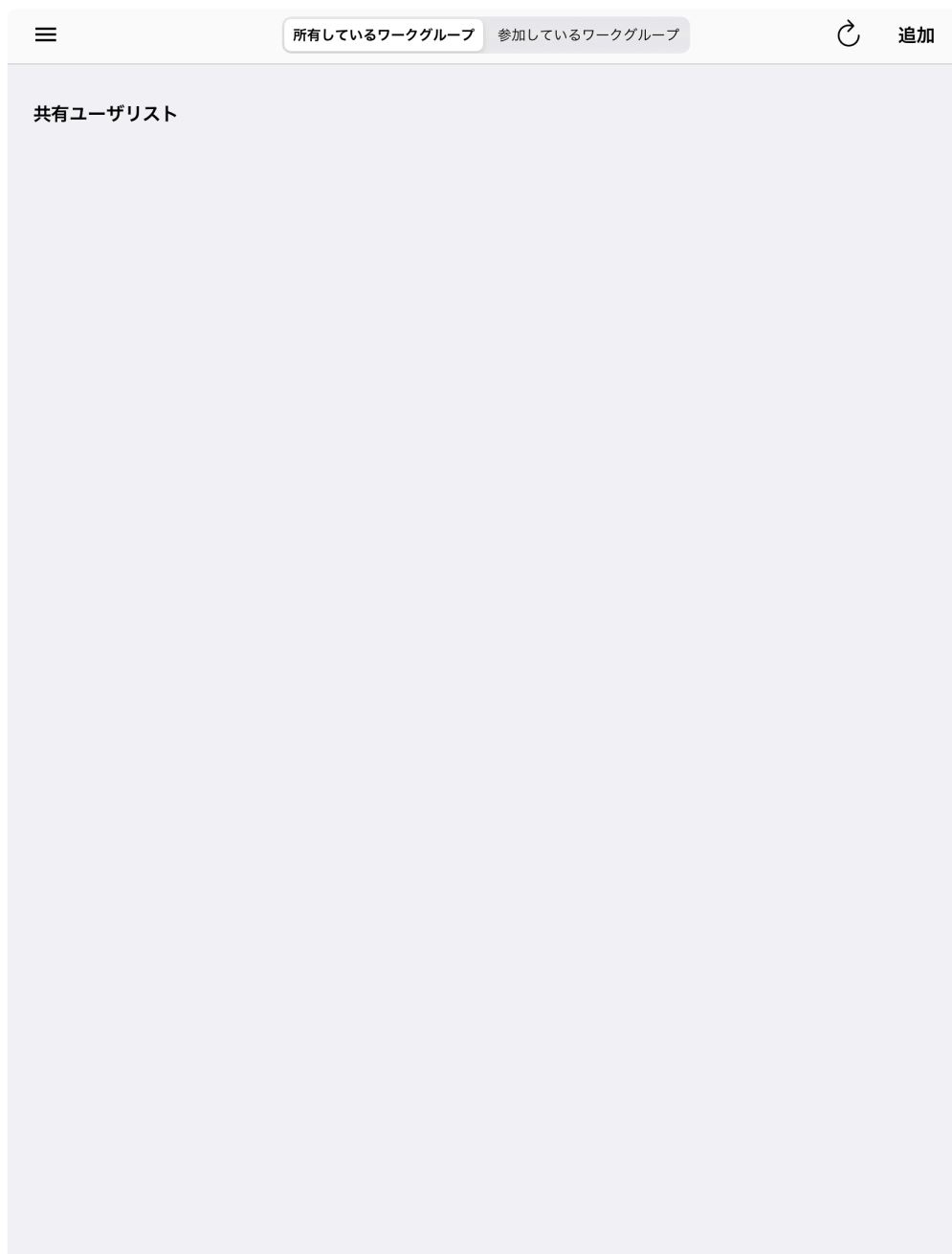
The workgroup screen allows you to manage the workgroups with which you have shared the books you have created and the workgroups with which the books have been shared.

owned workgroups

Owned workgroup":#createdworkgroup is a workgroup you created to share a book.

shared user list

The shared user list will be a list of members who have shared by specifying an account without creating a workgroup, or by access code.

You can grant sharing privileges to shared members from the following three options.

Sharing privileges	Description
Shared-authority administrator	shared-authority administrator can change the authority setting.
With sharing privileges	You can share a book because you have sharing privileges.
No sharing privileges	Cannot share a book because you do not have sharing privileges.

If you want to stop sharing a book that has been shared to a member, tap the Delete button to delete the member. h3.

workgroups you are a member of

Joined workgroup":#joinedworkgroup is a workgroup to share books created by other members in which you are a member.

Revision: 2 — Last modified: 22 June 2022

2.4.4.1. Owned Workgroup

You must be a member of the Service Type Hadbook X workgroup to create a workgroup.
You can upgrade from *Free* to *Workgroup Participant* by clicking <u>here</u>.

Create a workgroup

Invite workgroup

Tap the *Add* button to create a workgroup.

Workgroups of *Invite type* are workgroups that require an invitation from the owner.
Enter a workgroup name to create it. In the sample, we create it as "Invite workgroup".
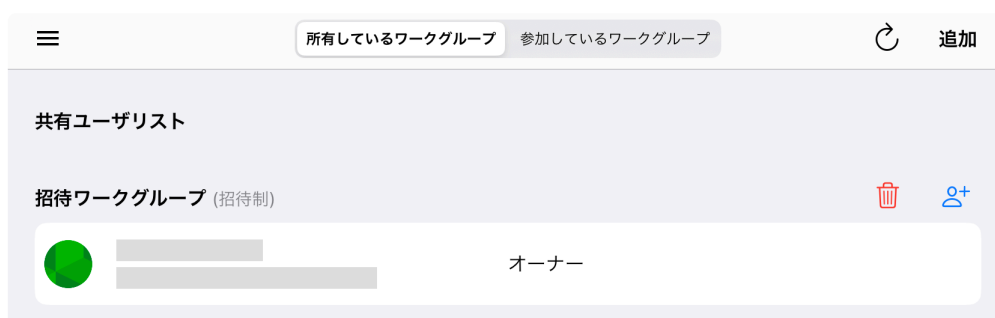
When the "Invite Workgroup" workgroup is created, it will appear in the list.
Tap the *Delete* button to delete the workgroup.
Tap the *Add member* button to add a member to the workgroup.

Add "taro@asteria.com" member in the sample.
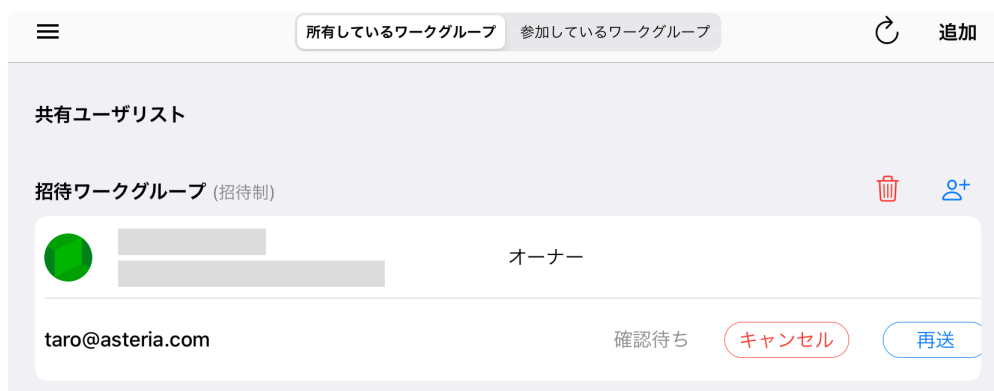
When you add a member, you will wait for confirmation. The member will receive an email invitation, and the invited member must accept the invitation by referring to here!
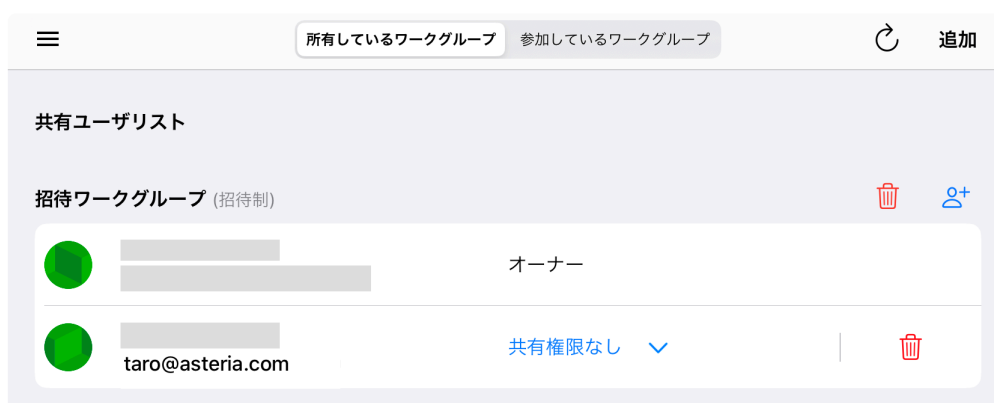
Tap the Delete button to delete the members registered in the workgroup.

Join workgroup

Tap the *Add* button to create a workgroup.

A workgroup of type "Join" can be joined by any member who knows the QR code.
Enter a workgroup name to create it. If you turn on auto-approval, members can join without the owner's approval.
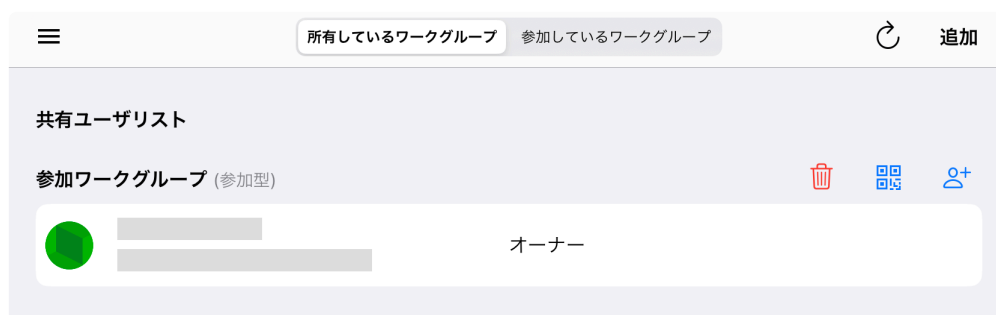
When a "Join workgroup" workgroup is created, it will appear in the list.
Tap the *Delete* button to delete the workgroup.

