



SATO App Storage

SATO App Storage Operation Manual
End User Version
Ver. 2.01

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1. Introduction

Thank you for purchasing our printer. The purpose of this document is to first acquire basic operations for those using SATO App Storage. Please read this manual thoroughly and understand the functions of this system and operate it.

This system is a cloud service that stores and delivers data files for printers used by customers. We prepare dedicated cloud storage for customers who have purchased printers can use this system, store, unify files and manage them. You can easily upload/download data anytime anywhere from your PC or printer. The main functions are as follows.

1.1 Hierarchy Management + Administrator Privileges (group, account registration and search)

- Hierarchy Management

You can register groups and accounts according to your organizations structure. In addition, for customers with many groups and account registrations, it is possible to register them all at once with CSV tool.

- Administrator Privileges

You can set group, account and file editing privileges for each group.

1.2 Unified Data Management and Data Distribution Function (file registration, search)

- File Registration

You can register a file you want to distribute to the group registered in hierarchy management. For the distribution method, you can select “Selected groups including all subordinate groups/users” and “Selected groups only” of the group according to the purpose. In addition, registration of file can be done directly in this system from e-Labe Designer. For details, please refer to the operation manual of e-Labe Designer.

- File Search

It is used for downloading files.

1.3 Plan management

- Plan

You can view plan information under contract. To change the contract details please contact to the printer's purchase store.

1.4 Visualization of download status (terminal)

- Terminal

With terminal management, you can check the file download status of the terminal (printer, PC software, and browser) connected to this system. It is also possible to check the download status by terminal or file.

1.5 Usage Environment of this system

- Recommended browser (PC)

Windows OS : Google Chrome(latest version)、Internet Explorer 11

※Android and iOS smartphones/tablets will be outside of the scope of operation guarantee.

1.6 Printer using this system/ Label Design Creation Tool

- Printer

FLEQV FX3-LX (Japanese Model)

FX3-LX (Overseas Model)

- Label Design Creation Tool

e-Labe Designer (For Japanese Market)

AEP (For Overseas Market)

1.7 Attention

- (1) Unauthorized reproduction of part or all of the contents of this document is prohibited.
- (3) The contents of this document are subject to change without notice.
- (3) We have prepared this document with all efforts, but if you find something suspicious, wrong or stated, please contact the dealer you purchased.
- (4) We are not responsible for any damage or patent infringement or other infringement resulting from the use of the information described in this document.

2 Registration

2.1 Application for Registration

In order to use this system, it is necessary to apply to SATO or sales agent.

The following information is mandatory for application, please inform to the person in charge.

- Company name
Maximum 256 characters
- Company ID
Half size alphanumeric characters, symbols ("@", ".", "-", "_", space), 3 to 64 characters
- Account name
Full size, within 64 characters
- Login ID
Half size alphanumeric characters, symbols ("@", ".", "-", "_", space), 4 to 64 letters
- Email address
Existing email address within 80 characters.

※Company ID already registered in this system cannot be used, so please let us know two candidates.

※Regarding account name, please provide us the name of the person of our representative.

2.2 Registration for Use

After application, when SATO or sales agent completes the customer's registration, the email will be sent to the email address you told at the time of application.

	email. <hr/> Issue : SATO HOLDINGS CORPORATION http://www.sato.co.jp/ <hr/>
--	--

※The character string 'xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx' in the text is different for each customer.

When you receive the email, please access the URL described in the text.

※ Since the validity period is defined in this URL, please access the URL described in the email by the time stated in the email and set the password.

When accessing, the following screen will be displayed.

SATO App Storage

Complete account registration

Language
English(en) (1)

Login information

Company ID (2)

Login ID (3)

Password* (4)
8 to 100 alphanumeric characters

Confirm password* (5)
Re-enter password

Group information

Group name1* (6)

Group name2 (7)
Within 256 characters

Company name* (8)

Business* (9)
Select business

Name of the PIC* (10)
Within 80 characters

Postal code* (11)
Within 10 alphanumeric characters

Address* (12)
Within 256 characters

Phone number* (13)
Within 64 alphanumeric characters(+,...)

Country* (14)
Japan

Time Zone* (15)
(UTC+09:00) Osaka, Sapporo, Tokyo

Memo1 (16)
Within 256 characters

Memo2 (17)
Within 256 characters

Memo3 (18)
Within 256 characters

Please make sure to read

[Terms of Service](#)

☐ I agree with the terms of service* (19)

Definitive registration

Privacy policy Operation manual Operation manual for Administrator Copyright © SATO HOLDINGS CORPORATION

※Company ID, Login ID is displayed and no need to change it. Since what you applied is displayed.

(1)	Language	Required	Select the language to use.
(2)	Company ID		The issued company ID is displayed. Please check whether it is different from the one you applied for. If wrong, please contact your dealer.
(3)	Login ID		The issued company ID is displayed. Please check whether it is different from the one you applied for. If wrong, please contact your dealer.

(4)	Password	Required	Please enter the password to log in to SAS service. Please check the explanation on the outline regarding password character restriction.
(5)	Password confirm	Required	Please re-enter the character string entered as a password.
(6)	Group name1	Required	Please enter group name1. If it has already been entered, please change it as necessary.
(7)	Group name2	Optional	Please enter group name2 as necessary.
(8)	Company name	Required	Please enter company name. If it has already been entered, please change it as necessary.
(9)	Business	Required	Please select the relevant business.
(10)	Name of the person in charge	Required	Please enter the name of the person in charge.
(11)	Postal code	Required	Please enter the contractor's postal code.
(12)	Address	Required	Please enter the address of your contractor.
(13)	Phone number	Required	Please enter the contractor's phone number.
(14)	Country	Required	Please select the country where your contractor is located.
(15)	Time Zone	Required	Please select the time zone to use for SAS service. The time of file management etc. are managed in the specified time zone.
(16)	Memo1	Optional	Please enter if necessary.
(17)	Memo2	Optional	Please enter if necessary.
(18)	Memo3	Optional	Please enter if necessary.
(19)	I agree with the terms of service	Required	Please read the terms of service and check the check box if you can agree. ※ If you do not agree, you cannot use SAS service.

When the above screen is displayed, select or enter necessary items and set a password.

Please follow below rules for password;

Mix capital letters and lower letters of the alphabet.

Two or more digits are required.

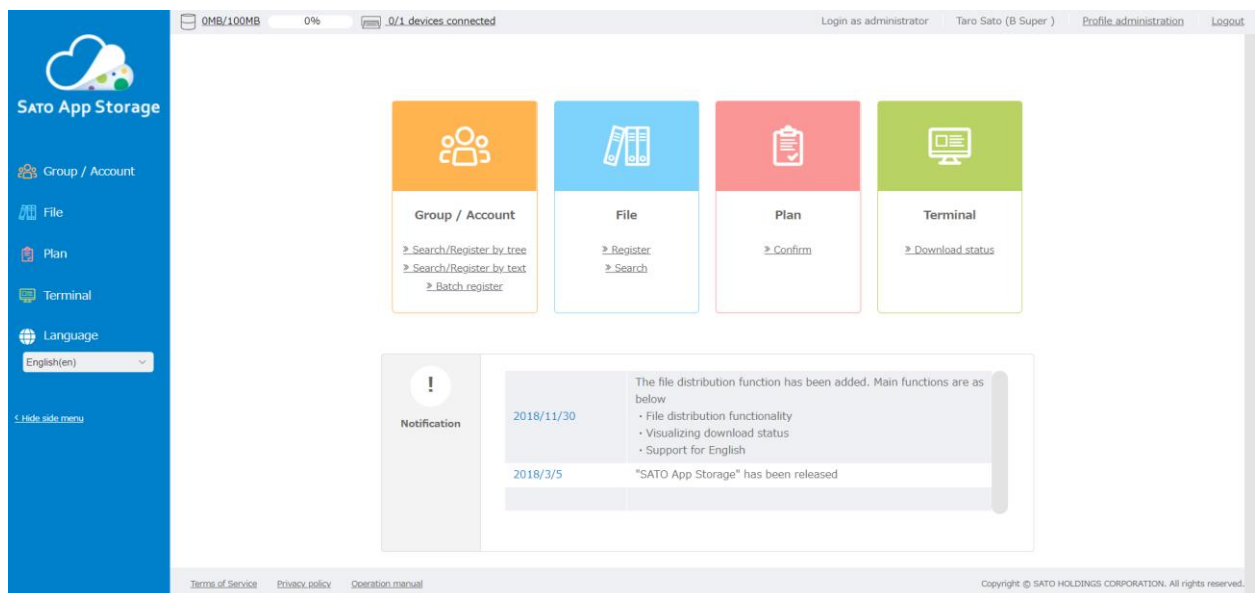
More than one letter is required.

The number of characters is 8 to 100 characters.

After entering same character string in “Password” and “Confirm password”, check “I agree with the terms of service” and click on “Password setting” button.

※Please be sure to read the terms of use by clicking on 「利用規約はこちら」 link before clicking on “Password setting”. We assume that you have agreed to the terms of use at the time you click “definitive registration” button.

In accordance with the password rules and if the character strings entered in “Password” and “Confirm password” matches, then the password setting process will be completed and the top screen as shown below will be displayed.



Registration is completed when the above screen is displayed.

3. Login

3. 1. Login URL of this System

The URL for logging in to this system is as follows. Please use this browser (※Please use browser recommended by this system. Browser other than recommended browser is not eligible for operation guarantee) and access it.

<https://sato-app-storage.com/>

3. 2. Login

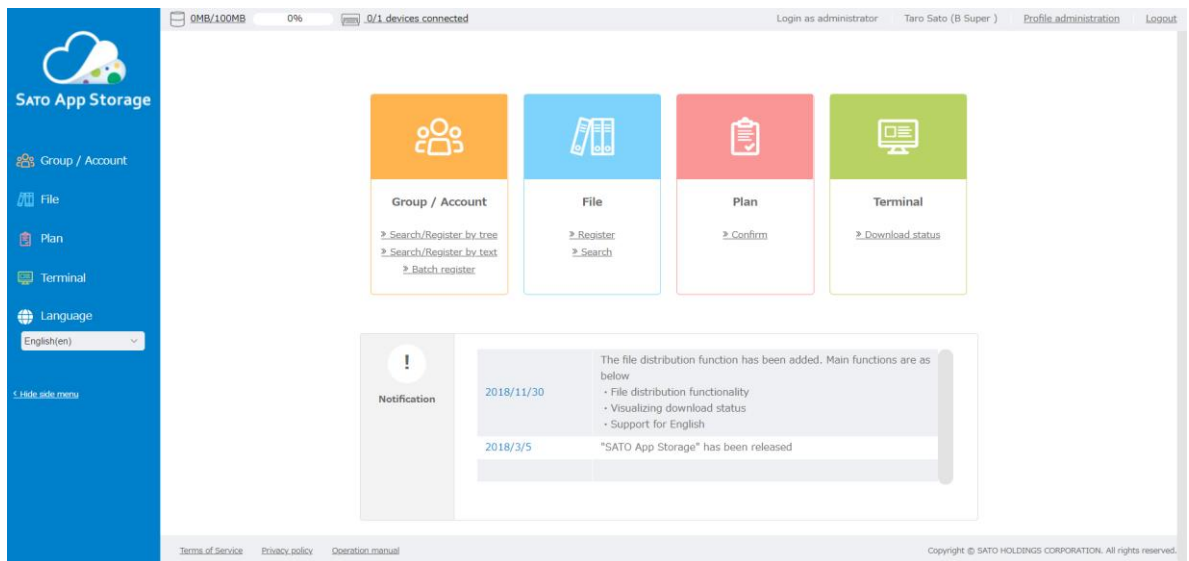
When accessing the above URL, the following screen will be displayed.



- Choose your language
- Applicant company ID
- Login ID you applied
- Password

Please enter above information and click on “Login” button.

If you enter the correct Company ID/Login ID/Password, then the top screen as shown below will be displayed.



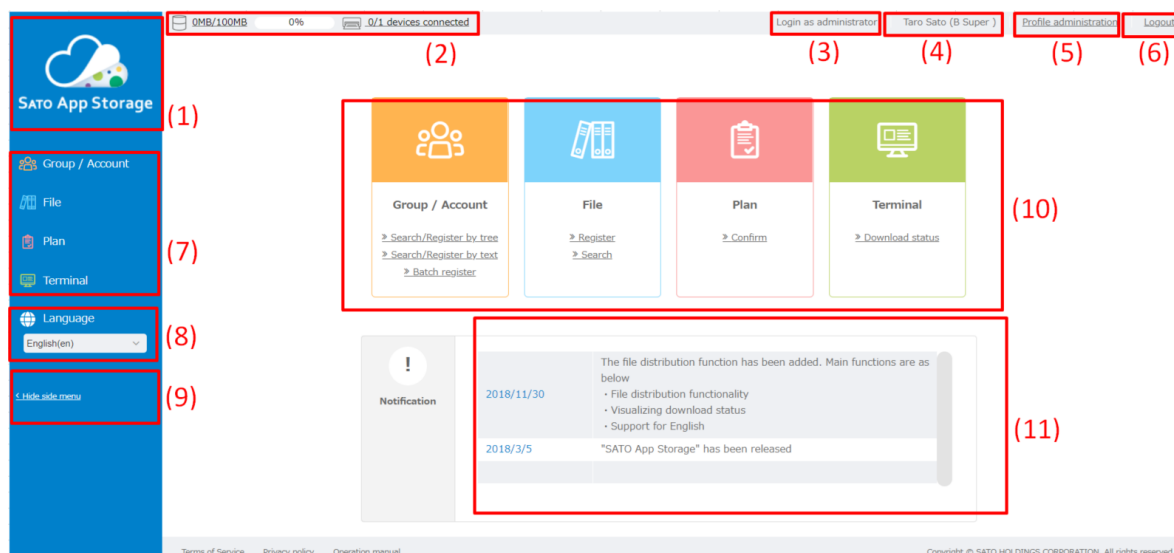
3. 3. If you cannot Login

Even though you enter the correct Company ID/Login ID/Password and cannot see the top screen, then please contact the administrator of this system or the purchase store for the below information.

- Company name
- Contact person name
- Company ID
- Login ID
- Registered email address

4. TOP Screen

The following information will be displayed on TOP screen.



(1)	You can return to the top screen at any time by clicking on the logo.
(2)	The current usage of this system is displayed. If usage exceeds 100%, you cannot register files. Please refer to “contract plan” for capacity change. Information on the number of connected printers is also displayed for customers who have subscribed the plan. When you click, it will move to 7 Agreement plan screen.
(3)	It will display whether you are logged in as “User’ s system administrator” or “User’ s staff”
(4)	Login account belongs <ul style="list-style-type: none"> • Group1 • Group2 Name will be displayed.
(5)	Click here to go to the 4.1 Account Information (Profile) Management Screen.
(6)	Log out from this system.
(7)	The menu will be displayed. A submenu is displayed by clicking each menu.
(8)	You can change the language you use.
(9)	Click here to minimize the side menu.
(10)	The menu is displayed as an icon. Since the submenu is displayed, you can move to each menu screen by clicking on it.
(11)	The latest notice from this system is displayed. Information such as maintenance and service stoppage will be displayed here, so please check it when logging in.

4. 1. Account Information (Profile) Management Screen

We will manage account information. You can check account information, group information, and company setting information. In addition, you can edit information by clicking on “Edit” button.

The screenshot displays the 'Profile administration' interface. It features a left sidebar with navigation options: 'Sato App Storage', 'Group / Account', 'File', 'Plan', 'Terminal', and 'Language' (set to English). The main content area is divided into three panels, each with an 'Edit' button at the bottom:

- (1) Account information:** Includes fields for Account name (Taro Sato), Login ID (Admin_00), Email address, Language (English(en)), and three memo fields (Memo1, Memo2, Memo3).
- (2) Group information:** Includes fields for Group type (User's system administrator), Group name1 (B Super), Company ID (B_Super), Business (Food), Postal code (1234567), Phone number (813-1234-5678), Time Zone (UTC+09:00), and Name of the PIC (Jiro Sato).
- (3) Company setting information:** Includes a 'View permission setting' section with SATO and Point of purchase, a 'Format factory' section, and multiple memo fields (Memo1, Memo2, Memo3) under various titles.

(1)	Display account information. For details, refer to 4.1.1 Account Information.
(2)	Display group information. For details, refer to 4.1.2 Group Information.
(3)	Display company setting information. For details, refer to 4.1.3 Company Setting Information.

4. 1. 1. Account Information

Display Account Information.

The screenshot shows a web form titled "Account information" with a user icon. The form contains several input fields and a button, each highlighted with a red box and a numbered callout:

- (1) Account name: Taro Sato
- (2) Icon: (empty field)
- (3) Login ID: Admin_00
- (4) Email address: (redacted)
- (5) Language: English(en)
- (6) Memo1: (empty field)
- (7) Memo2: (empty field)
- (8) Memo3: (empty field)
- (9) Edit: (button)

(1)	Account name
(2)	Icon
(3)	Login ID
(4)	Email address
(5)	Selected language
(6)	Memo1 registered in account information.
(7)	Memo2 registered in account information.
(8)	Memo3 registered in account information.
(9)	Click here to display the account information edit screen. For details, refer to 5. 1. 6 Account Information.

4. 1. 2. Group Information

Display information of Group.

The screenshot shows a 'Group information' form with the following fields and callouts:

- (1) Group type: User's system administrator
- (2) Icon
- (3) Group name1: B Super
- (4) Group name2
- (5) Company ID: B_Super
- (6) Company name: B Super
- (7) Business: Food
- (8) Name of the PIC: Jiro Sato
- (9) Postal code: 1234567
- (10) Address: 1234567 Meguro-ku Tokyo
- (11) Phone number: 813-1234-5678
- (12) Country: Japan
- (13) Time Zone: (UTC+09:00) Osaka, Sapporo, Tokyo
- (14) Language: English(en)
- (15) Memo1
- (16) Memo2
- (17) Memo3
- (18) Group administrator authority: New (Delete) / Edit
- (19) Account administration authority: New (Delete) / Edit
- (20) File administrator authority: Register (Delete) / Edit
- (21) Edit button

(1)	Group type
(2)	Icon
(3)	Group name1
(4)	Group name2
(5)	Company ID
(6)	Company name
(7)	Business
(8)	Name of the person in charge
(9)	Postal code
(10)	Address
(11)	Phone number
(12)	Country

(13)	Time zone
(14)	Selected language
(15)	Memo1 registered in group information.
(16)	Memo2 registered in group information.
(17)	Memo3 registered in group information.
(18)	Group administrator authority
(19)	Account administration rights
(20)	File administrator rights
(21)	Click here to display the group information edit screen. For details, refer to 5.1.5 Edit Group Information.

4. 1. 3. Company Setting Information

Display information of Company Setting.

The screenshot shows the 'Company setting information' interface. It contains several sections with input fields and buttons, each highlighted with a red box and a number in parentheses:

- (1) SATO (Editable)
- (2) Point of purchase (Editable)
- (3) Format factory (Editable)
- (4) Edit button
- (5) Memo title1 (Memo1)
- (6) Memo title2 (Memo2)
- (7) Memo title3 (Memo3)
- (8) Memo title1 (Memo1)
- (9) Memo title2 (Memo2)
- (10) Memo title3 (Memo3)
- (11) Memo title1 (Memo1)
- (12) Memo title2 (Memo2)
- (13) Memo title3 (Memo3)
- (14) Edit button

(1)	View permission setting of SATO
(2)	View permission setting of purchase
(3)	View permission setting of format factory
(4)	Click here to display the permission / rejection setting screen.
(5)	Title of memo1 to be registered in group information
(6)	Title of memo2 to be registered in group information
(7)	Title of memo3 to be registered in group information
(8)	Title of memo1 to be registered in account information
(9)	Title of memo2 to be registered in account information
(10)	Title of memo3 to be registered in account information
(11)	Title of memo1 to be registered in the file
(12)	Title of memo2 to be registered in the file
(13)	Title of memo3 to be registered in the file
(14)	Click here to display the screen to edit the title of various notes

Click (4) in the above figure to display the permission / rejection setting screen.

(1)	SATO can edit it	Optional	By checking and registering, it will be possible to view and edit SATO.
(2)	You can also edit the point of purchase	Optional	By checking and registering, it will be possible to view and edit purchasing stores.
(3)	Format factory can	Optional	By checking and registering, it will be possible to view and edit format

	also edit		factory.
--	-----------	--	----------

Click (14) in the figure above to display the screen for editing titles of various notes.

The screenshot shows a web application for editing memo titles. The interface is divided into three sections: Group information, Account information, and File information. Each section contains three text input fields labeled Memo title1, Memo title2, and Memo title3. The first input field in each section is highlighted with a red box and a number in parentheses. At the bottom, there are 'Back' and 'Register' buttons.

(1)	Group in formation Memo title1	Optional	Edit the title of memo1 to be registered in group information.
(2)	Group in formation Memo title2	Optional	Edit the title of memo2 to be registered in group information.
(3)	Group in formation Memo title3	Optional	Edit the title of memo3 to be registered in group information.
(4)	Account information Memo title1	Optional	Edit the title of memo1 to be registered in account information.
(5)	Account information Memo title2	Optional	Edit the title of memo2 to be registered in account information.
(6)	Account information Memo title3	Optional	Edit the title of memo3 to be registered in account information.
(7)	File information	Optional	Edit the title of memo1 to be registered in file information.

	Memo title1		
(8)	File information Memo title2	Optional	Edit the title of memo2 to be registered in file information.
(9)	File information Memo title3	Optional	Edit the title of memo3 to be registered in file information.

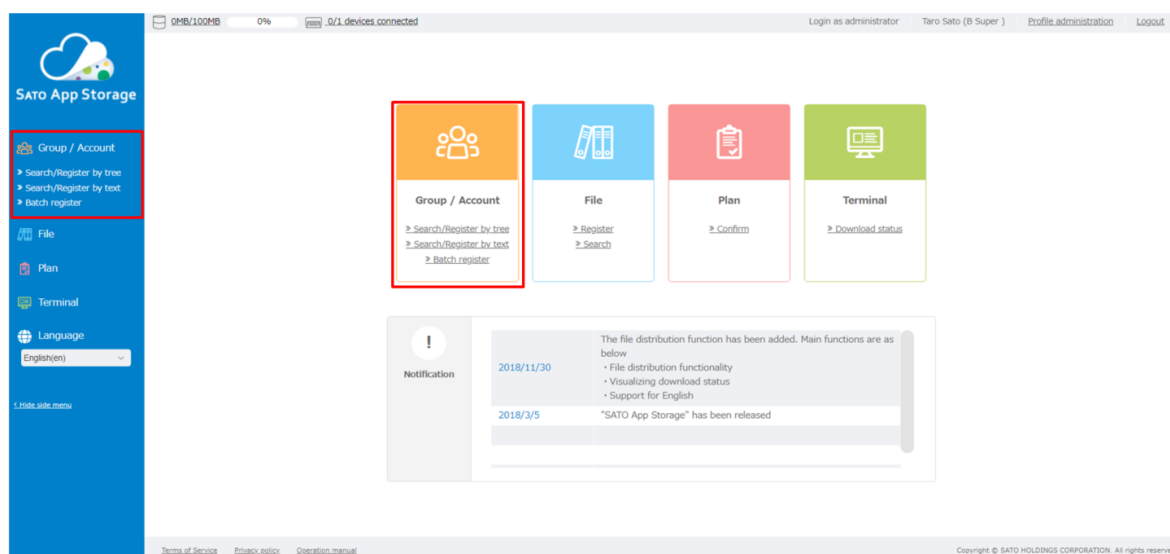
5. Group / Account

You can register groups (branches / stores), accounts (people / printers) according to the need of your organization. In addition, for customers with many group / account registrations, it is possible to register them all at once with the CSV tool. You can set group, account, and file editing privileges for each group.

Group and account management can be done from this menu.

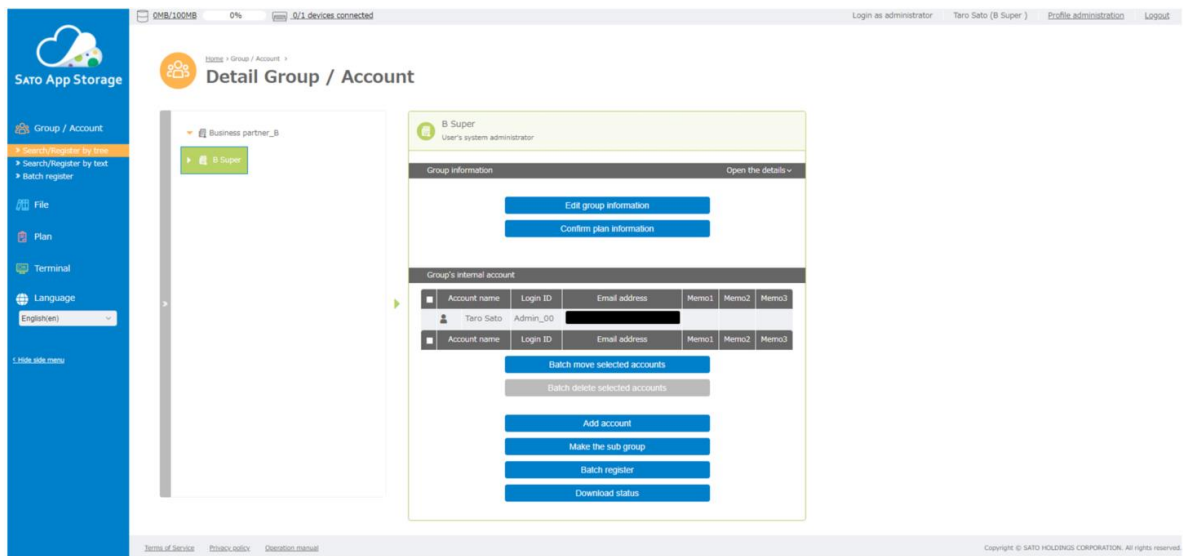
In “Group / Account” menu, there are 3 menus which are as follows:

- Search/Register by tree
- Search/Register by text
- Batch register



5. 1. Search/Register by tree

In Search/Register by tree menu, the following screen will be displayed.

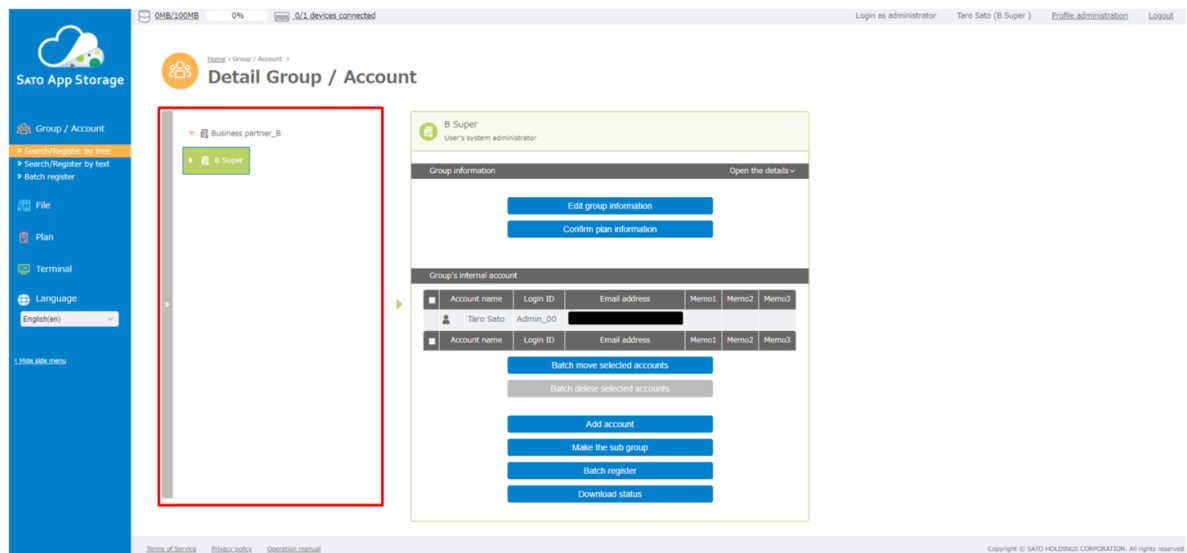


In the “Search/Register by tree” menu, registered groups are displayed in tree form. In the initial state, only the customer’s administrator group (User’ s system administrator) is registered. You can increase the number of administrators and add groups to them.

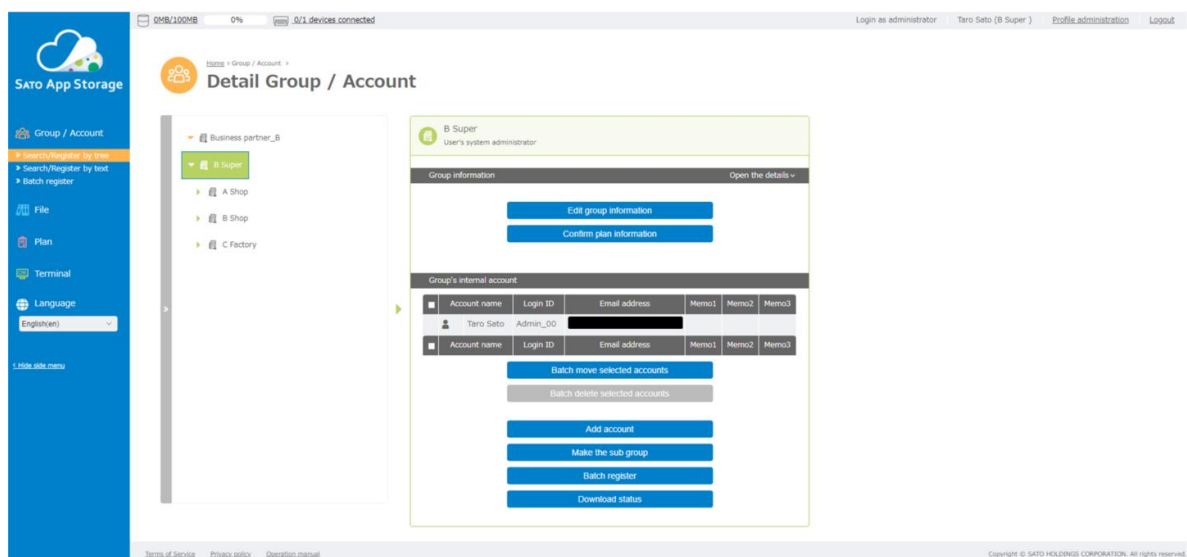
5. 1. 1. Tree Display of Group

The group currently registered in the red frame below is displayed in the tree. Tree display means hierarchical display conforming to the parent-child relationship of the group.

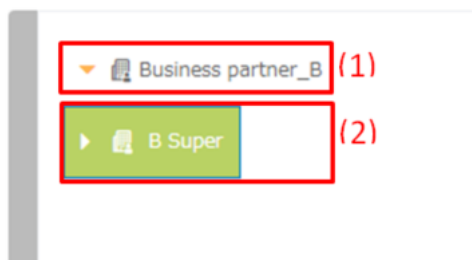
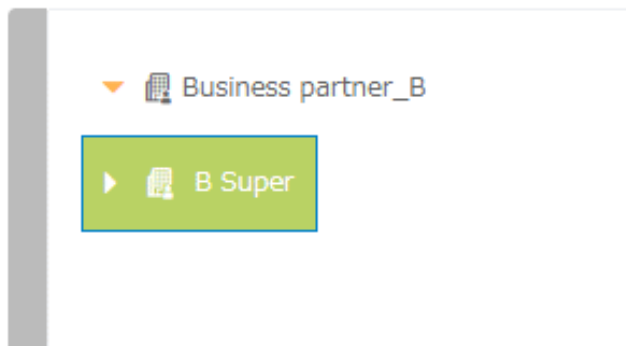
In the initial state, a screen like the one shown below is displayed.