Tap the *QR* button to display the QR so that members can scan the QR code to join the workgroup.

Tap the *Add member* button to add a member to the workgroup.
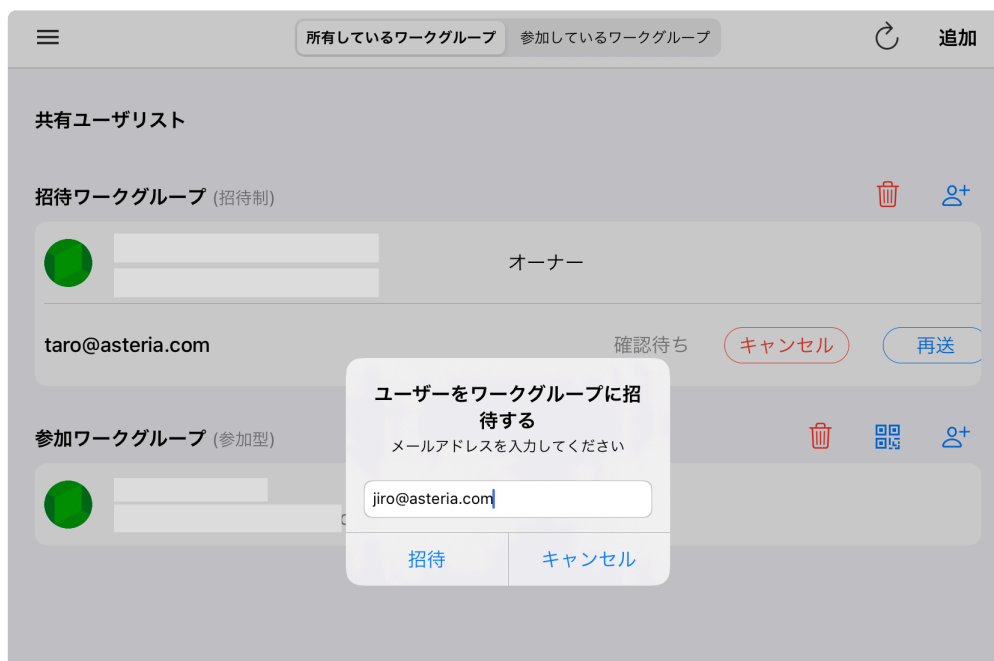
Add a member "jiro@asteria.com" in the sample.
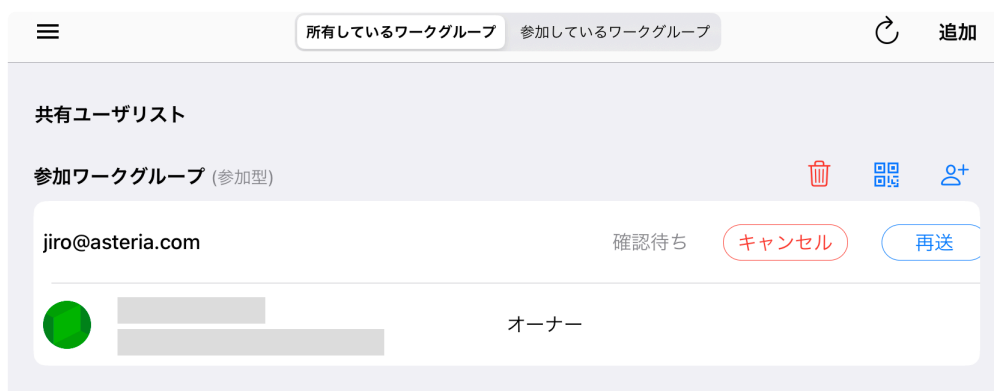
When you add a member, you will wait for confirmation. The member will receive an email invitation, and the invited member must accept the invitation by referring to here!
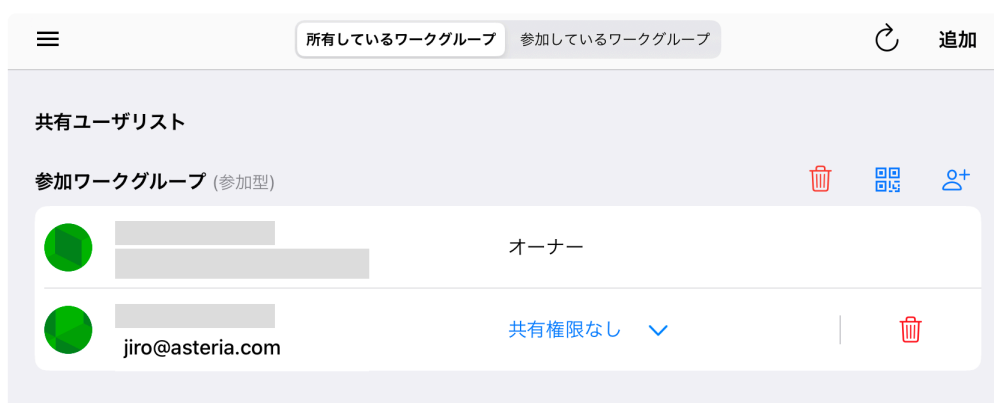
Tap the Delete button to delete the members registered in the workgroup.

Revision: 2 — Last modified: 22 June 2022

2.4.4.2. Joined Workgroup

Accept a book shared by a member/workgroup

When a book is shared to a member/workgroup by another member, you will receive an email invitation and the invitation will appear in the *joined workgroups*.
Accept the invitation.
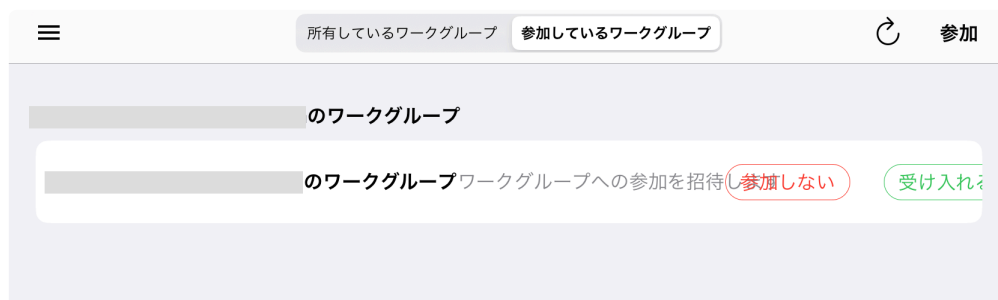
If a book is shared to a member/workgroup, open Workgroups and tap *Accept* from the *workgroups you refer to*.

An invitation code entry panel will appear, enter the invitation code from the email you received. Then the handbook will show you the shared book.
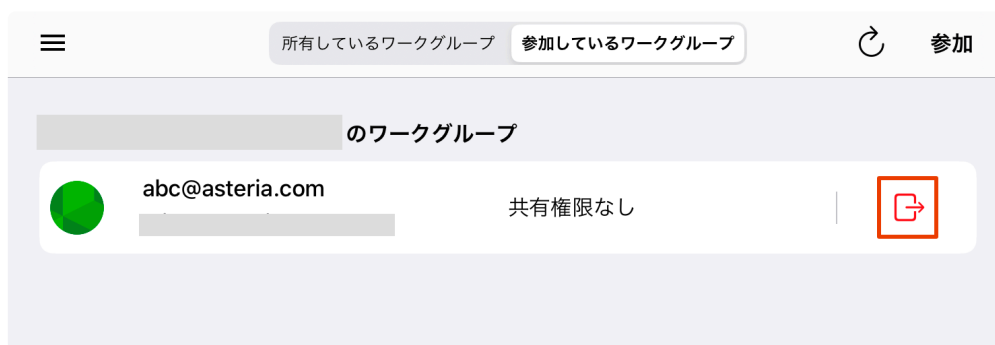
To stop sharing a shared book, tap the *Unshare* button to leave the workgroup you have joined.

Join a workgroup and accept shared books

Tap the *Join* button and enter the *workgroup URL* or scan the *QR code* to join the workgroup.

Revision: 1 — Last modified: 22 June 2022

2.4.5. Sharing book

☰	共有	+
ブック	メンバー/グループ	

On the Share screen, you can manage the members/workgroups with whom you have shared the created book.

Share a book
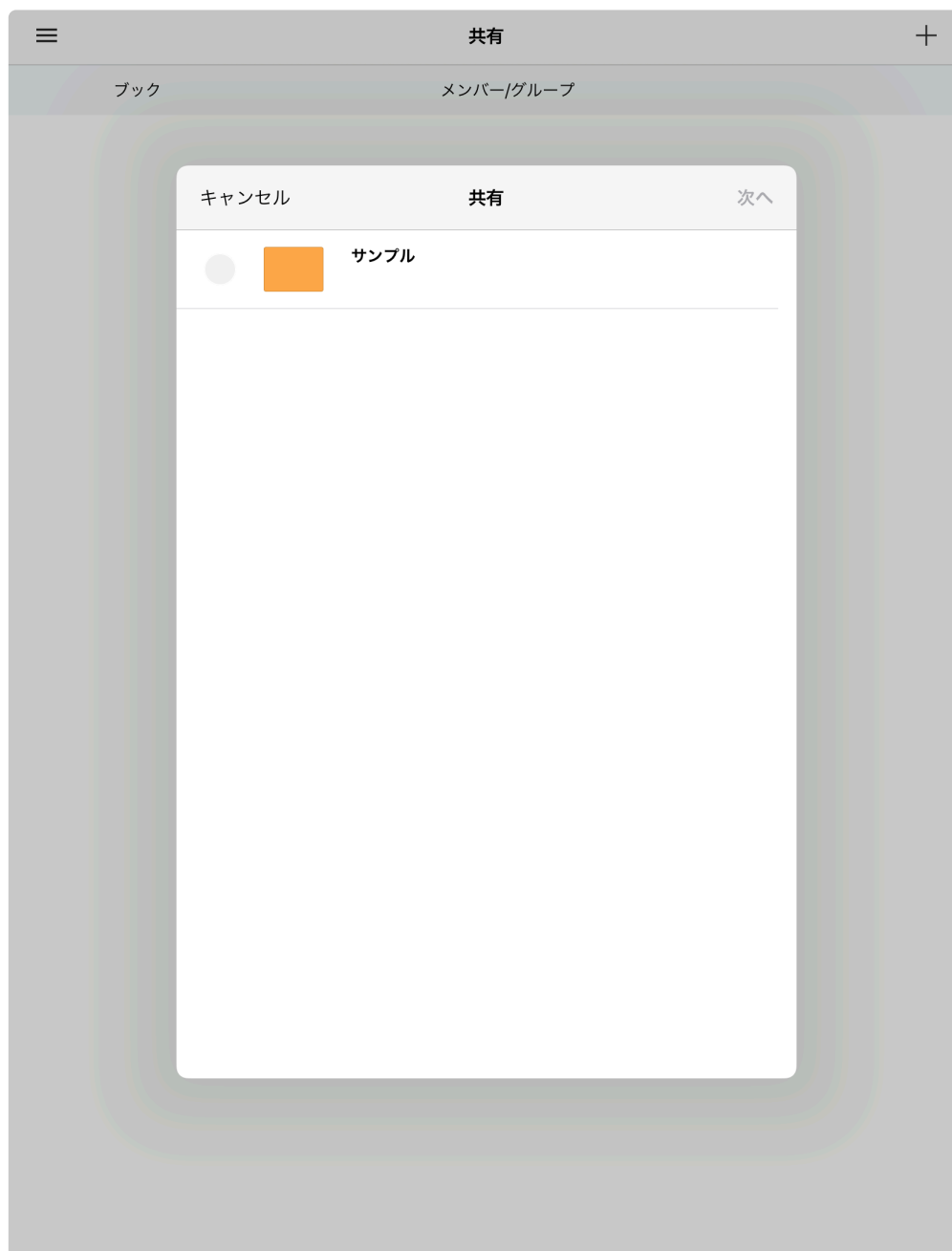
＋ Tap the + button to display the sharing panel.

Selecting a book to share
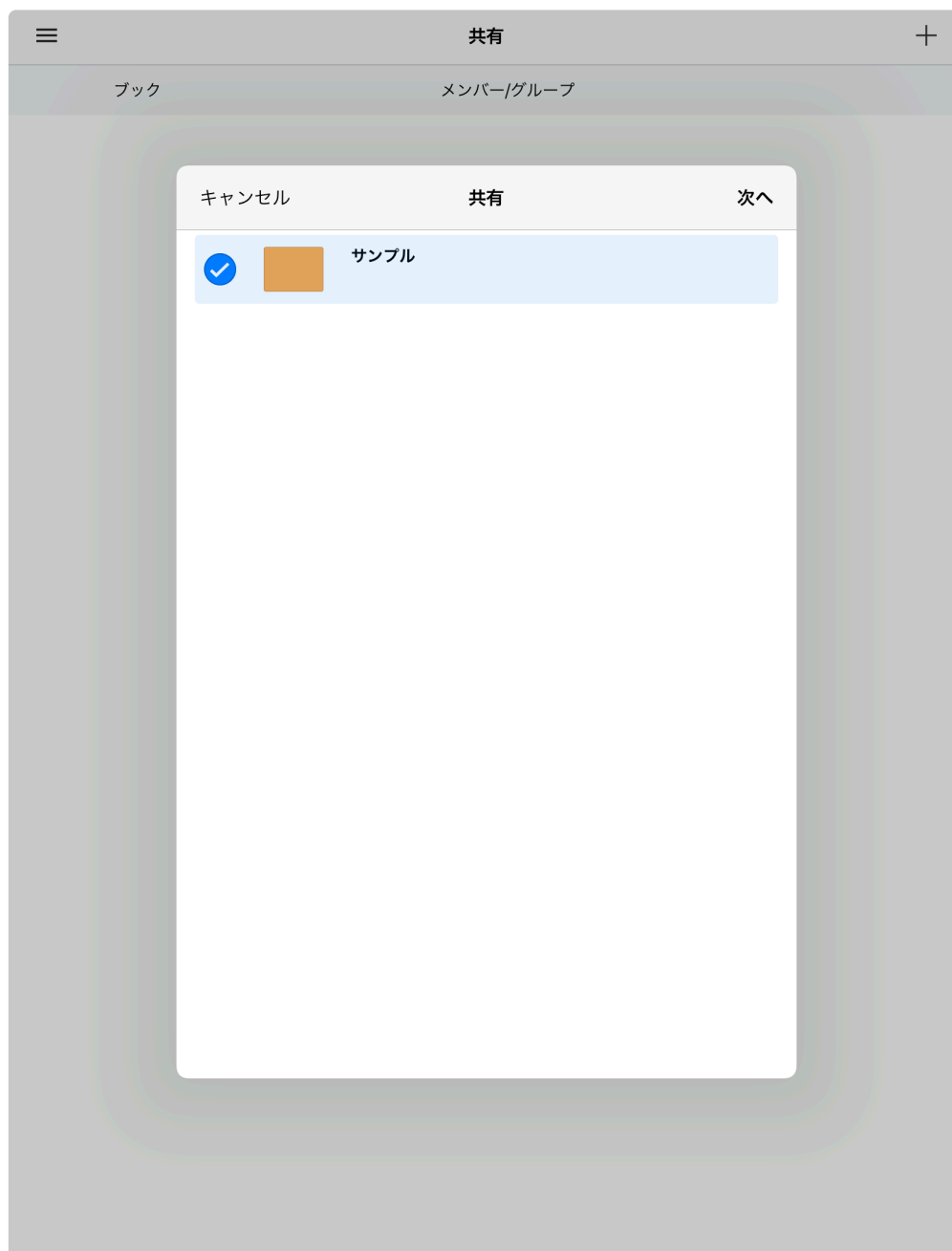
Select the books to share. You can also share multiple books at once.

Select the book to share

You can choose to share a book either by specifying members or workgroups, or by specifying an access code and sharing it with everyone who knows that access code.

Share by specifying a user or workgroup

Tap the *Add* button.

You can either enter the member's account or select a workgroup if the workgroup you are creating does not exist.
See here for instructions on how to create a workgroup.

Select permissions from Browse Only, Edit Permission, or Duplicate Permission for the shared members of the workgroup.

Specify the member/workgroup you want to share and tap the *Add* button.

To specify a sharing deadline, turn on *Share End Date and Time* and specify a date and time for the start and end of sharing.

*If the sharing end date/time is exceeded, the book will no longer be visible to the sharers.

Tap the *Done* button to share the book. To unshare, delete the share in the [workgroup](#), in the shared user list for members or in the workgroup name for workgroups.

An *invitation code* will be sent to the share recipient via email. Check your email at the share destination.

Share with access code

Turn on *access code*.

キャンセル	共有	完了

メンバー/グループ

追加

アクセスコード 🟢

新しいコードの生成 　　　　　　　　　アクセスコードの選択

アクセスコードの入力で閲覧できます 　　👁 　✏️ 　📋

アクセスコードでの配布範囲： 　　　　　　設定なし

共有終了日時

公開期間を編集をしたい場合は、Handbok Basicをアップグレードして、期間を編集することができます。.

To share by access code, generate a new access code or select a previously generated access code. Choose permissions from Browse only, Edit allowed, or Duplicate allowed for shared members of the book.

Tap *Download QR Code Image* to download the QR code as an image file.

You can select *Unrestricted* for the distribution range of the access code, or you can also select a workgroup if you have created one.

Tap the *Done* button to share the book.
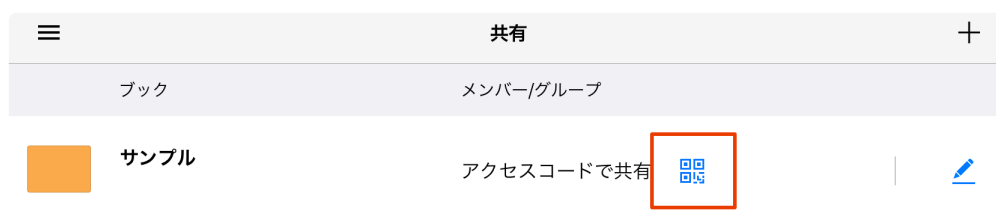
Tap the *QR Code* button on the shared book to display the QR code.

Operation on the member with whom the book was shared

Accepting a book shared by a member/workgroup

The book shared by a member/workgroup will be shown as an invitation to share in the *joined workgroup* of workgroup, so please refer to here. Please refer to here.

Accept books shared with access codes

The book shared by the access code is shared by reading the QR code from *Read QR Code* in New Book.

Revision: 5 — Last modified: 22 June 2022

2.4.6. Access Code

The access code screen manages registered access codes.

Access codes registered by scanning QR codes in the handbook screen are also displayed here.

Registering access codes

Tap Add Access Code and enter an access code.

The added access code will be displayed in the list.

Delete access code

Slide the access code you wish to delete from right to left.

Once the access code is deleted, the associated book will no longer be displayed.

Revision: 2 — Last modified: 22 June 2022

2.4.7. Settings

The Settings screen allows you to change the settings of the Handbook X application.

Book cover

Enable *Display author's name on book cover* to display the author's name on the shared book.

Behavior when viewing PDFs

Specify the direction to scroll the PDF in portrait/landscape with __scroll direction_.

video recording

Enable *Compress Video* to compress the recorded video and save it in a smaller file size.
Specify the quality of video compression in Low/Medium/High under *Video Quality*.

Revision: 2 — Last modified: 22 June 2022

2.4.8. Upgrade

現在のサービスタイプ : "フリー"	完了

Handbook X ワークグループ

ブロンズ ∨

Handbook Xで利用できるディスクサイズ	**30 GB**
ホームワークグループ以外の招待制ワークグループの作成	**最大 1 ワークグループ**
招待制のワークグループに招待できるユーザーの数	**15 ユーザー**
参加型ワークグループの作成	**最大 1 ワークグループ**
1つの参加可能なワークグループに収容できる最大ユーザー数	**100 ユーザー**
Web UIの利用	✓

今すぐアップグレード: ¥3,000 / 月

Handbook X パーソナル

ブロンズ ∨

Handbook Xで利用できるディスクサイズ	**5 GB**
共有できるブック数	**最大 5 ブック**
招待制のワークグループへの参加	✓
参加型ワークグループに参加できるユーザー数	**最大 1 ワークグループ**

今すぐアップグレード: ¥300 / 月

The Upgrade screen allows you to upgrade your account.