When more than one group is registered, the group is displayed in tree (hierarchical display) as shown below.



Enlarged view of red frame part.



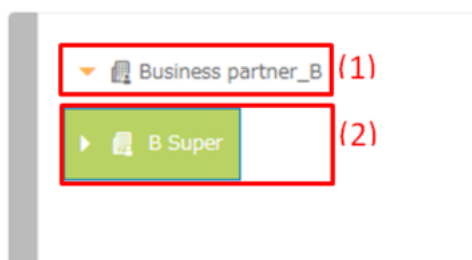
(1)	SATO or a group of distributors who registered your company
(2)	Your system management group

In the above figure (1), the group name of SATO or distributor who registered your company is displayed. For inquiries, please refer to this information.

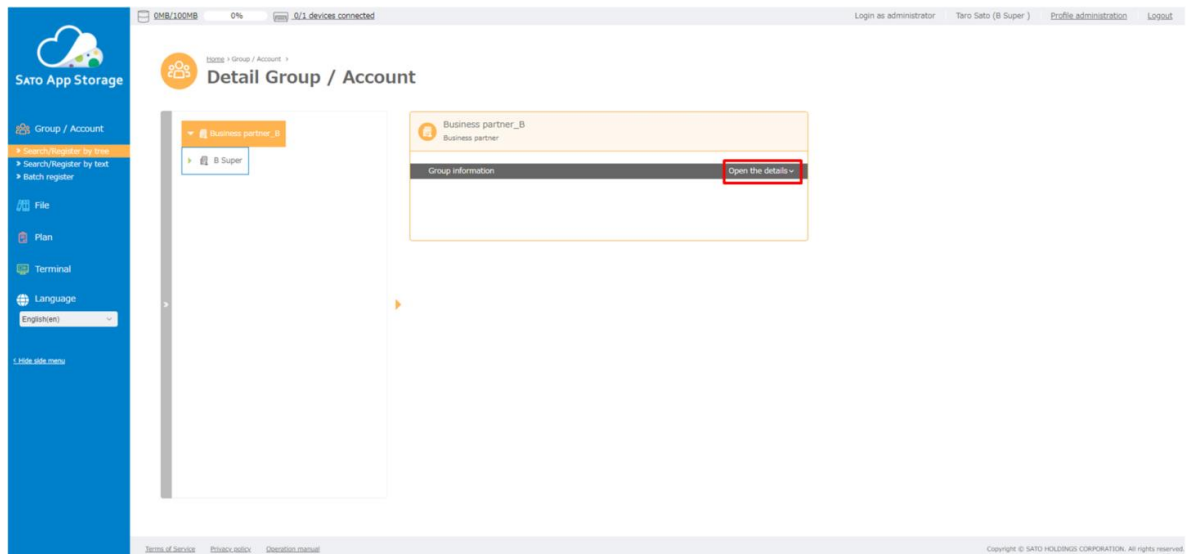
Your system management group is displayed in (2) of the figure above. When using this system at your company, it is the group with the highest authority and can perform all operations.

- Group Management
- Account Management
- File Management
- Contract Management

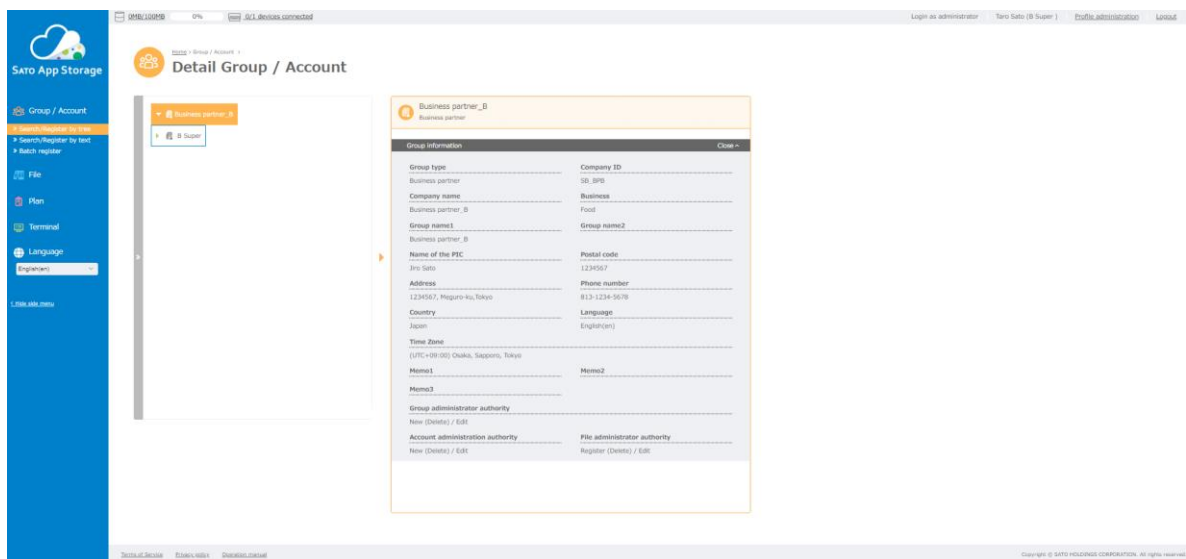
5. 1. 2. Information of the group that issued the account



Clicking on (1) in the figure above will display the following screen.

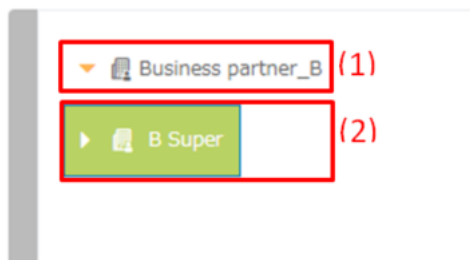


Click on the part of the red frame in the above figure “Open the details” to display information on the group that issued your account.

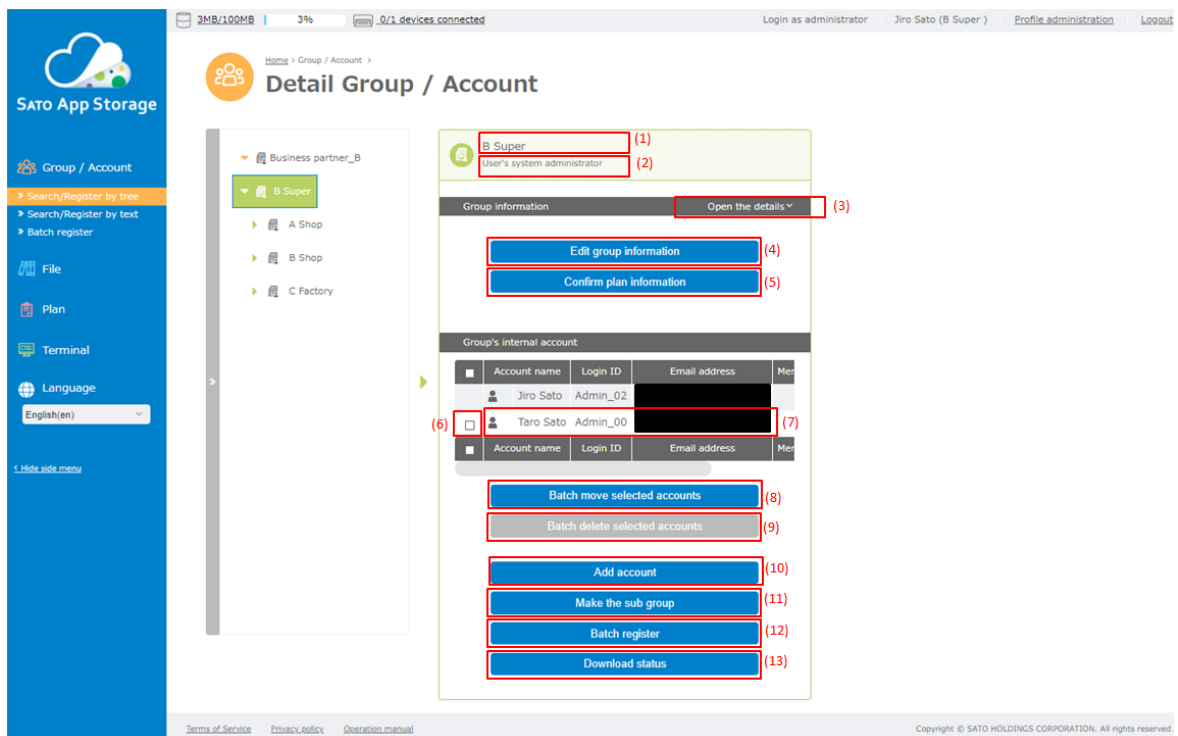


Please refer when you contact us.

5. 1. 3. User's system administrator Group



Click on (2) in the above figure, the following screen will be displayed.



(1)	Information registered in group name1 and group name2 is displayed.
(2)	The group type is displayed. Currently either “User’ s system administrator” or “User’ s staff” is displayed. Only two types exist, one is your system’ s administrator group and other one is others (user) group.
(3)	Display detailed information of the selected group.
(4)	This is an edit button for information on the selected group.
(5)	It is a button to confirm the contracted plan information.
(6)	You can check (select) when you want to operate accounts belonging to the selected group at once.
(7)	The account information belonging to the selected group is displayed.
(8)	It is a button to move the accounts checked in (5) together into another group.
(9)	This button is used to delete all the accounts checked in (5).
(10)	This button is used to add an account to the selected group.
(11)	It is a button to create a new group under the selected group.
(12)	It is a button to register groups and accounts collectively using CSV file (which can be created with dedicated excel sheet).
(13)	It is a button for checking the download status of the registered file.

5. 1. 4. Display Group Information


The screenshot shows the 'Detail Group / Account' page in the SATO App Storage application. The interface includes a left sidebar with navigation options like 'Group / Account', 'Search/Register by tree', 'Search/Register by text', 'Batch register', 'File', 'Plan', 'Terminal', and 'Language'. The main content area displays group information for 'B Super' and a list of internal accounts.

Numbered callouts in the image:

- (1) B Super
- (2) User's system administrator
- (3) Open the details
- (4) Edit group information
- (5) Confirm plan information
- (6) [Select] checkbox
- (7) Taro Sato Admin_00
- (8) Batch move selected accounts
- (9) Batch delete selected accounts
- (10) Add account
- (11) Make the sub group
- (12) Batch register
- (13) Download status

Account name	Login ID	Email address	Mem
Jiro Sato	Admin_02		
Taro Sato	Admin_00		

Click (3) in the above figure to display the detailed information of the selected group.



SATO App Storage

Group / Account

Search/Register by text

Batch register

File

Plan

Terminal

Language

English(en)

Hide side menu

0MB/100MB0%0/1 devices connected

Login as administratorTaro Sato (B Super)Profile administrationLogout

Home > Group / Account >

Detail Group / Account

Business partner_B

B Super

A Shop

B Shop

C Factory

B Super

User's system administrator

Group information

Close

Group type

User's system administrator

Company ID

B_Super

Company name

B Super

Business

Food

Group name1

B Super

Group name2

Name of the PIC

Jiro Sato

Postal code

1234567

Address

1234567 Meguro-ku Tokyo

Phone number

813-1234-5678

Country

Japan

Language

English(en)

Time Zone

(UTC+09:00) Osaka, Sapporo, Tokyo

Memo1

Memo2

Memo3

Group administrator authority

New (Delete) / Edit

Account administration authority

New (Delete) / Edit

File administrator authority

Register (Delete) / Edit

Edit group information

Confirm plan information

Group's internal account

Account name	Login ID	Email address	Memo1	Memo2	Memo3
Taro Sato	Admin_00				

Account name	Login ID	Email address	Memo1	Memo2	Memo3

Batch move selected accounts

Batch delete selected accounts

Add account

Make the sub group

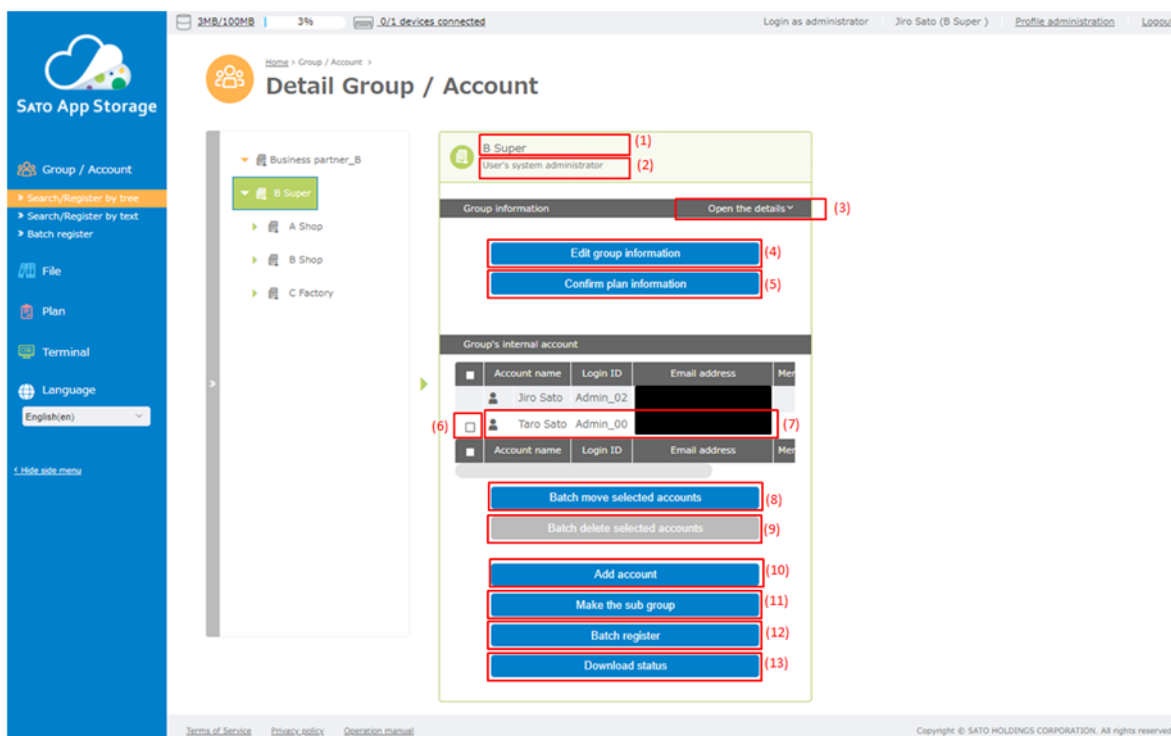
Batch register

Download status

Terms of ServicePrivacy policyOperation manual

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5. 1. 5. Edit Group Information



Click (4) in the above figure to display the edit screen of the selected group. Note that the “Edit group information” button is displayed only for groups with edit privileges.


Click the “Edit group information” button, the following screen will be displayed. Items of red '*' are mandatory, so please be sure to enter them.

The input items change depending on the group type.

Below is an example of the “User’s system administrator” group.