Select the service type *Handbook X Workgroup* or *Workgroup Participants* and use in-app payment.

Handbook X Workgroups

This service type allows you to create invitation-only or participation-only workgroups and use the WebUI.

Workgroup participant

This service type allows users to participate in invitation-only and participation-only workgroups. Up to 10 books can be shared.

2.4.9. Feedback

Please enter and submit your comments, requests, or problems with this product to help us improve it in the future.

Revision: 1 — Last modified: 22 June 2022

2.4.10. About Handbook X
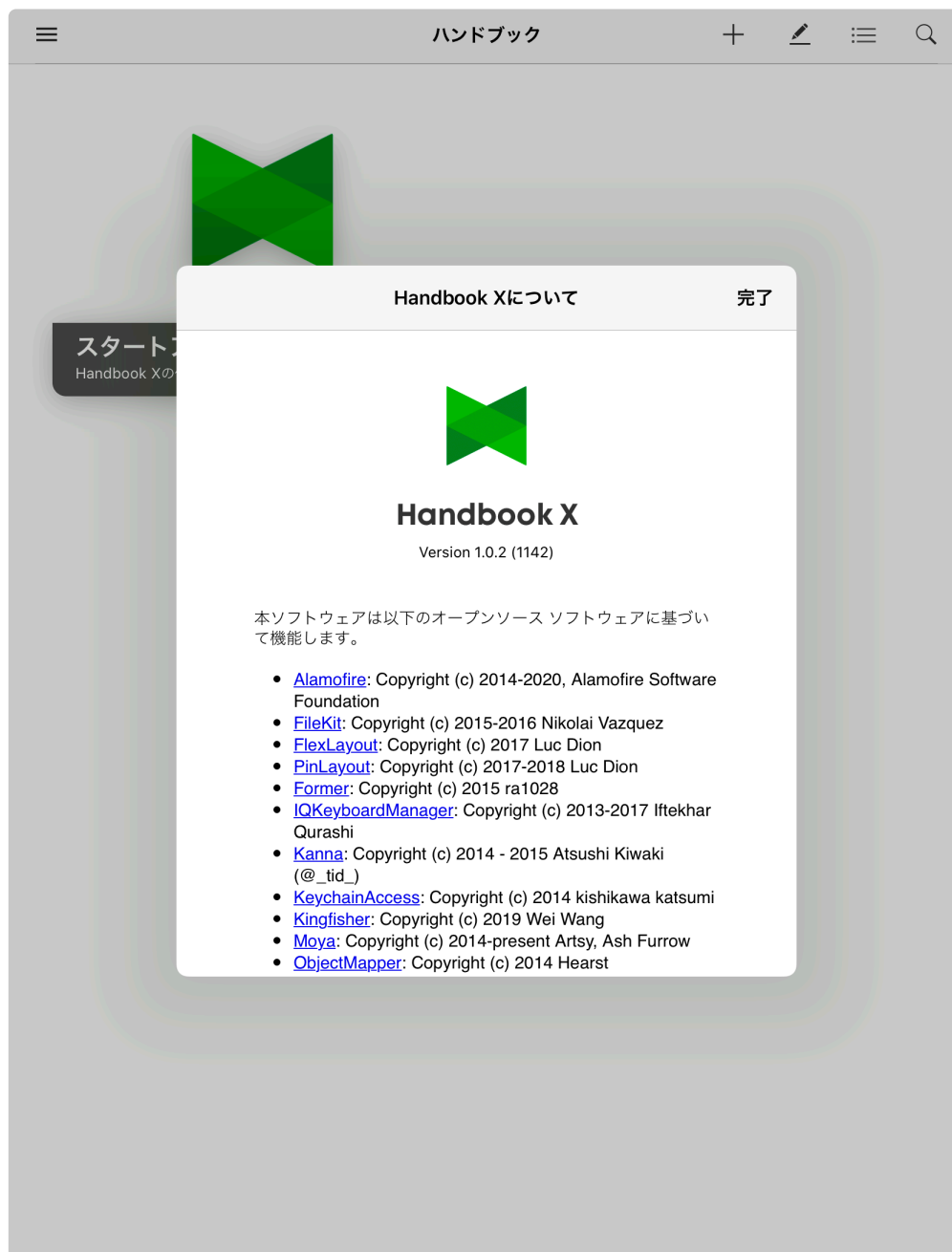
The About Handbook X screen shows the version number of the Handbook X application.

Revision: 1 — Last modified: 22 June 2022

2.5. Account Profile
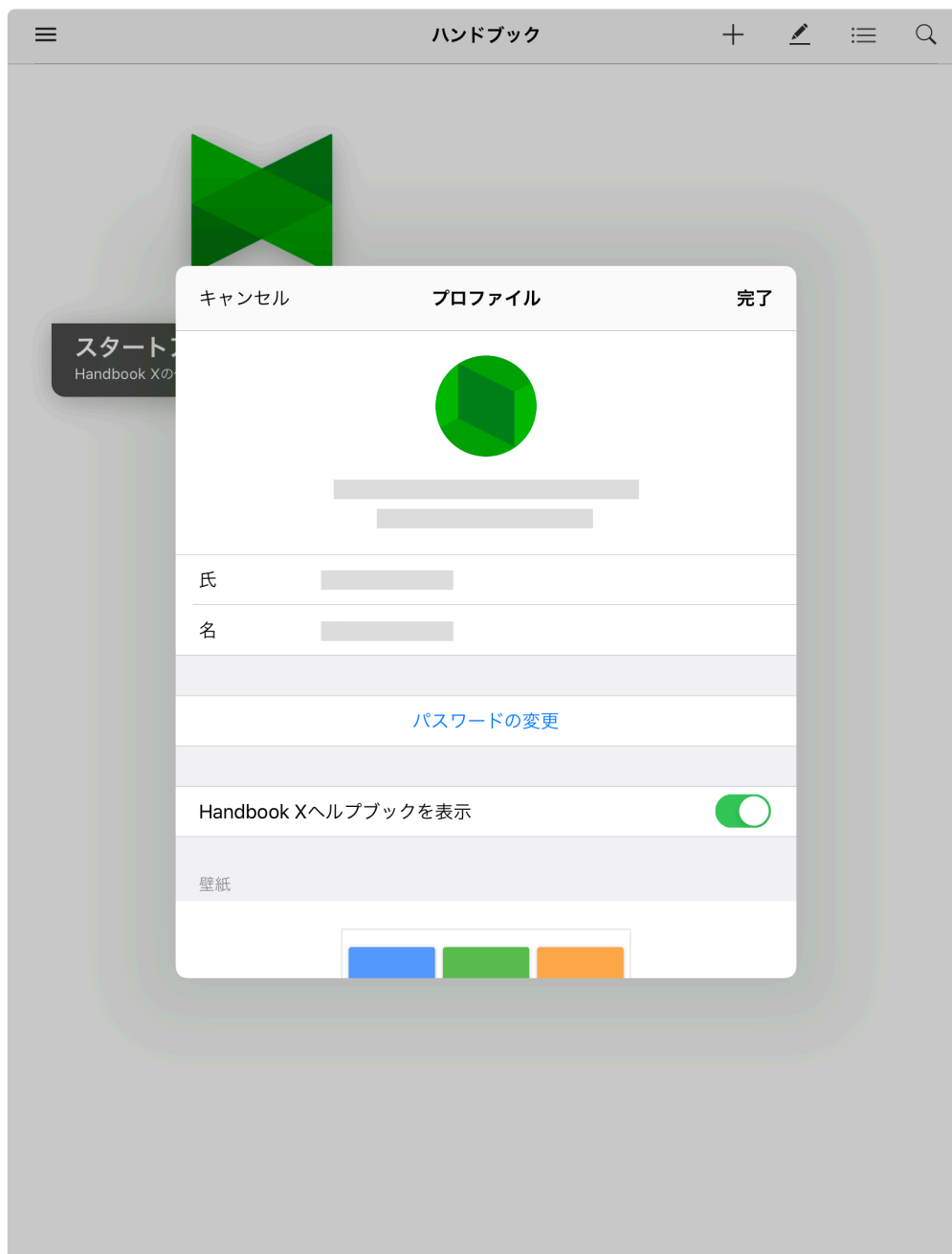
The profile screen allows you to manage your icon image, name, password, help book and wallpaper.

Icon image

When you upload an icon image, you can change it by taking a picture from the camera or selecting from Photo or iCloud.

Name

You can change your name.

Change password

You can change your password by tapping *Change Password* and entering your current password and a new password.

Display Handbook X Help Book

You can change the display of the standard Handbook X Help Book on the Handbook screen.

Wallpaper

You can change the wallpaper by selecting one of the following options: Don't use wallpaper, Take a picture from camera, Select from Photo or iCloud, or Use default wallpaper.

Revision: 1 — Last modified: 22 June 2022

2.6. Switch account

The account screen allows you to manage the accounts you are logged into.

accounts

If you are logged in with multiple accounts, select the active account you wish to use.

logout

Log out of the active account you are using.

delete Handbook X service account

Pressing this button will delete the books for the account you are currently using and delete the account you were using for Handbook X service.
Please note that all books and accounts will be deleted if executed carelessly.

Revision: 1 — Last modified: 22 June 2022

3. Web UI

In this section, you will find a list of
https://my.handbookx.com
This section describes the functionality of the Web UI at
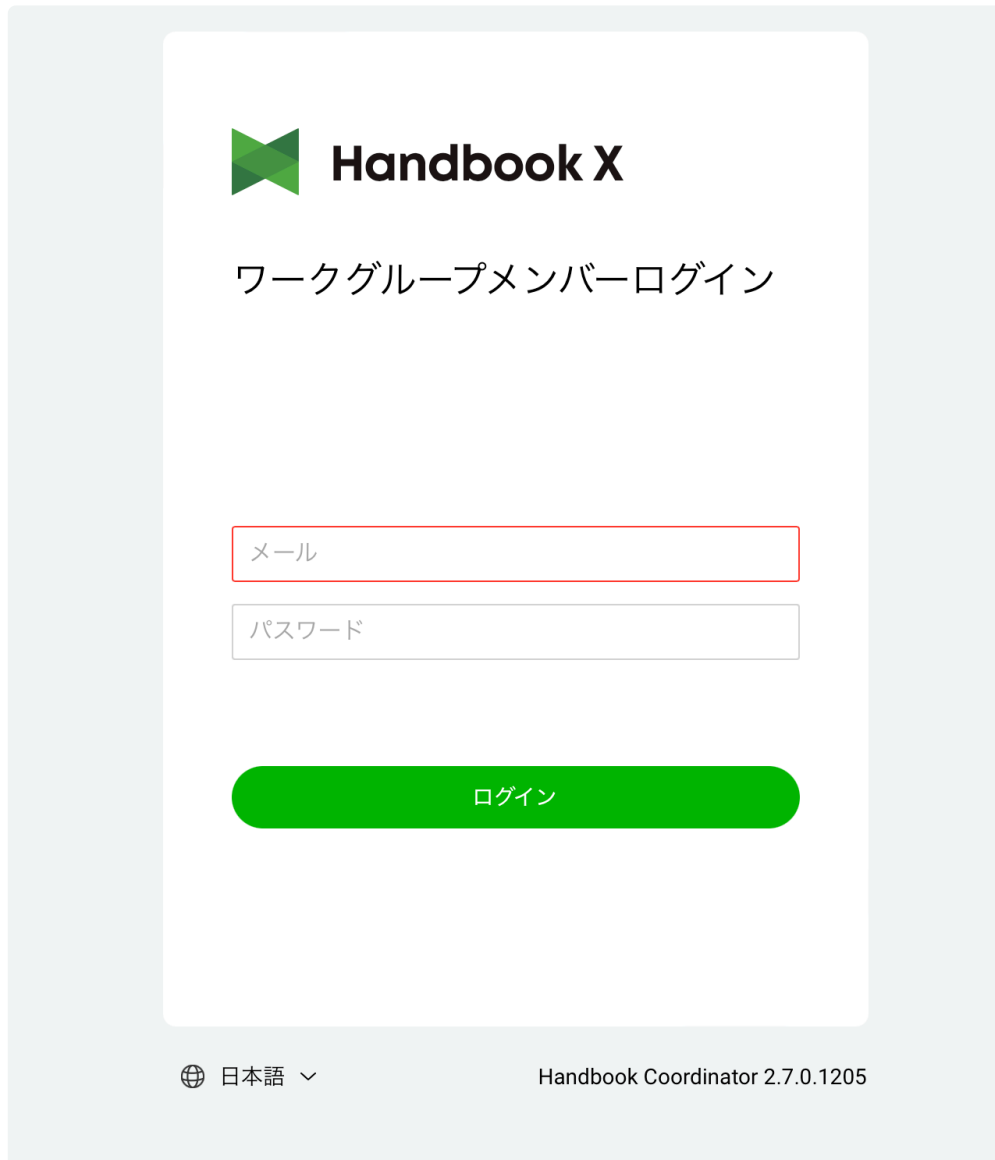
The Web UI is available to those whose service type is *Workgroup*.

Revision: 1 — Last modified: 22 June 2022

3.1. Web Login

Handbook X

ワークグループメンバーログイン

メール

パスワード

ログイン

🌐 日本語 ⌄   Handbook Coordinator 2.7.0.1205

To use the Web UI, open https://my.handbookx.com.

To login, enter your Handbook X account username and password.

Revision: 1 — Last modified: 22 June 2022

3.2. Statistics

Statistical data

Function	Description
1	Books you own, invitation-only/participation-only workgroups.
2	Book Information
3	Access Trends
4	Section Access Trends
5	Recently updated books

h3.1 Books owned, invitation-only/participation workgroups

Toggle between owned books and invitation-only/participation-only workgroups. h3.2.

2. Book information

Displays the number of saved books, survey and test books, and the number of sections saved in a book.

3. Access trends

Displays the number of accesses per book, switching between daily and monthly.

4. Section access trend

Displays the number of accesses per section, switching between daily and monthly.

5. Recently updated books

Recently updated books are displayed.

試験結果		更新日時: 2022/02/22 02:29:32 更新 6
試験ブック	受験者数	平均点
1	1	60.00
2	2	0.00
3	1	0.00
4	2	58.33
5	1	66.67

ブックサイズ 7

761.82 MB

ブック名	サイズ
2	571.37 MB
3	59.62 MB
4	53.46 MB
5	34.94 MB
6	26.68 MB
7	26.34 MB
8	15.00 MB
9	7.31 MB

利用しているOS (バージョン) 8

33%	33%	33%
Android	iPadOS	iOS

Android バージョン割合

android 30 - 33 %

メンバー/グループ 9

1 / 3 | 0

👤 管理者   👥 グループ

Function	Description
6	Examination Results
7	Book Size
8	OS used
9	Members/Groups

6. Test results

A list of test results executed by members is displayed.

7. Book size

Displays the size of each of the registered books.

8. OS used

The OS percentage of the device used by the member is displayed.

9. Members/Groups

Shows the number of registered members and groups.

Revision: 4 — Last modified: 22 June 2022

3.3. Workgroup

Ownership Workgroup

<u>Owned</u> is the workgroup you created yourself to share your book.

Button	Description
1	Owned/join button
2	Workgroup List
3	Add button
4	Permissions button
5	Delete Button

1 Own/Join button

This button allows you to switch between Owned : the workgroup with which you shared the book you created and Joined : the workgroup with which the book was shared.

2. Workgroup list

Select the group you want to operate from the shared user rest and the workgroups you have created. h3.3.3.

3. Add button

Click on the *Add button* to open the panel for adding a workgroup.

Function	Description
1	Workgroup Type
2	Automatic Approval
3	Workgroup Name

Workgroups of *Invite Type* are workgroups that require an invitation from the owner.
A workgroup of *Participation Type* is a workgroup that any member who knows the QR code can join.
If the *Auto-Approval* option is turned on for a *Participate* workgroup, members can join without owner approval.

Select the *Workgroup Type*, enter the *Workgroup Name*, and click the *Add Button* to save.

4 Permissions button

You can grant sharing permissions to the members you are sharing with from the following three options.

Sharing privileges	Description
Shared Authority Administrator	The administrator of the shared authority can change the authority settings.
With sharing privileges	You can share a book because you have sharing privileges.
No sharing privileges	Cannot share books because you do not have sharing privileges

5 Delete button

Clicking the *Delete button* will delete the member registered in the workgroup.
It removes the member's participation in the workgroup, but does not delete the member.

Invitation system

Function	Description
1	Delete Workgroup Button
2	Invite button
3	Import button
4	Export button
5	Add Member button
6	Cancel Invite button
7	Resend invitation button
8	Authorize button
9	Delete button

1 Delete Workgroup Button

Clicking the *Delete Workgroup button* will delete the workgroup.
Members participating in the workgroup will not be deleted.
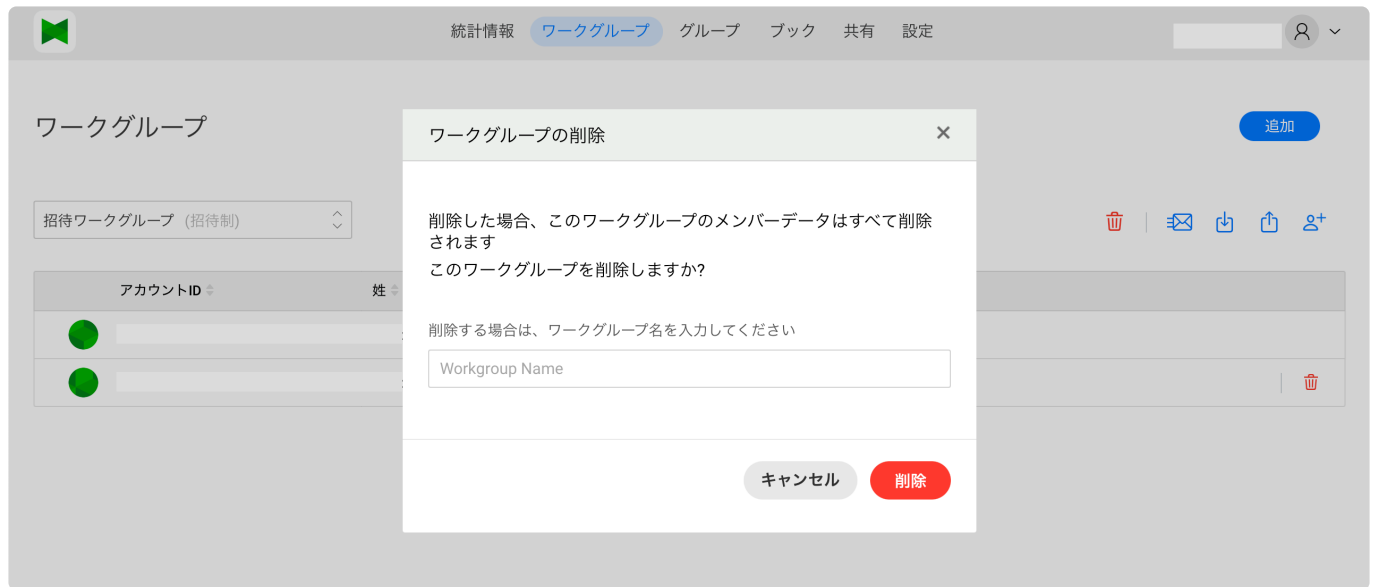
2. Invite button