(1)	Group name1	Required	Enter group name
(2)	Group name2	Optional	Enter information such as description of the group. It is displayed together with group name 1 in the upper right of the screen after login.
(3)	Icon	Optional	Register to add icons to groups. Either one of png / jpeg / gif can be used as the image format that can be registered.
(4)	Delete icon	Optional	Please click to delete registered icons.
(5)	Company name	Required	Please enter the company name to which the group belongs.
(6)	Business	Required	Please select business type from pull down menu. Since it is not selected at the time of initial registration, please select and register the applicable industry.
(7)	Name of the PIC	Required	Please enter the name of the person in charge who will use this system. Since it is not registered at the time of initial registration, please register the name.
(8)	Postal code	Required	Please enter your postal code. Since it is not registered at the time of initial registration, please register a postal code.
(9)	Address	Required	Please enter your company's address. Since it is not registered at the time of initial registration, please register your address.
(10)	Phone number	Required	Please enter your company's phone number. Since it is not registered at the time of initial registration, please register a phone number.
(11)	Country	Required	Please select the country from the pull down menu.
(12)	Time Zone	Required	Please select the applicable time zone from the pull down menu.
(13)	Language	Optional	Select the language to use.
(14)	Memo1	Optional	Please enter if necessary.
(15)	Memo2	Optional	Please enter if necessary.
(16)	Memo3	Optional	Please enter if necessary.

When inputting or selecting necessary items are completed, please click "Register" button. A confirmation screen is displayed as shown below.



×

Below group information will be registered

Group name1

B Super

Group name2

Icon

Company name

B Super

Business

Food

Name of the PIC

Jiro Sato

Postal code

1234567

Address

1234567 Meguro-ku Tokyo

Phone number

813-1234-5678

Country

Japan

Time Zone

(UTC+09:00) Osaka, Sapporo, Tokyo

Language

English(en)

Memo1

Memo2

Memo3

Are you sure to register these contents?

BackRegister

Please click 「Register」 button if everything is correct. Editing of group information is complete with this.

Next is an example of the “User’ s staff” group.

Please enter group information

Group name1

A Shop

(1)

Group name2

Within 256 characters

(2)

New Icon

+

Drag & Drop here

(3)

Delete icon

(4)

Name of the PIC

Jiro Sato

(5)

Postal code

1234567

(6)

Address

1234567 Meguro-ku Tokyo

(7)

Phone number

813-1234-5678

(8)

Country

Japan

(9)

Time Zone

(UTC+09:00) Osaka, Sapporo, Tokyo

(10)

Language

English(en)

(11)

Memo1

Within 256 characters

(12)

Memo2

Within 256 characters

(13)

Memo3

Within 256 characters

(14)

Group administrator authority

New (Delete) / Edit

(15)

Account administration authority

New (Delete) / Edit

(16)

File administrator authority

Register (Delete) / Edit

(17)

Back

Register

(1)	Group name1	Required	Enter group name
(2)	Group name2	Optional	Enter information such as description of the group. It is displayed together with group name 1 in the upper right of the screen after login.
(3)	Icon	Optional	Register to add icons to groups. Either one of png / jpeg / gif can be used as the image format that can be registered.
(4)	Delete icon	Optional	Please click to delete registered icons.
(5)	Name of the PIC	Optional	Please enter your administrator's name of the selected group. Since it is not registered at the time of initial registration, please register the name.
(6)	Postal code	Optional	Please enter the postal code where the selected group is located.
(7)	Address	Optional	Please enter the address where the selected group is located.
(8)	Phone number	Optional	Please enter the phone number of the selected group.
(9)	Country	Required	Please select the country from the pull down menu.
(10)	Time Zone	Required	Please select the applicable time zone from the pull down menu.
(11)	Language	Optional	Select the language to use.
(12)	Memo1	Optional	Please enter if necessary.
(13)	Memo2	Optional	Please enter if necessary.
(14)	Memo3	Optional	Please enter if necessary.
(15)	Group administrator authority	Required	Please select appropriate privileges from the pull down menu. For details on group management privileges, please see "Group administrator authority" .
(16)	Account administration rights	Required	Please select appropriate privileges from the pull down menu. For account management privileges, please see "Account administration rights" .
(17)	File administrator rights	Required	Please select appropriate privileges from the pull down menu. For the file management privileges please see "File administrator rights" .

When inputting or selecting necessary items are completed, please click "Register" button. A confirmation screen is displayed as shown below.

Below group information will be registered

Group name1
A Shop

Group name2

Icon

Business
Food

Name of the PIC
Jiro Sato

Postal code
1234567

Address
1234567 Meguro-ku Tokyo

Phone number
813-1234-5678

Country
Japan

Time Zone
(UTC+09:00) Osaka, Sapporo, Tokyo

Language
English(en)

Memo1

Memo2

Memo3

Group administrator authority
New (Delete) / Edit

Account administration authority
New (Delete) / Edit

File administrator authority
Register (Delete) / Edit

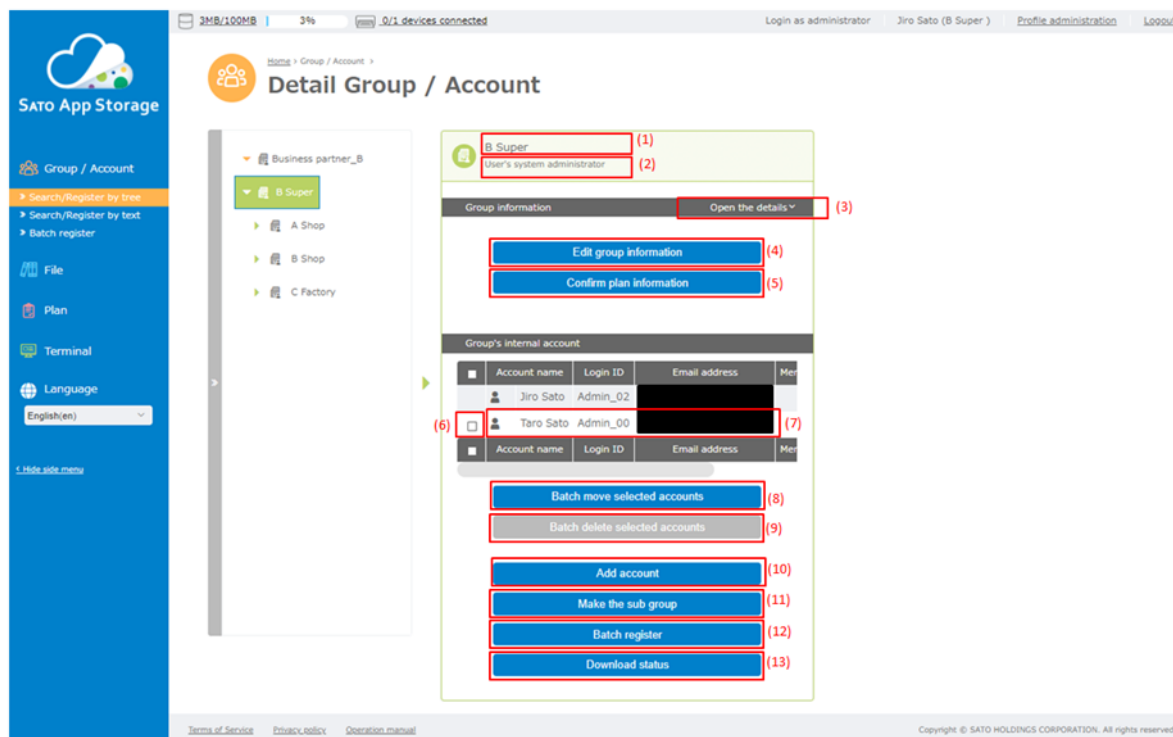
Are you sure to register these contents?

Back Register

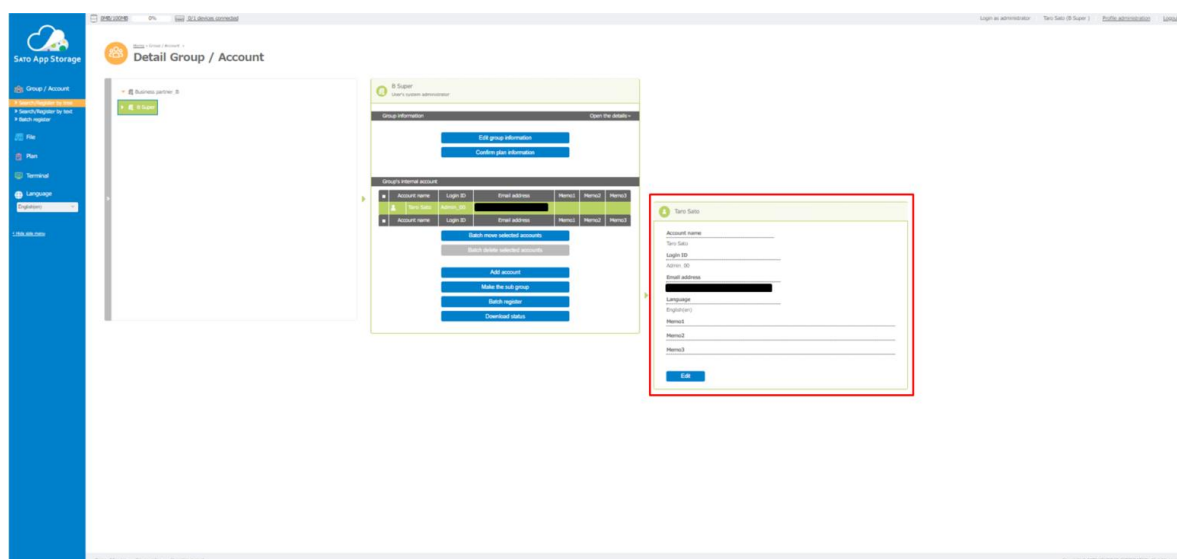
Please click “Register” button if everything is correct. Editing of group information is complete with this.

5. 1. 6. Edit / Display of Account Information

To confirm account information, click on (9) in the figure below and select the corresponding account. Although only one account is shown in the figure, if more than one account is registered in the same group, it will be displayed as a list.



When you click (7), the following screen will be displayed.



Account information is displayed in the red frame on the right side of the screen above.

The screenshot shows a web form for editing account information. At the top, a header bar contains a user icon and the text 'A shop' (1). Below this, the form is organized into several sections. The first section contains the 'Account name' (2) field with the value 'A shop'. The second section contains the 'Login ID' (3) field with the value 'Shop_A01'. The third section contains the 'Email address' (4) field, which is currently redacted with a black bar. The fourth section contains the 'Language' (5) field with the value 'English(en)'. Below these are three 'Memo' fields: 'Memo1' (6), 'Memo2' (7), and 'Memo3' (8). At the bottom of the form, there are two buttons: a grey 'Delete' button (9) and a blue 'Edit' button (10).

(1)	Account name
(2)	Account name
(3)	Login ID
(4)	Email address
(5)	Selected language
(6)	Memo1
(7)	Memo2
(8)	Memo3
(9)	Edit button
(10)	Delete button

If you click the "Edit" button in (10), then account information edit screen will be displayed. It is displayed only when editing is possible with the logged in account.

The screenshot shows a registration form with the following fields and options:

- Account name ***: A text input field containing "A shop".
- New Icon**: A light blue square with a black plus sign and the text "Drag & Drop here". Below it is a grey button labeled "Delete icon".
- Language ***: A dropdown menu currently showing "English(en)".
- Memo1**: A text input field with the placeholder text "Within 256 characters".
- Memo2**: A text input field with the placeholder text "Within 256 characters".
- Memo3**: A text input field with the placeholder text "Within 256 characters".

At the bottom of the form are two buttons: a grey "Back" button and a blue "Register" button.

Once you have entered the required information, click on the "Register" button. A confirmation screen is displayed as shown below.

The image shows a modal dialog for registering account information. At the top, there is a blue circular icon with a pencil and the text "Below account information will be registered". The form contains the following fields:

- Account name ***: A shop
- Icon**: (empty)
- Language**: English(en)
- Memo1**: (empty)
- Memo2**: (empty)
- Memo3**: (empty)

Below the fields, there is a red text prompt: "Are you sure to register these contents?". At the bottom, there are two buttons: "Back" (grey) and "Register" (blue).

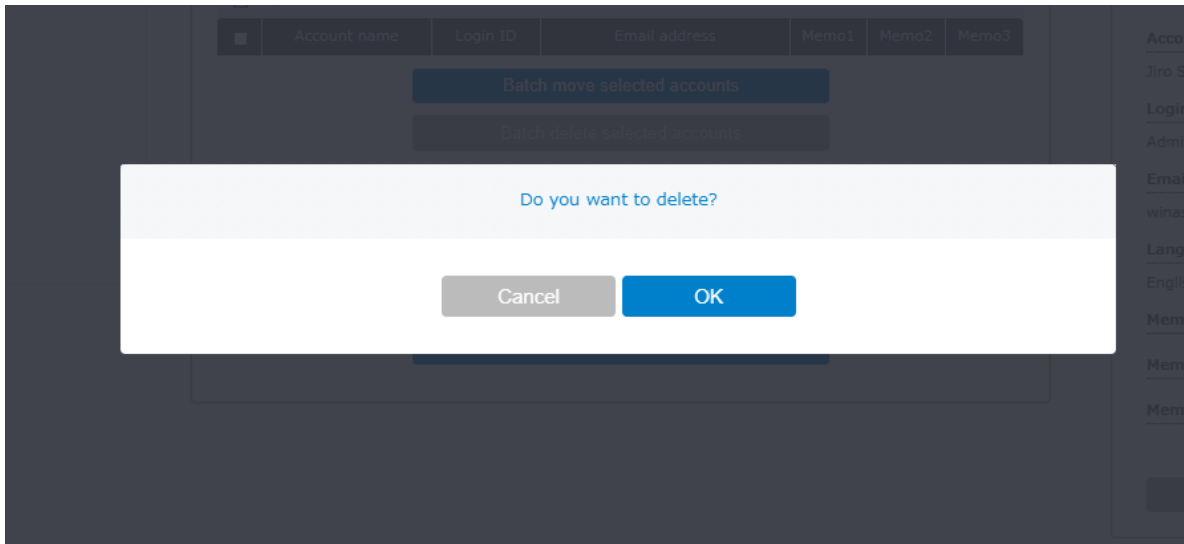
In the background, a table is visible with the following data:

Account name	Login ID	Email address	Memo1	Memo2	Memo3
A shop	Shop_A01	SAS_SB@sato-glob			

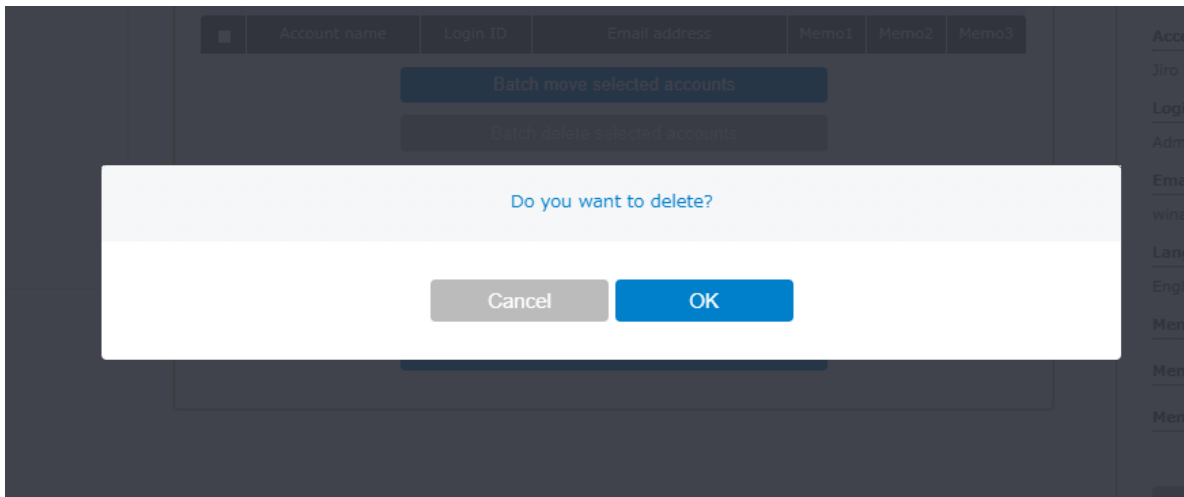
Please click "Register" button if everything is correct. Editing of account information is complete with this.