Sends an invitation e-mail to the members who have joined the workgroup.
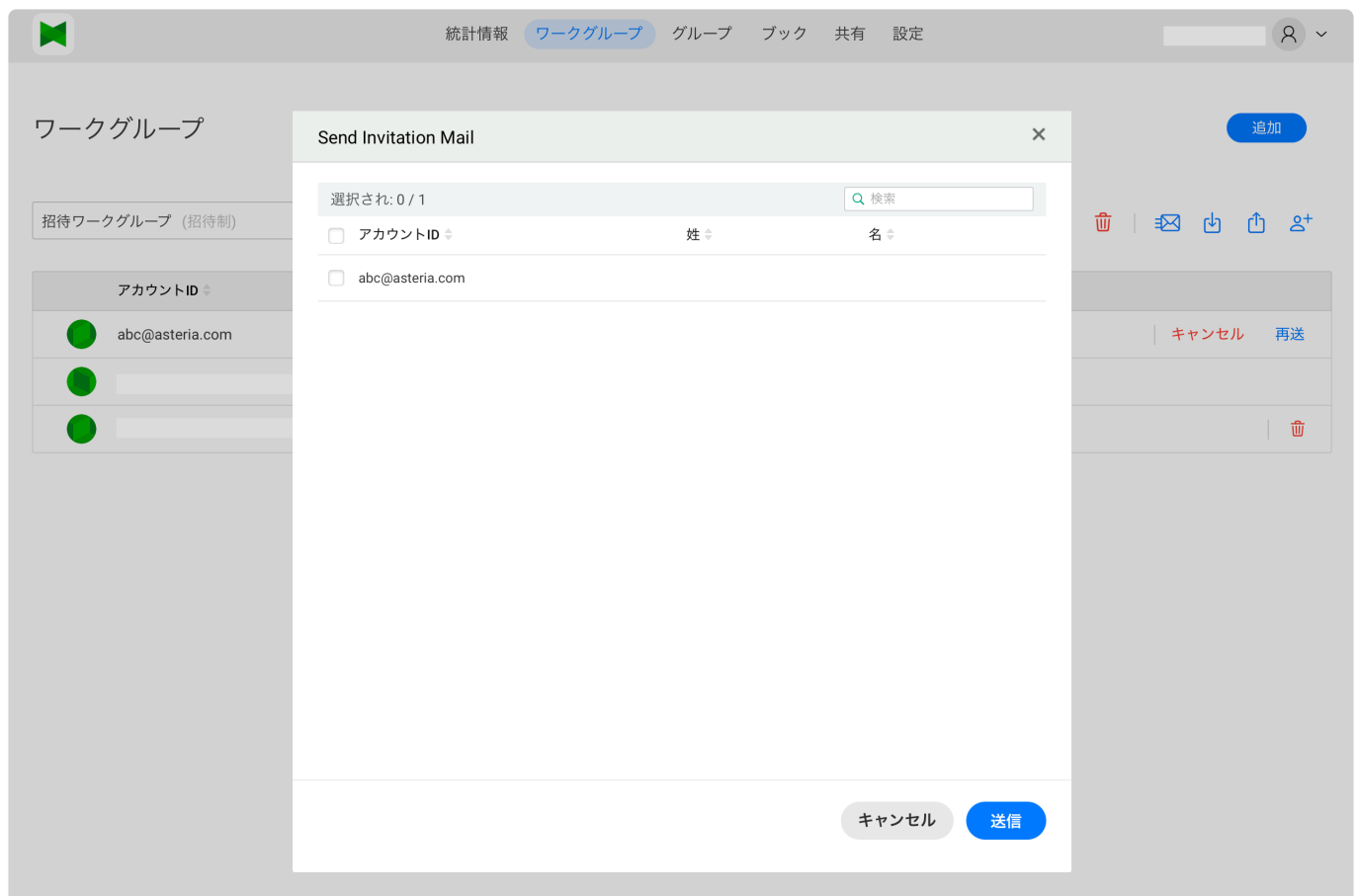
3. Import button

Imports the members to be joined to the workgroup in csv.

The csv should be a file in the following format.

Field	Description	Value
Mailaddress	Email address	
Firstname	Firstname	
Lastname	Lastname	
Role	Permissions	none (no sharing privileges), sharer (with sharing privileges), admin (shared privileges administrator), owner
State	State	disabled, inviting, expired, accepted, rejected
OrganizationGroup	Organization Group	

If the account exists, the value is overwritten; if it does not exist, a new account is created.
When adding a new account, the state is disabled.
When overwriting an existing account, the state will remain the same if it is accepted or inviting, but other values will be changed to disabled.
If the state is accepted, verification of the email address is complete.
*If an account is registered in multiple organization groups, only Mailaddress and OrganizationGroup are specified for the second and subsequent accounts.
Example CSV)

```
Mailaddress, Firstname, Lastname, Role, State, OrganizationGroup
info@handbookx.com,John,Handbook,none,accepted,Developer
info@handbookx.com,,,,,Sales
```

For dedicated server users

If you are using a dedicated server, you can add a Password column after the OrganizationGroup field and set a pre-prepared password for the relevant user account.
In this case, the state should be set to accepted. (If not set to accepted, an invitation process is required.
p.

4 Export button

Export the members participating in the workgroup in csv.
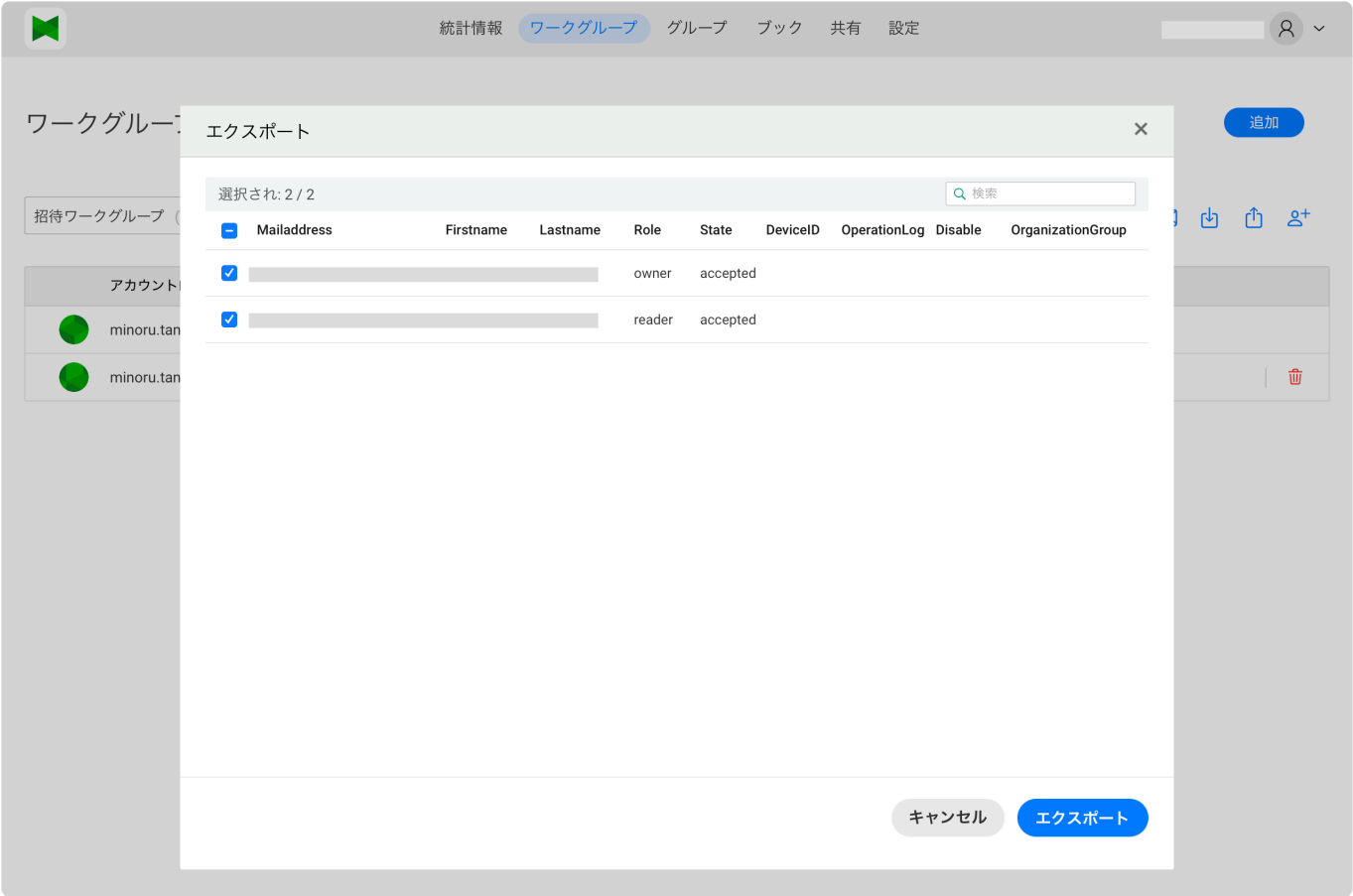
The csv will save a file in the following format.

Field	Description	Value
Mailaddress	Email address	
Firstname	Firstname	
Lastname	Lastname	
Role	Permissions	none (no sharing privileges), sharer (with sharing privileges), admin (shared privileges administrator), owner
State	State	disabled, inviting, expired, accepted, rejected
OrganizationGroup	Organization Group	

5. Add member button

Invites members to the workgroup.

6. Cancel invitation button

Cancels an invitation to join a workgroup. h3.7.

7 Resend Invitation Button

Resends an invitation to join a workgroup. h3.8.

8 Authority button

You can grant sharing privileges to the members you are sharing with from the following three options.

Sharing privileges	Description
Shared Authority Administrator	The administrator of the shared authority can change the authority settings.
With sharing privileges	You can share a book because you have sharing privileges.
No sharing privileges	Cannot share books because you do not have sharing privileges

9. Delete button

Clicking the *Delete button* will delete the member registered in the workgroup.
Deletes the member's participation in the workgroup, but does not delete the member.

Participation system

統計情報　ワークグループ　グループ　ブック　共有　設定

ワークグループ　　　　所有　　　参加　　　　　　　追加

参加ワークグループ（参加型）　　　　　　　　　　🗑 | ✉ ⬆ 🔳 👤⁺
　　　　　　　　　　　　　　　　　　　　　　　　1　2 3 4 5

アカウントID	姓	名	権限	状態
🟢			オーナー	
🟢			共有権限なし ⌄ 6	🗑 7

Function	Description
1	Delete Workgroup Button
2	Invite button
3	Export button
4	QR button
5	Add Member button
6	Authorization button
7	Delete button

1. Delete workgroup button

Clicking the *Delete Workgroup button* will delete the workgroup.
Members who have joined the workgroup will not be deleted.