You can delete the corresponding account by clicking the "Delete" button in (9). It appears only in the case that can be removed by logged-in account.

Click the "Delete" button, the following screen will be displayed.



If you want to delete it, click the "OK" button. When clicked, confirmation screen will be displayed again as shown below.

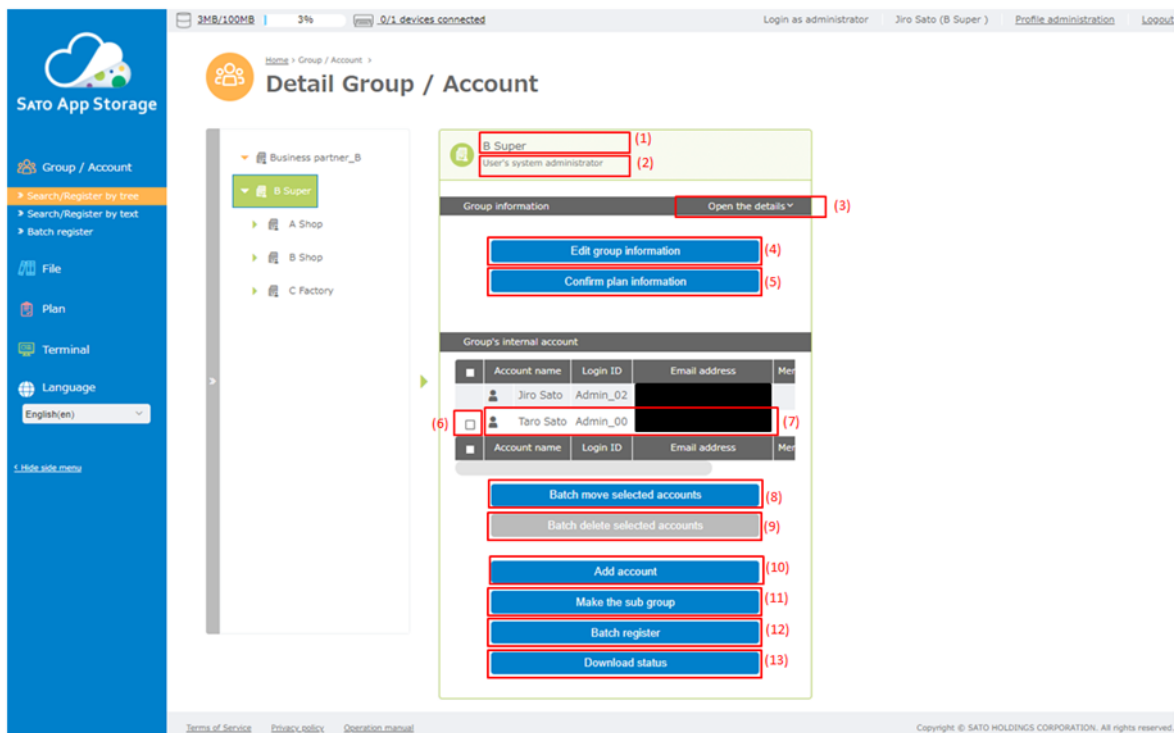


If you want to delete it, click the "OK" button. Account deletion is completed with this. Please delete carefully as deleted account cannot be restored again.

Please note that you cannot delete your own account.

5. 1. 7. Register Account in Group (Add)

To add an account to the selected group, click (10) in the figure below.



Click (10) in the above figure and the following popup will be displayed.

(1)	Account name	Enter the account name to be registered.
(2)	New Icon	To specify an icon, drag and drop the image file here and register it.
(3)	Delete icon	Delete the registered icon.
(4)	Login ID	Enter the ID to use when logging in.
(5)	Email address	Register the email address of the account you want to register. After completing registration, the information for the final registration will be sent to the email address you enter here, so please make sure to enter correct email address.
(6)	Language	Select the language to be used.
(7)	Memo1	Please enter if necessary.
(8)	Memo2	Please enter if necessary.
(9)	Memo3	Please enter if necessary.

After entering necessary information and clicking “Register” button, the confirmation screen like below will be displayed.

Below account information will be registered

Account name *
Test Account

Icon

Login ID *
[Redacted]

Email address *
[Redacted]

Language
English(en)

Memo1

Memo2

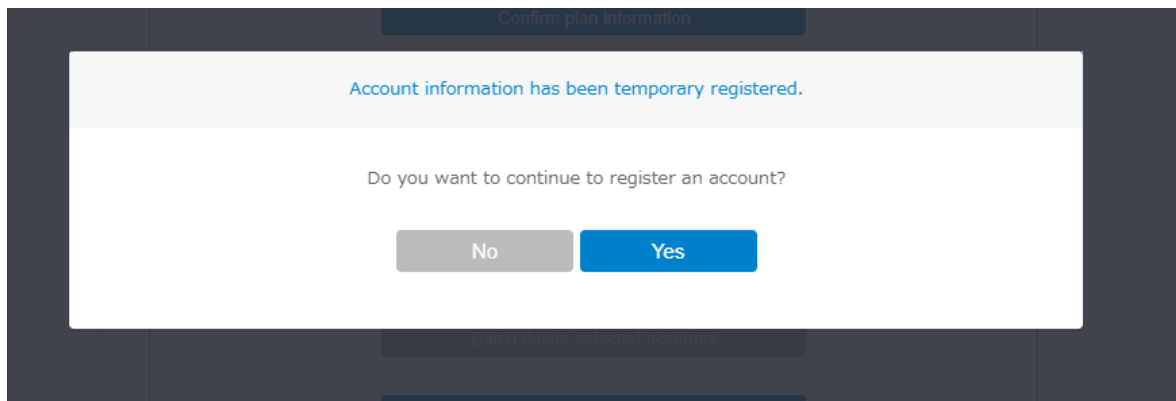
Memo3

Are you sure to register these contents?

Back Register

click “Register” button.

Click “Register” button, the following popup will be displayed. If you wish to continue to register another account then please click “Yes” button and register in the same way.

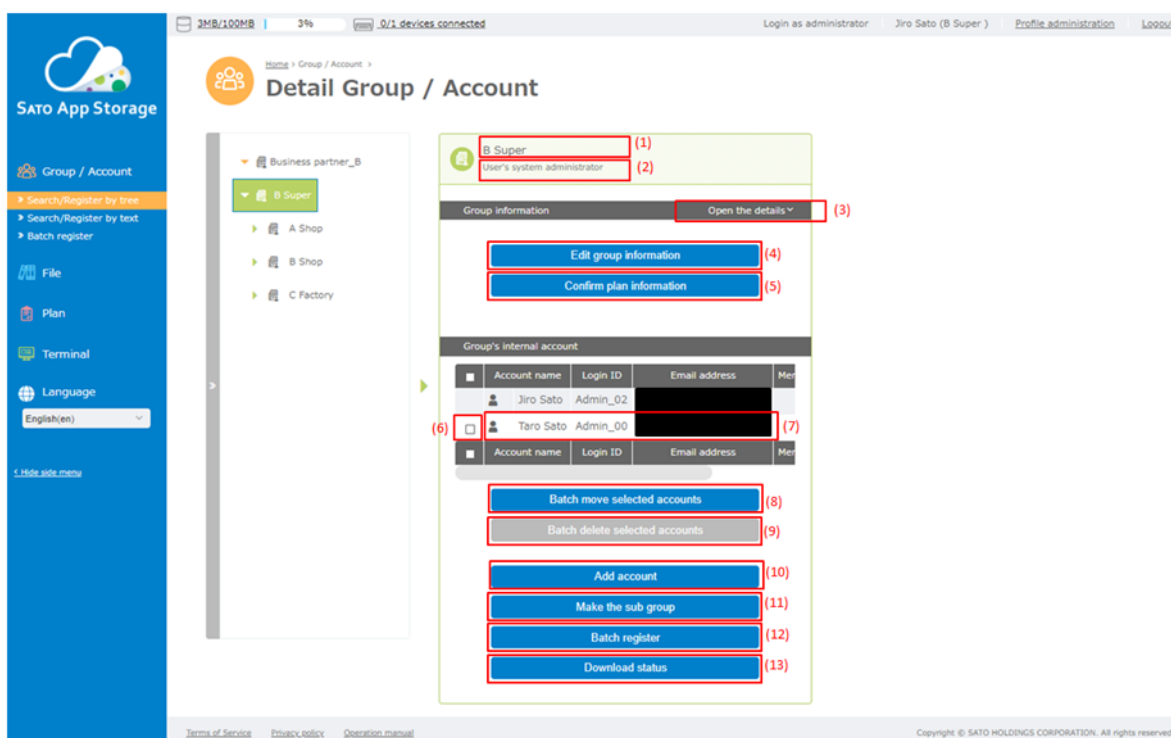


Click “No” button if you do not want to register accounts continuously.

This completes the temporary registration of the account as an administrator. To complete the real registration, please check the email that we have sent which was inputted at the time of temporary registration and click on the URL mentioned in the email. For details please refer to “Registration” in Chapter 2.

5.1.8. Create sub group

A group has tree structure which means a sub group can be created under a group. Please select the group to which you want to create a sub group and click (11) in the figure below.



When you click (11), the following popup will be displayed.

Please enter group information

Group name1 (1)

Group name2 (2)

New Icon

+

 Drag & Drop here (3)

(4)

Name of the PIC (5)

Postal code (6)

Address (7)

Phone number (8)

Country (9)

Time Zone (10)

Language (11)

Memo1 (12)

Memo2 (13)

Memo3 (14)

Group administrator authority (15)

Account administration authority (16)

File administrator authority (17)

(1)	Group name1	Enter the group name.
(2)	Group name2	If necessary, enter the group name.
(3)	New Icon	To specify an icon, drag and drop the image file here and register it.
(4)	Delete icon	Delete the registered icon.
(5)	Name of the PIC	Enter the name of the person in charge of the group.
(6)	Postal code	Enter the postal code of the group.
(7)	Address	Enter the address of the group.
(8)	Phone number	Enter the phone number of the group.
(9)	Country	Specify the country of the group.
(10)	Time Zone	Specify the time zone to be used by the group.
(11)	Language	Specify the language to use in the group.
(12)	Memo1	Please enter if necessary.
(13)	Memo2	Please enter if necessary.

(14)	Memo3	Please enter if necessary.
(15)	Group administrator authority	Specify the authority for the group under the group to be registered.
(16)	Account administrator authority	Specify the authority for the account under the group to be registered.
(17)	File administrator authority	Specify whether to grant file distribution authorization on SAS to the registration group.

Enter necessary information (red ‘*’ is a required item), and click “Register” button.

Click “Register” button, the popup shown below will be displayed.

Below group information will be registered

Group name1
EU1-1

Group name2

Icon

Business
Food

Name of the PIC

Postal code

Address

Phone number

Country
Japan

Time Zone
(UTC+09:00) Osaka, Sapporo, Tokyo

Language
English(en)

Memo1

Memo2

Memo3

Group administrator authority
New (Delete) / Edit

Account administration authority
New (Delete) / Edit

File administrator authority
Register (Delete) / Edit

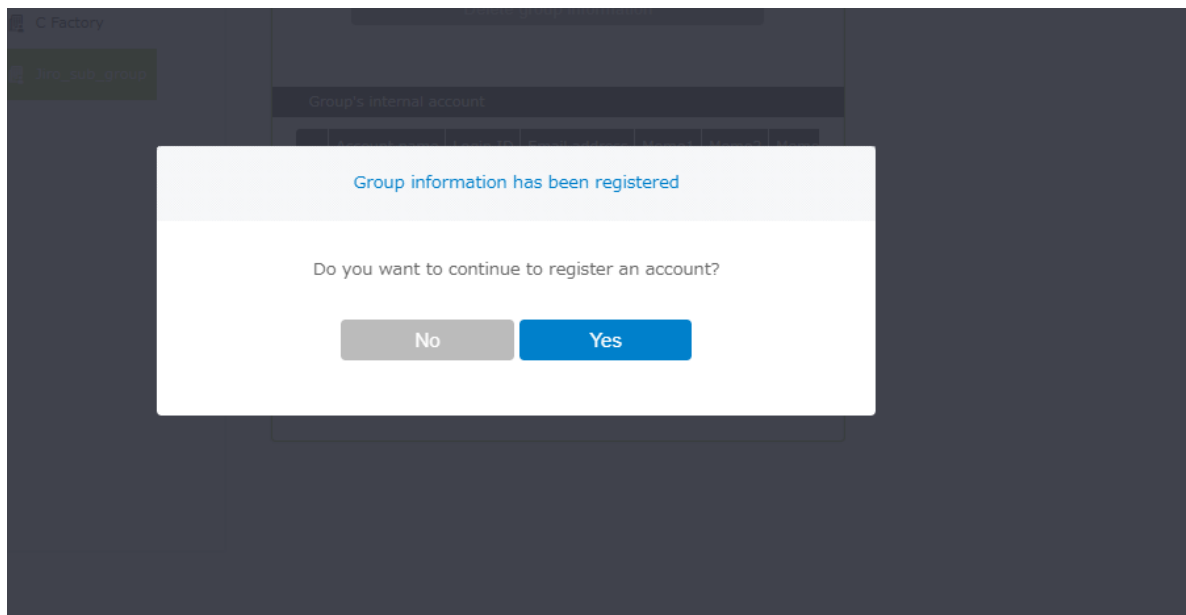
Are you sure to register these contents?

Back Register

If everything is correct, click “Register” button.

Click “Register” button, the following popup will be displayed. If you wish to continue to register your

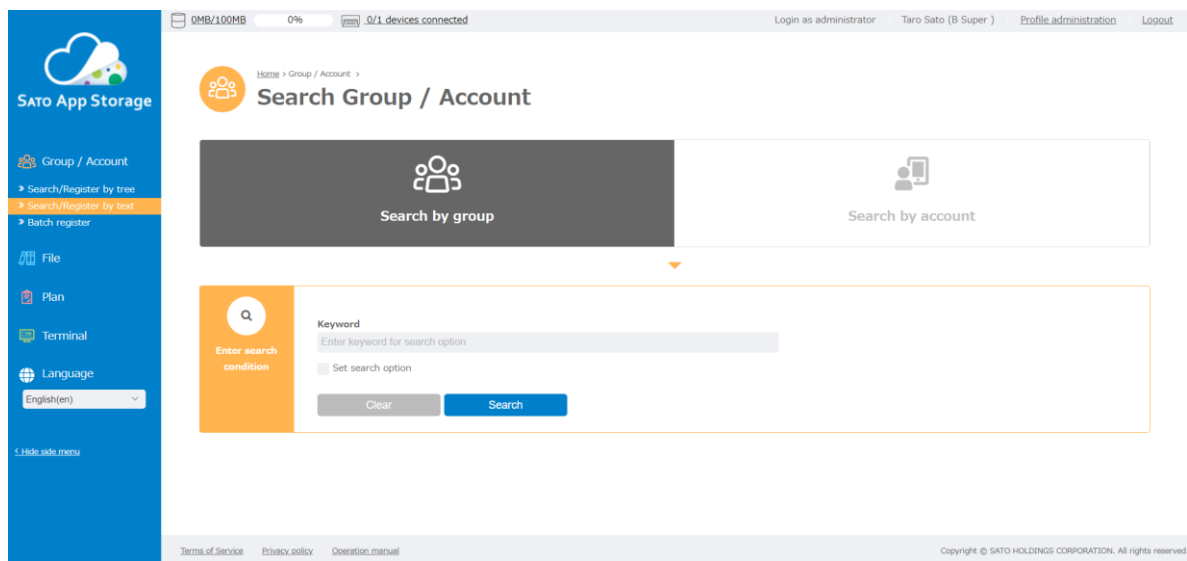
account in the group you just created, click "Yes" button and register in the same way.