2 Invite button

Sends an invitation e-mail to the members participating in the workgroup. h3.3.

3 Export button

Exports the members participating in the workgroup in csv format.

4. QR button

Displays a QR code to invite members to join the workgroup.

! (center)https://manula.s3.amazonaws.com/user/1955/img/web-workgroup9.png!

5. Add member button

Invites a member to join the workgroup.

6. Permission button

You can grant sharing privileges to shared members from the following three options.

Sharing privileges	Description
Shared Authority Administrator	The administrator of the shared authority can change the authority settings.
With sharing privileges	You can share a book because you have sharing privileges.
No sharing privileges	Cannot share a book because you do not have sharing privileges

7. Delete button

Clicking the *Delete button* will delete the member registered in the workgroup.
The member's participation in the workgroup will be deleted, but the member will not be deleted. h2.

Join workgroup

Join is a workgroup to be shared books created by other members in which you are a member.

Button	Description
1	Join Button
2	Notification

3	Workgroup List
4	Exit Button

1. Join button

Select the QR image file to join the workgroup or enter the URL to join members to the workgroup.

2. Notification

You will be notified of workgroups to which you have been invited to join.

3. Workgroup list

Selects a group to operate from the participating workgroups.

4. Exit Button

Click the *Exit Button* to leave the workgroup in which you are participating.

3.4. Group

What is a "Group"?

When you share a book, you will specify the members with whom you want to share it on the Share dialog.
However, by defining a single group name for a specific group of frequently used members, such as "All members of Sales Department 1" or "All members of the Marketing Department," you can specify the sharing of a book to all members of that group by simply setting the group name. By simply setting the group name, you can designate all members of that group to share the book.

In other words, this "Group" can be thought of as an alias list for e-mail.
Group names can also be nested.

Translated with www.DeepL.com/Translator (free version)
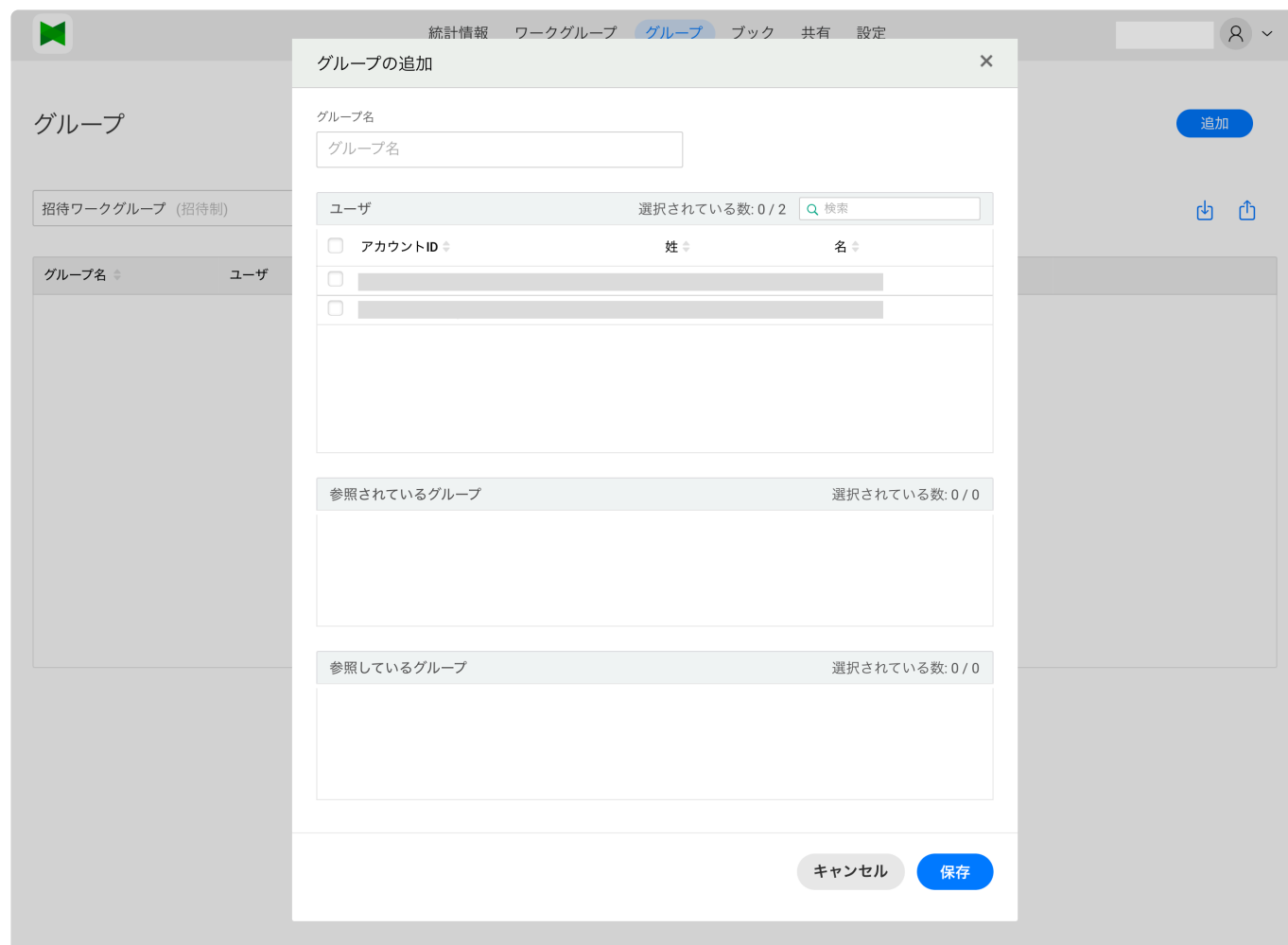

Displays the group used by the Handbook X app.

Button	Description
1	Add button
2	Import button
3	Export button

1. Add button

Clicking the *Add button* displays a panel for adding a group.

The registered users and groups will be displayed, select them and save them. h3. 2.

2. Import button

Clicking the *Import* button will display a file selection dialog, so select the group csv and add it. h3. 3.

3. Export button

Click the "Export" button to save the group csv file.

Revision: 4 — Last modified: 22 September 2022

3.5. Books

ブック名 ⇕	作成日 ⇕	更新日時 ⇕	セクション数 ⇕	所有者 ⇕	
スタートアップガイド	2021-12-27 02:36:25	2022-02-08 04:50:42	4	evangelist@handbookx.com	
共有ブック	2021-12-28 04:31:56	2022-02-09 09:26:28	11		🗑 1

Books created in the Handbook X app that have been synced to the server will be displayed.

Button	Description
1	Delete button

1. Delete button

Clicking the *Delete button* will delete the book stored on the server.
When a book is deleted from the server, it will also be deleted from the Handbook X application.

Revision: 3 — Last modified: 22 June 2022

3.6. Sharing

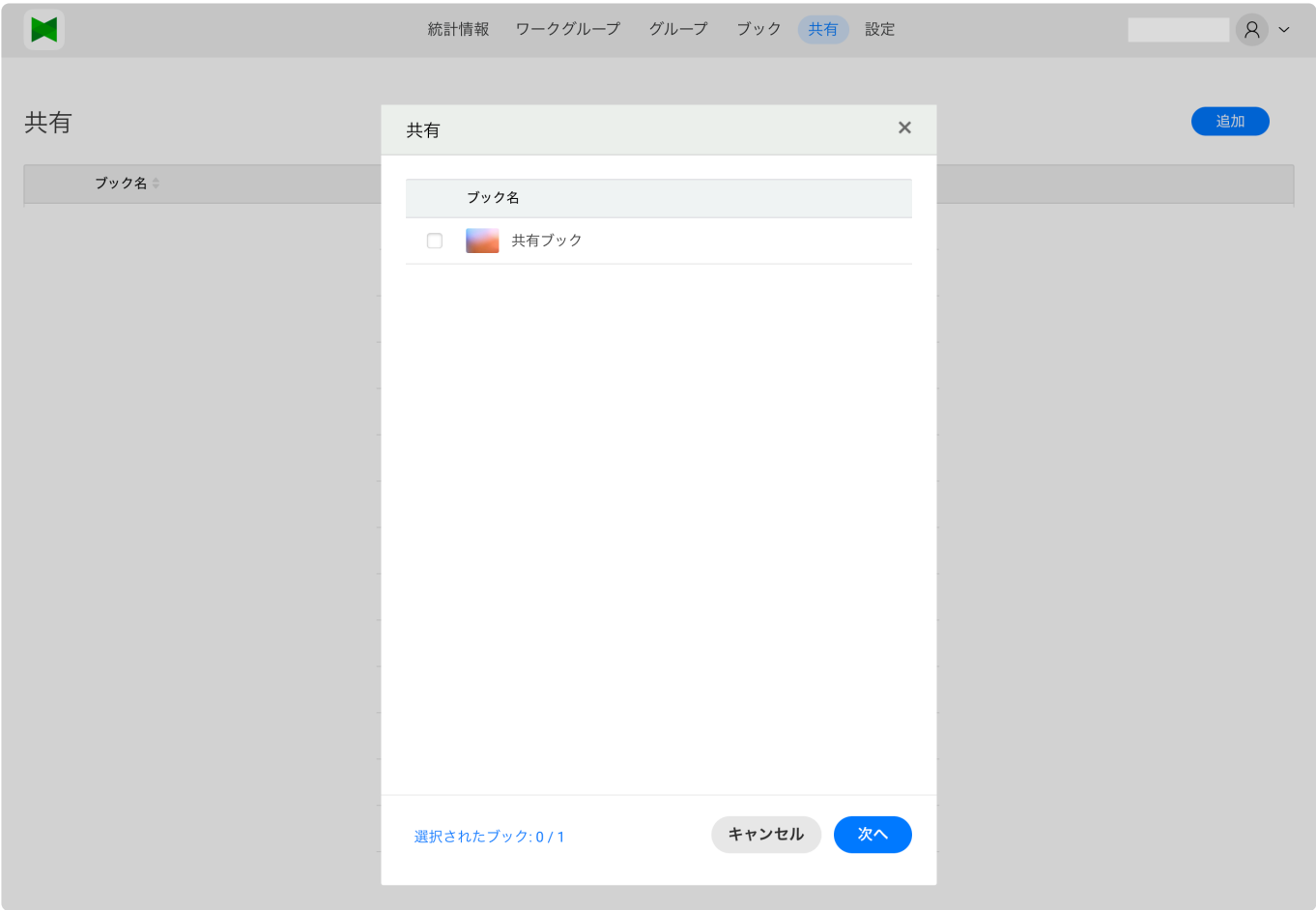共有   追加 1

ブック名 ⬍	共有メンバー

Share a book created in the Handbook X app with members and workgroups.