Click "No" button if you do not want to register accounts continuously.

5. 2. Search/Register by text

In this menu the following screen will be displayed.



First, when the above screen is displayed, select “Search by group” or “Search by account”.

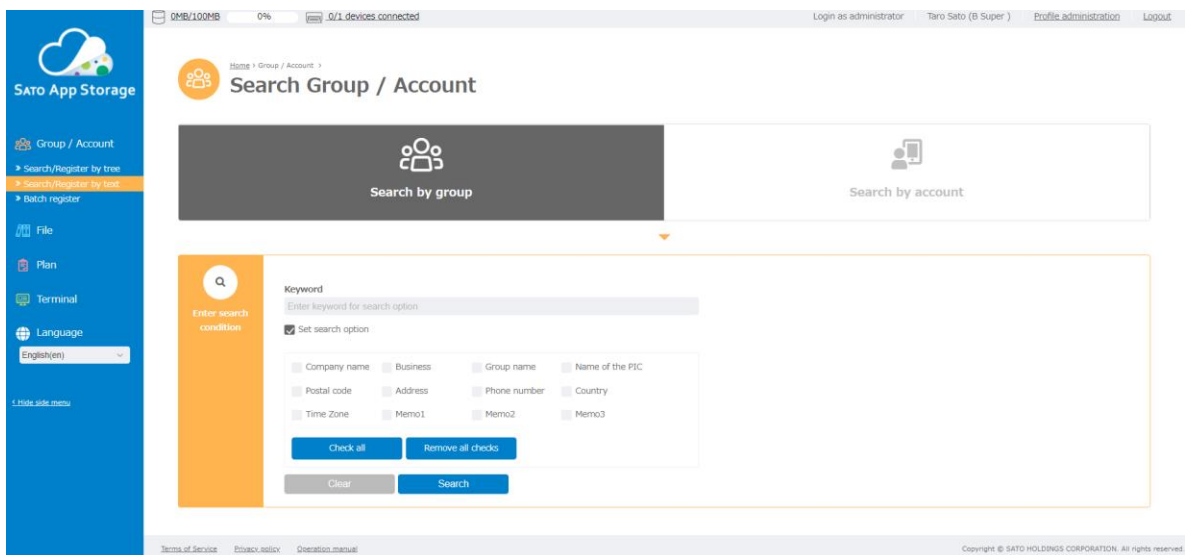
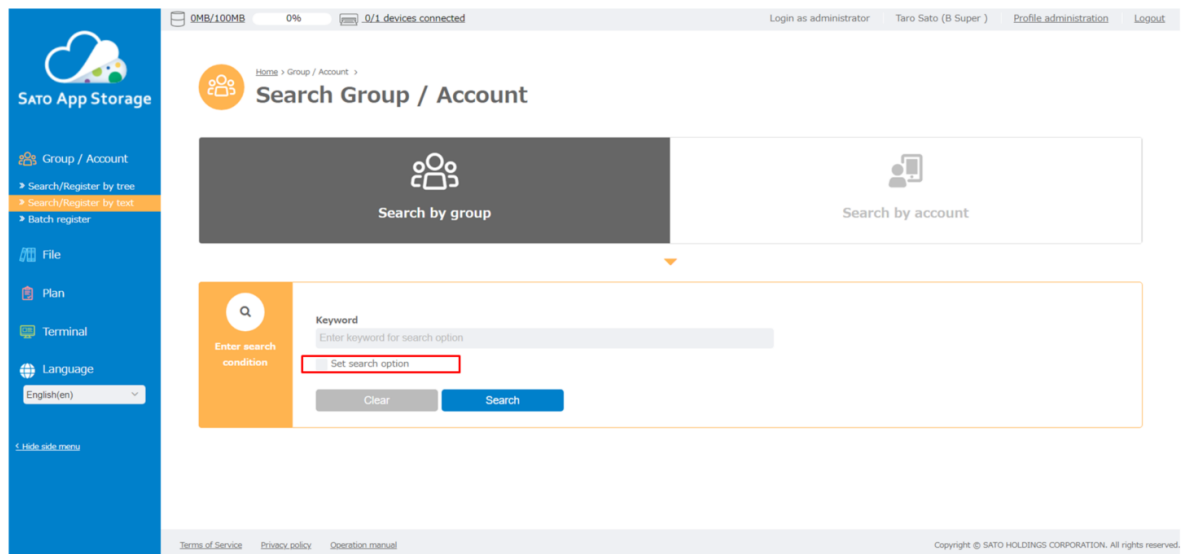
5. 2. 1. Search by group

Enter the characters which are included in the group information in the “Keyword” field.

If you click “Search with entered condition” without entering in the “Keyword” field, then it will search for below information which is included in group information.

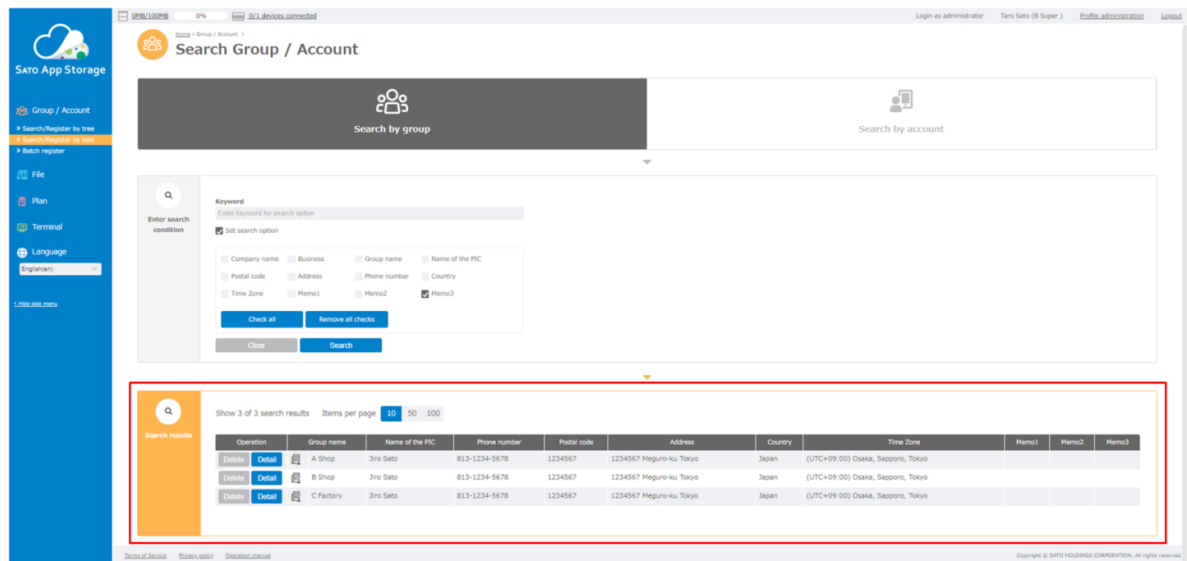
- Company name
- Business
- Group name
- Name of the person in charge
- Postal code
- Address
- Phone number
- Country
- Time Zone
- Memo1
- Memo2
- Memo3

You can specify search target items by checking on “Set search option” in the red frame in the figure below.

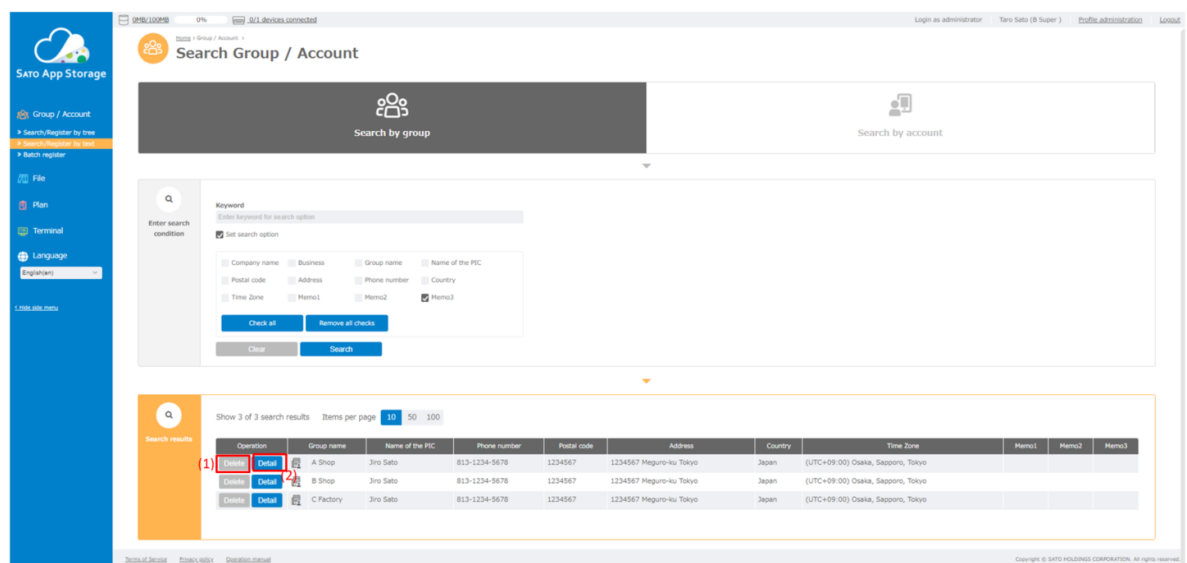


In the initial state, no items are checked at all. Please check the target item.

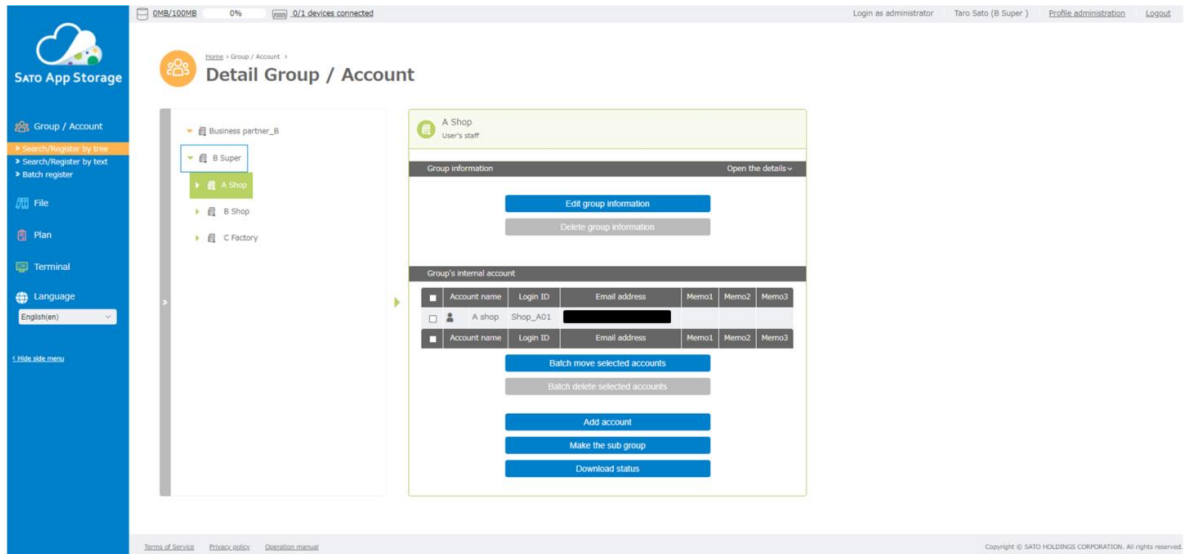
After entering in a “Keyword” area and executing a search, the following screen will be displayed.



Above figure shows the search result which is displayed in the red frame.
 "Detail" and "Delete" can be performed from this screen for search results.



Click (2) to display the detailed information of the group.
 When clicked, the following screen will be displayed.



This screen is the same screen as when you specify the corresponding group in “Search/Registrar by tree”.

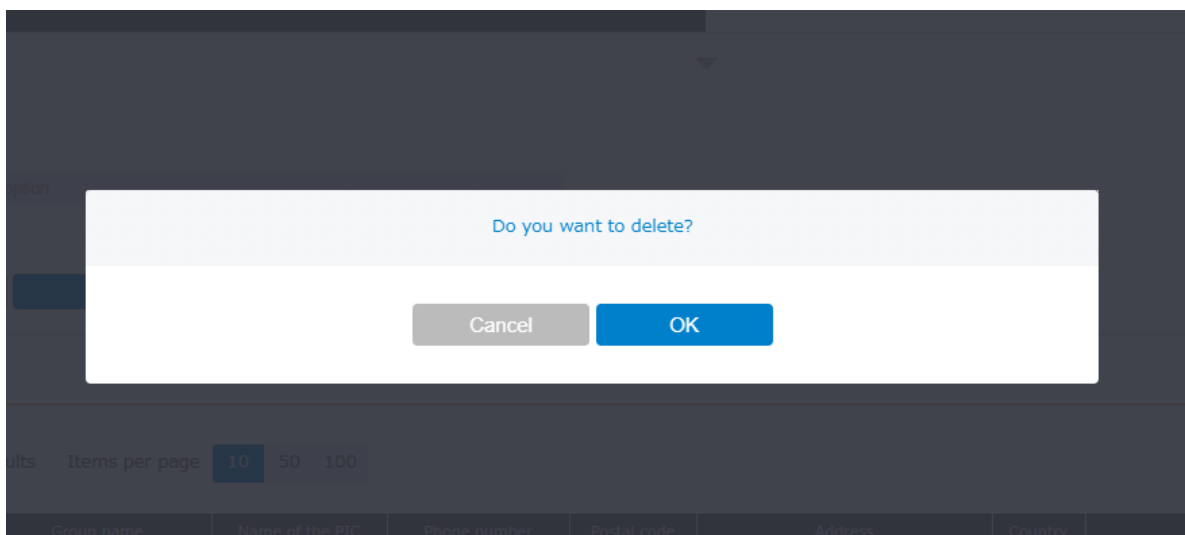
To delete a group, click (1). You will be asked if you want to delete.