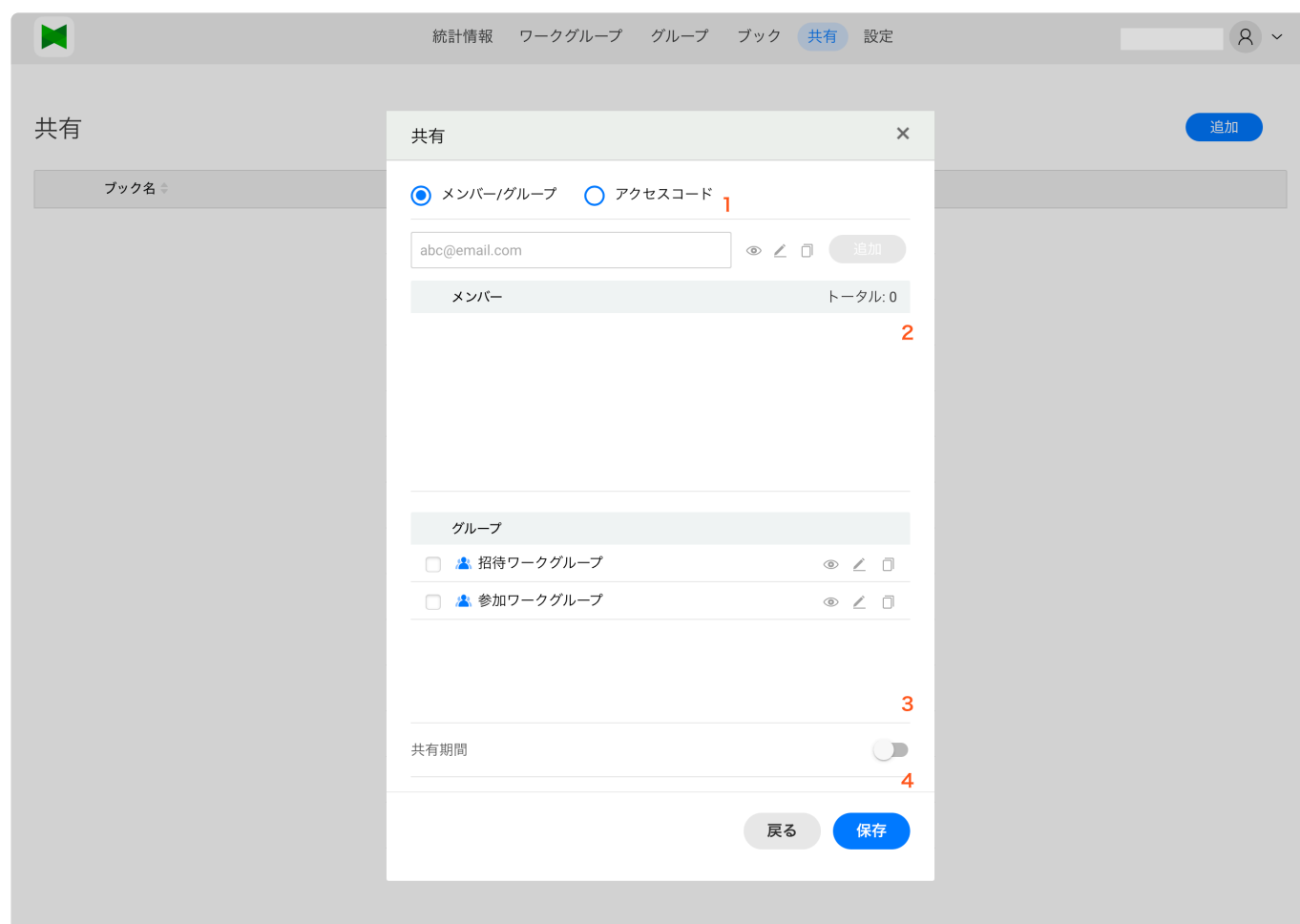| Button	Description
1	Add button

1. Add button

Clicking the __Add button_ will display the panel for adding a share.

Select the books you want to share and click Next.

1-1. Who to share

You can share a book either by specifying members or workgroups, or by specifying an access code and sharing it with all who know the access code. h4. 1-2.

1-2. Share to members

Add the addresses of the members when the share destination is a member/group.
Select the permissions from Browse Only, Edit Allowed, and Duplicate Allowed for the shared member.

1-3. Share to group

Select the group to which you want to share the book if you set the share destination as member/group.

1-4. Sharing period

To specify the sharing period, check *Share End Date and Time* and specify the date and time for the start and end of sharing.

*If the sharing end date/time is exceeded, the book will no longer be displayed from the share recipients.

1-5. Access code

To share by access code, generate a new access code or select a previously generated access code. Select permissions from Browse only, Edit allowed, or Duplicate allowed for the shared member of the book.

You can select *Unrestricted* for the scope of distribution with the access code, or if you have created a workgroup, you can also select a workgroup.

1-6. QR

A QR code for use in book sharing will be displayed. Click the *Download button* to download the QR Code image file. h3.
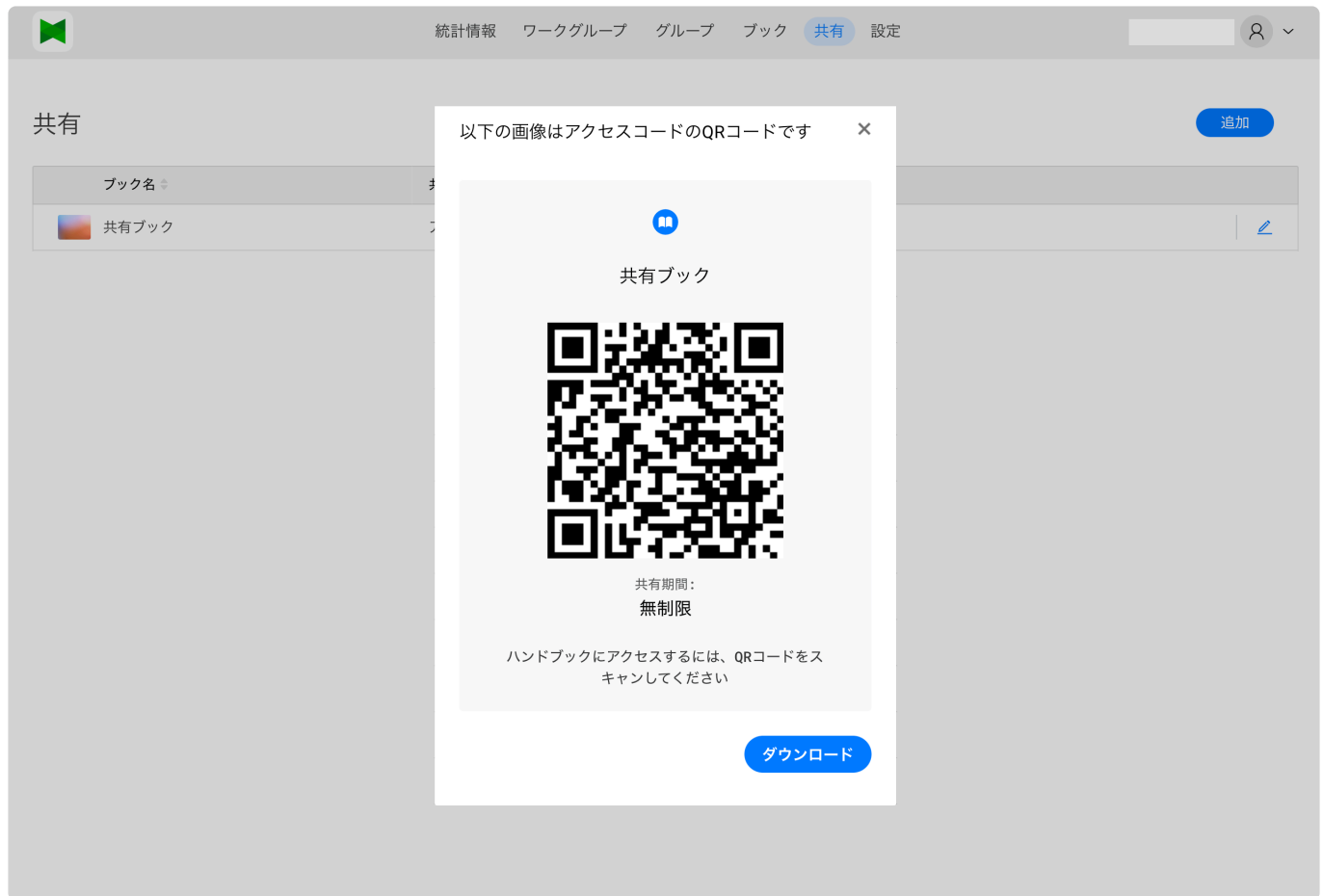
Sharing with access code

When you save the book sharing, it will be displayed in the list.

Button	Description
7	QR Button
8	Edit button

1-7. QR

QR code button in the shared book Click the QR code button to display the QR code.

統計情報　ワークグループ　グループ　ブック　共有　設定

共有

追加

ブック名 ↕

共有ブック

以下の画像はアクセスコードのQRコードです　✕

共有ブック

共有期間：
無制限

ハンドブックにアクセスするには、QRコードをスキャンしてください

ダウンロード

1-8. Edit

Edit the created share.

Revision: 6 — Last modified: 22 June 2022