【Note】

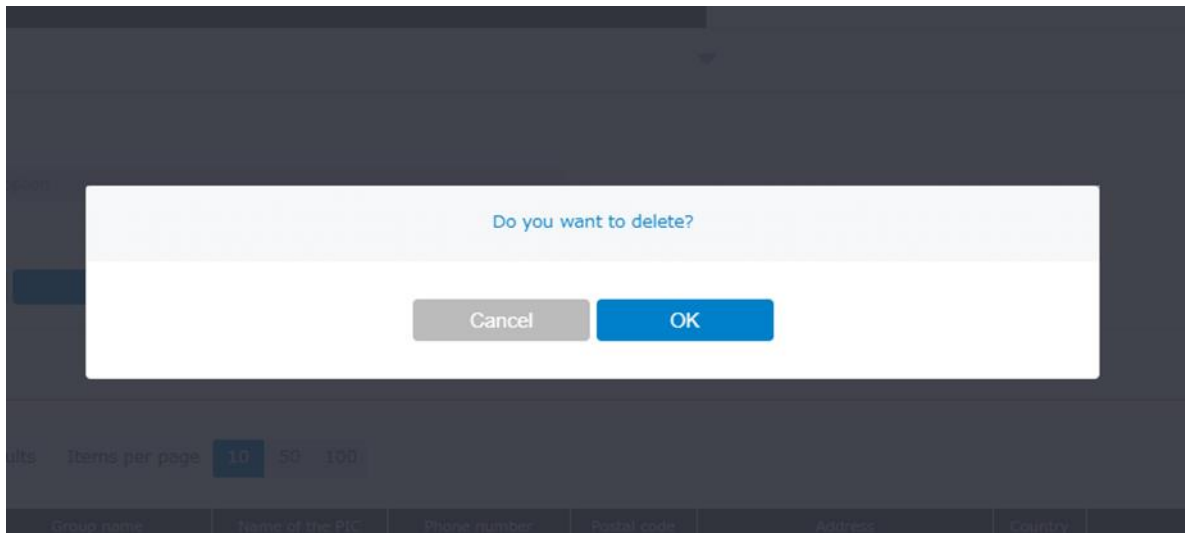
If a group you are trying to delete includes below,

- an account is registered
- a child group exists

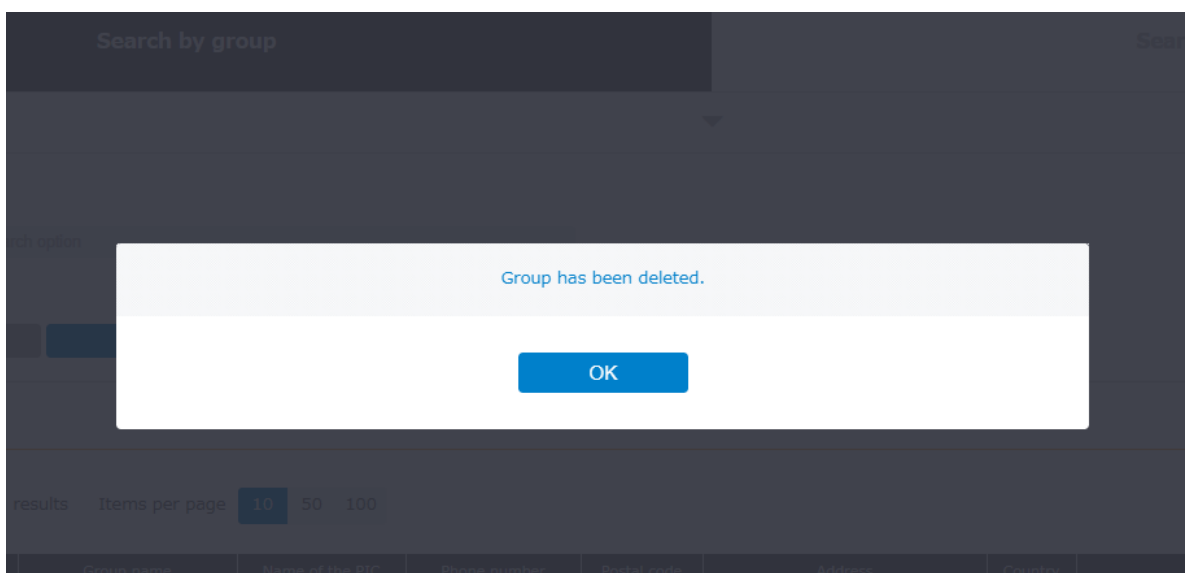
then you cannot delete the target group. Delete the registered account first and delete the child group before deleting.



To delete it, click the “OK” button. Then you can proceed to the final confirmation.



If you really want to delete it, click the "OK" button here. When deletion is completed, the following screen will be displayed.



When deleted,

- Group
- An accounts registered in the group

all of it will be deleted. After deletion, it cannot be restored. Please do it carefully while deleting.

5. 2. 2. Search by account

Enter the characters which are included in the account information in the "Keyword" field to search. If you click "Search with entered condition" without entering in the "Keyword" field, then it will search for below information which is included in group information.

- Company name

- Business
- Group name1
- Group name2
- Account name
- Login ID
- Email address
- Memo1
- Memo2
- Memo3

You can specify search target items by checking on “Set search option” in the red frame in the figure below.

The interface is titled "SATO App Storage" and "Search Group / Account". It features a sidebar with navigation options: Group / Account, Search/Register by tree, Search/Register by list, Batch register, File, Plan, Terminal, and Language. The main content area has two tabs: "Search by group" and "Search by account". Below the tabs is a search form with a "Keyword" input field and a "Set search option" checkbox. The "Set search option" checkbox is highlighted with a red box in the top screenshot. In the bottom screenshot, the checkbox is checked, and a list of search criteria is displayed with checkboxes next to them: Company name, Business, Group name, Account name, Login ID, Email address, Memo1, Memo2, and Memo3. There are also "Check all", "Remove all checks", "Clear", and "Search" buttons.

In the initial state, no items are checked at all. Please check the target item.

After entering in a “Keyword” area and executing a search, the following screen will be displayed.

The screenshot shows the 'Search Group / Account' page. The search results table is highlighted with a red frame. The table has the following data:

Operation	Account name	Login ID	Group name	Email address	Memo1	Memo2	Memo3
Delete Detail	A shop	Shop_AD1	A Shop	[REDACTED]			
Delete Detail	B shop	Shop_B02	B Shop	[REDACTED]			
Delete Detail	C factory	Fact_C03	C Factory	[REDACTED]			

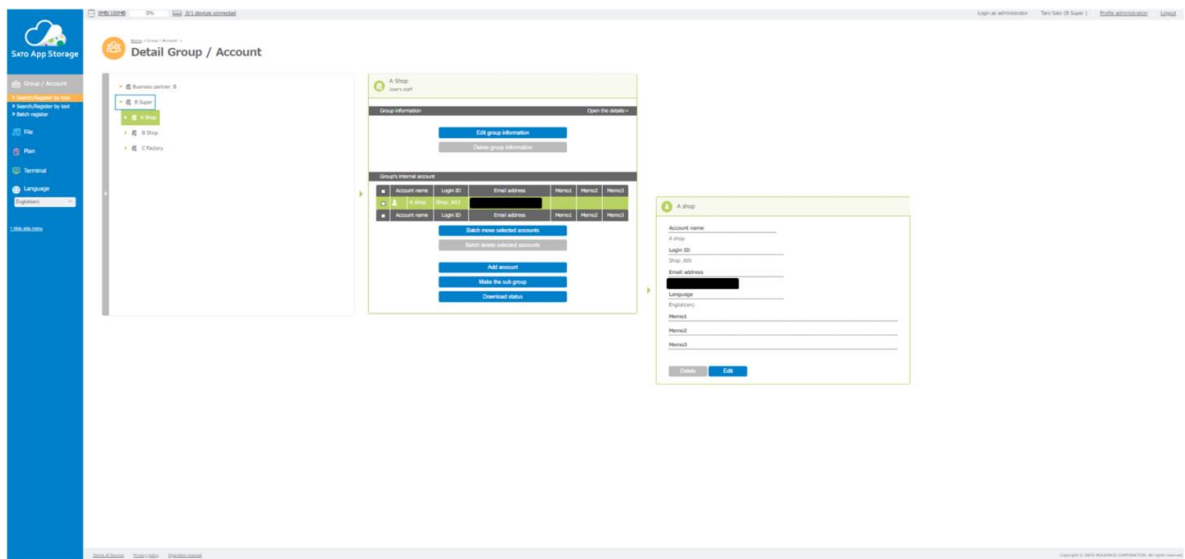
Above figure shows the search result which is displayed in the red frame.

“Detail” and “Delete” can be performed from this screen for search results.

The screenshot shows the 'Search Group / Account' page. The 'Detail' button for the first search result is highlighted with a red box and labeled (2). The table data is the same as in the previous screenshot.

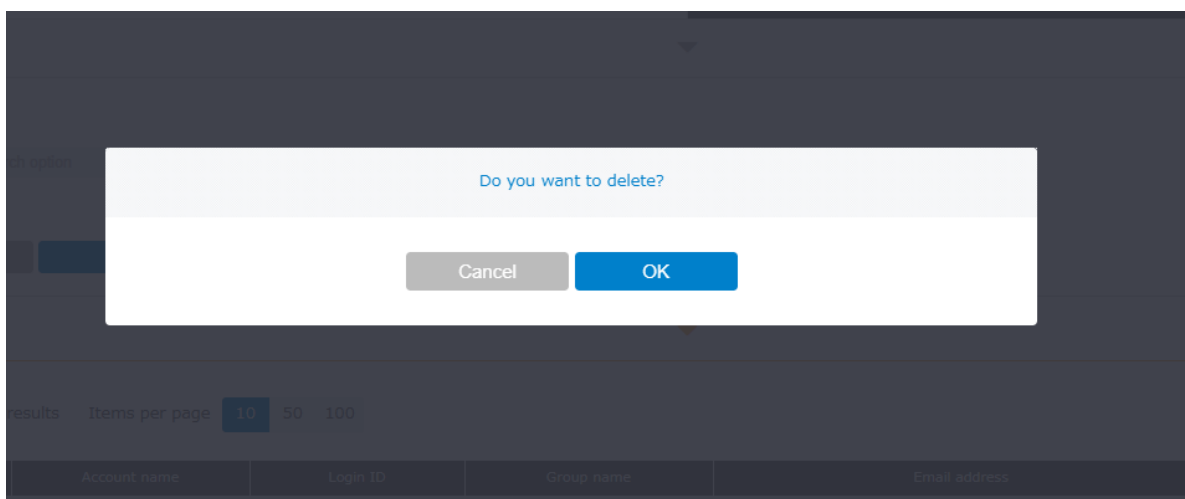
Click (2) to display detailed information of the account.

When clicked, the following screen will be displayed.

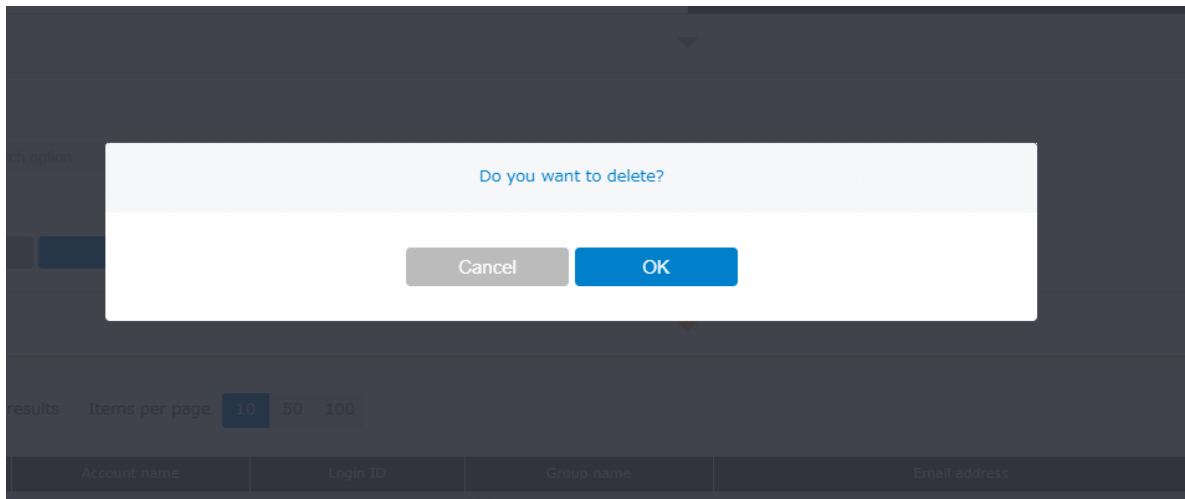


This screen is the same screen as when you specify the corresponding group in “Search/Register by tree”.

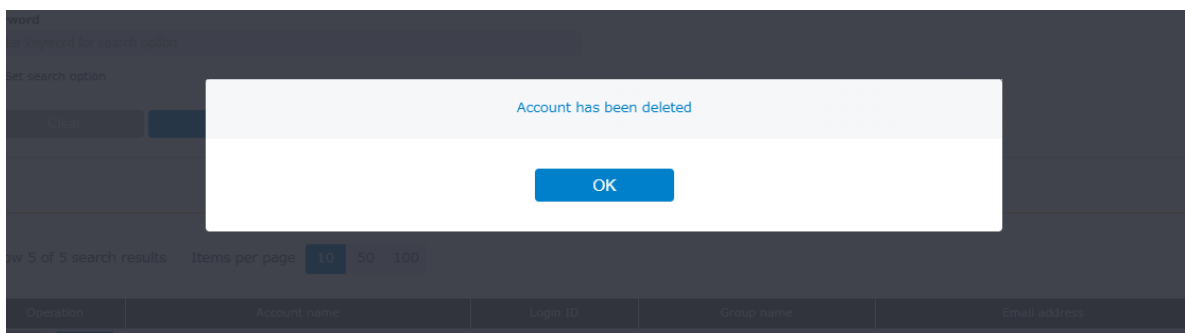
To delete an account, click (1). You will be asked if you want to delete.



To delete it, click the “OK” button. Then you can proceed to the final confirmation.



If you really want to delete it, click the "OK" button here. When deletion is completed, the following screen will be displayed.



After deletion, it cannot be restored. Please do it carefully while deleting.

5. 3. Batch register

The following screen will be displayed for "Batch register" menu.

SATO App Storage

- Group / Account
- File
- Plan
- Terminal
- Language

English(en)

Hide side menu

3MB/100M
0/1 devices
Login as administrator
Taro Sato (B Super)
Profile administration
Logout

B
connected

Home > Batch registration >

Batch registration of group and account information

B Super

1

Download tool

Download CSV data creation tools

1-1. Download CSV data creation tools

Download CSV data creation tools

(1)

Depending on the selected printer driver, the tool may not work properly. If it does not work properly, please change the default printer driver.

2

Batch registration for groups

Batch registration for groups

Go to Step3 in case of you don't register accounts

2-1. Download current group information CSV file

Download group information CSV

(2)

2-2. Upload group information CSV

*[Attention] Please only use CSV that is created by dedicated tool

Drag & Drop the attached file here

(3)

Contents will be displayed here if there is an error when group information CSV is uploaded

3

Batch registration for accounts

Batch registration for accounts

3-1. Download current group information CSV file

Download group information CSV

(4)

3-2. Download current account information CSV file

Download account information CSV

(5)

3-3. Upload CSV with account information

*[Attention] Please only use CSV that is created by dedicated tool

Drag & Drop the attached file here

(6)

Contents will be displayed here if there is an error when account information CSV is uploaded

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[Privacy policy](#)
[Operation manual](#)

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In the batch registration, you can do the following.

- Batch registration of group information
- Batch registration of account information

5.3.1. Download CSV data creation tools

Before registering in batch, first download "Download CSV data creation tools".

Click the button (1) and download the following Excel files:

Japanese version : SAS_CSV データ作成ツール_Ver1.2_Lang-ja.xlsm

English version : SAS_CSVDataCreationTool_Ver1.2_Lang-en.xlsm

This excel file is used to create the data to be registered in batch. Please do not edit with other tools.

5.3.2. Batch registration of group information

Download the latest group information.

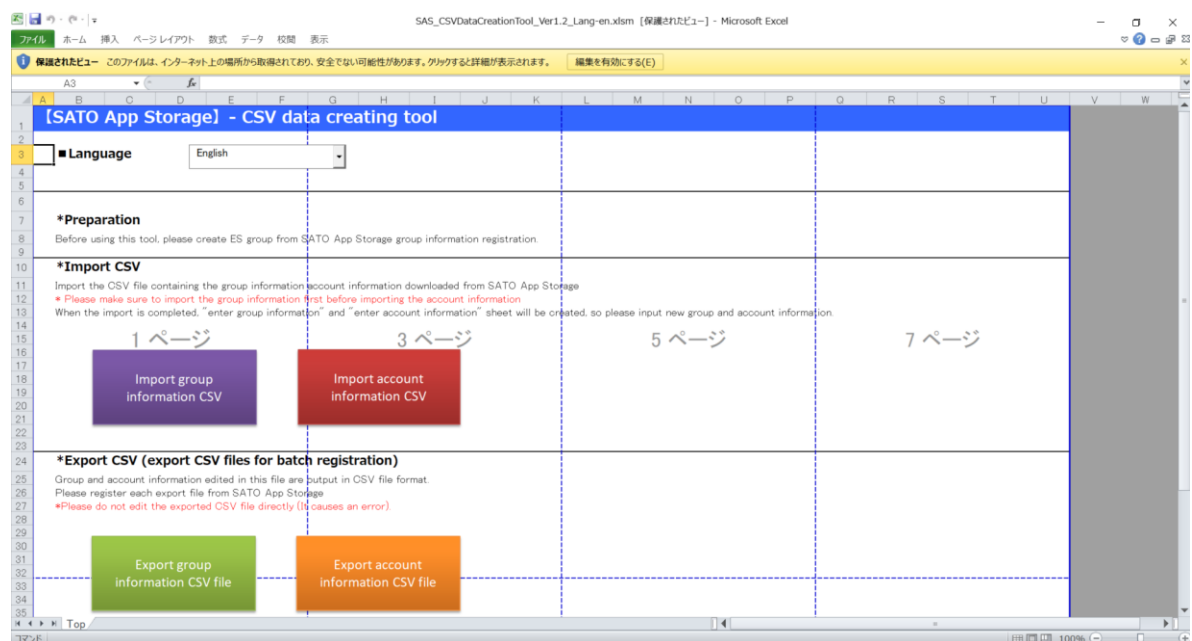
Click (2), the "Download current group information CSV file" button to download the CSV file ("YYYY-MM-DD_hhmmss_groupInfo.csv").

Open the downloaded excel file ("SAS_CSVDataCreationTool_Ver1.2_Lang-en.xlsm ") with Excel.

※ The target excel version will be Office 2013 or later.

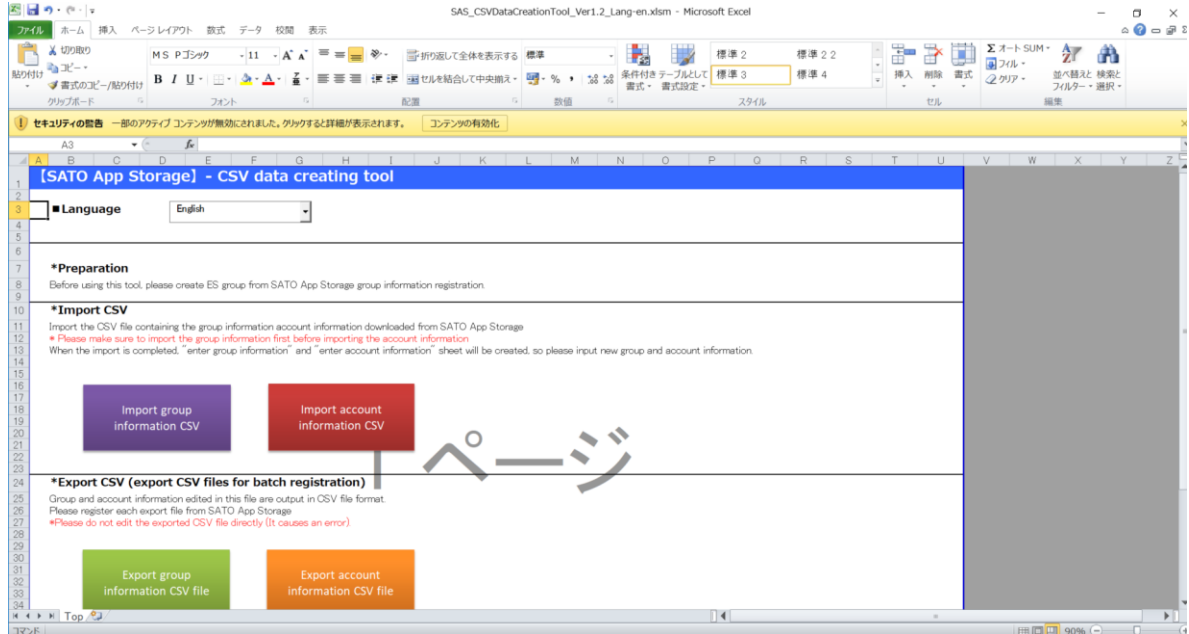
When opening with Excel, the following window opens.

※ the display content varies depending on the version of Office.

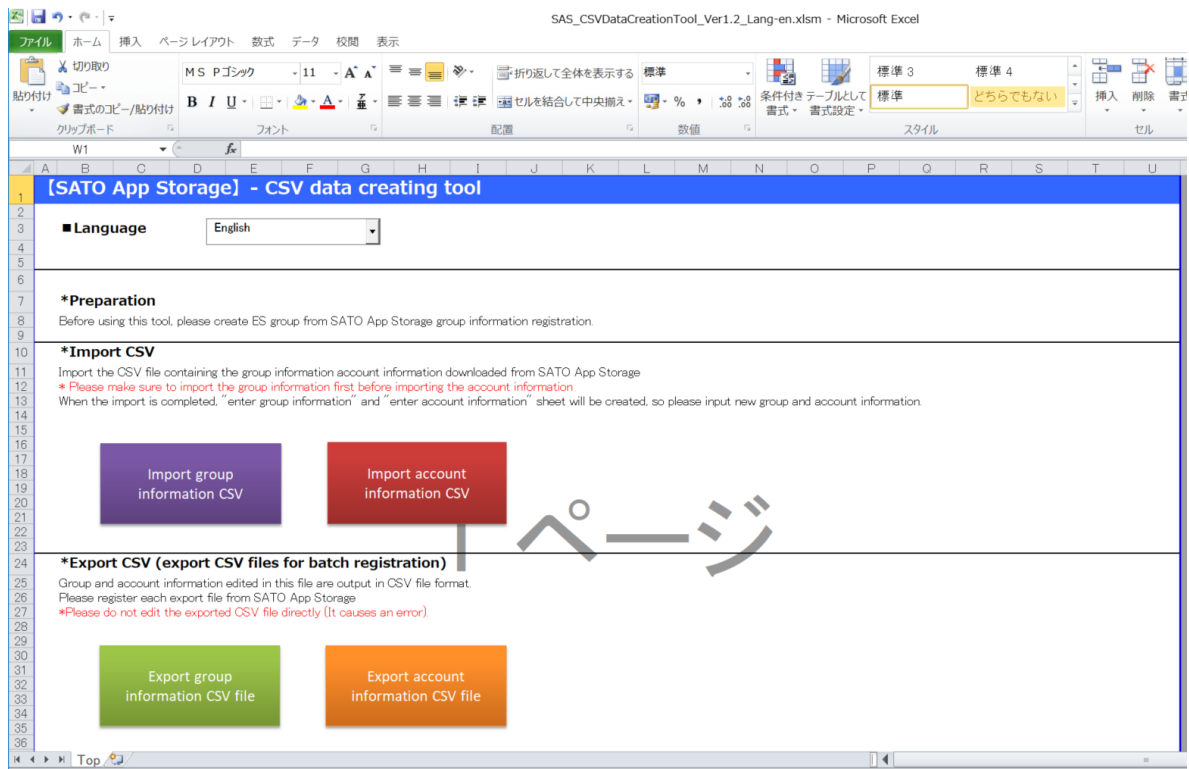


If "Protected view" is displayed at the top, click "Enable editing (E)" and make it editable.

Next, if "Enable Content" is displayed, please click the "Enable Content" button.



When "Enable Content" is done, it switches to the screen as shown below.



In Language section it is possible to select the language, so please select the language to use.

Below is the case when Japanese language is selected.

This Excel is a tool that reads the latest group information and account information registered in this system and outputs CSV file of group information and account information for registering in this system after editing.

Please do not register CSV file edited with other tool in this system. By any chance if you register, the data may be damaged.

Also, please be sure to download the latest CSV file before editing in order to maintain information consistency.

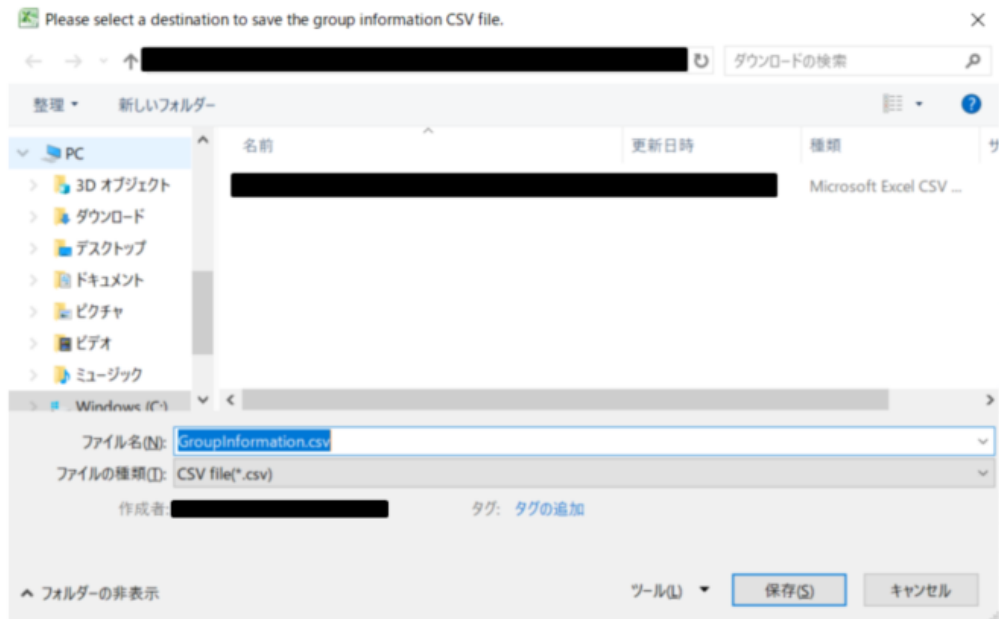
First, click the “Import group information CSV” button displayed on Excel.

Then, the file selection screen as shown in the figure below opens, so I downloaded it earlier
YYYY-MM-DD_hhmmss_groupInfo.csv

Please specify a file.



When you read the group information, “Group_information_sheet” sheet will be created as shown in below figure.



Perform batch registration of “GroupInformation” CSV file output by the CSV data creation tool to this system.

SATO App Storage

- Group / Account
- File
- Plan
- Terminal
- Language

English(en)

Hide side menu

3MB/100M

3%

0/1 devices

connected

[Home](#) > [Batch registration](#)

Batch registration of group and account information

B Super

1

Download tool

1-1. Download CSV data creation tools

(1)

Download CSV data creation tools

Depending on the selected printer driver, the tool may not work properly. If it does not work properly, please change the default printer driver.

2

Batch registration for groups

Batch registration for groups

2-1. Download current group information CSV file

(2)

Download group information CSV

2-2. Upload group information CSV

+

Drag & Drop the attached file here

(3)

Contents will be displayed here if there is an error when group information CSV is uploaded

3

Batch registration for accounts

Batch registration for accounts

3-1. Download current group information CSV file

(4)

Download group information CSV

3-2. Download current account information CSV file

(5)

Download account information CSV

3-3. Upload CSV with account information

+

Drag & Drop the attached file here

(6)

Contents will be displayed here if there is an error when account information CSV is uploaded

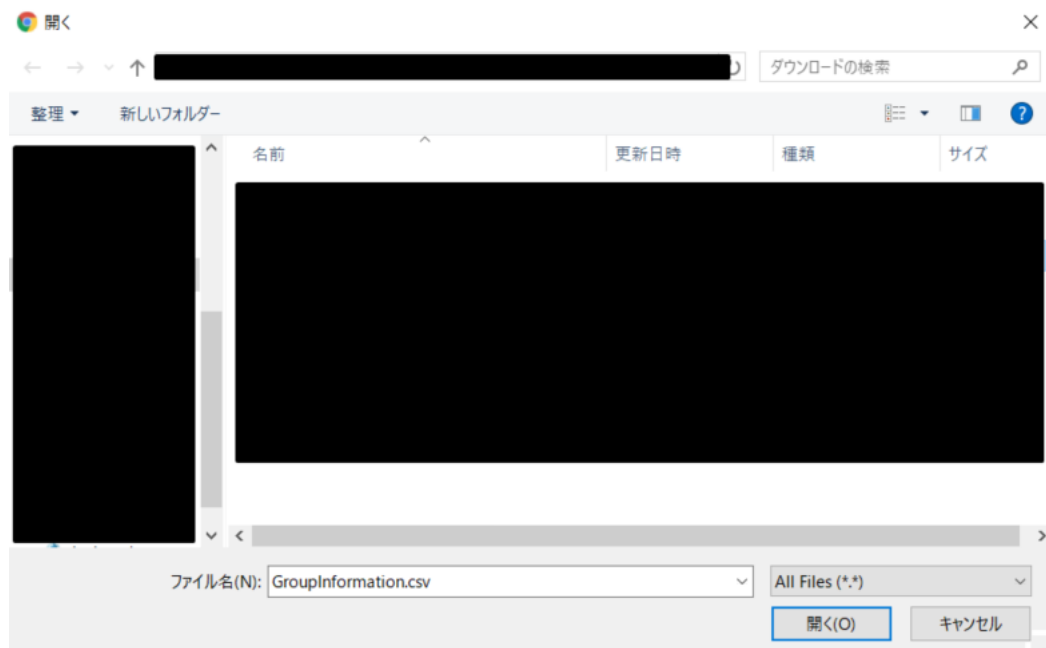
[Terms of Service](#)
[Privacy policy](#)
[Operation manual](#)

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First, drag and drop a CSV file of group information that you want to register in the area (3).

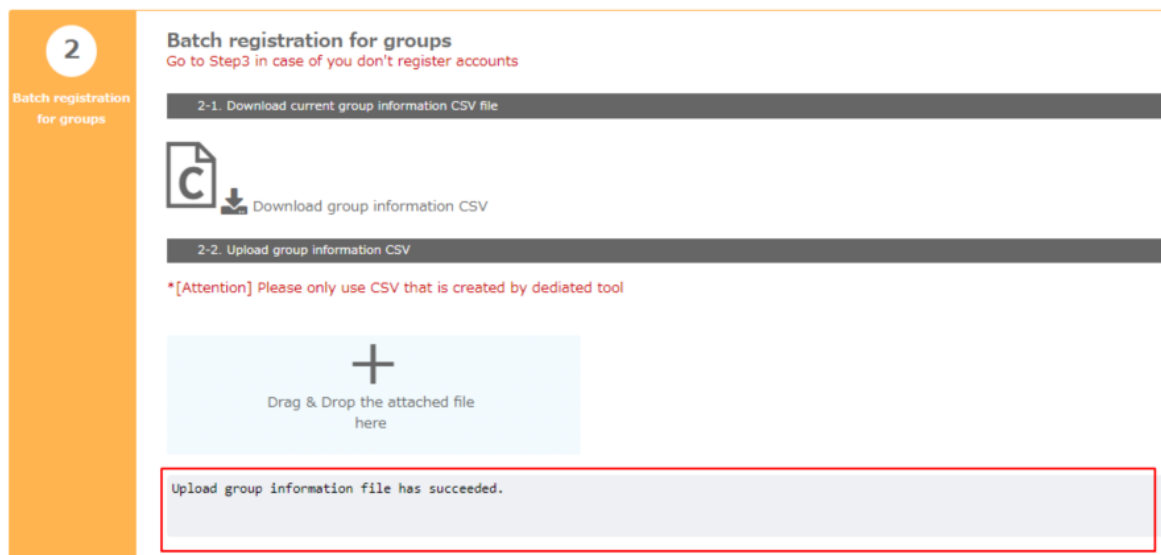
Or, click the area (3) and select the CSV file of group information you want to register.

When you click the area (3), the file selection screen is displayed, so specify the group information CSV file that you saved earlier.



The screen may differ depending on your browser.

If the file is correctly registered then message shown in the figure below in the red frame
“Upload group information file has succeeded.” will be displayed.



The edited CSV file is now registered.

5.3.3. Batch registration of account information

Download the latest group information.

Click the "Download current group information CSV file" button (4) and download the CSV file ("YYYY-MM-DD_hhmmss_groupInfo.csv").

Then, please click the "Download current account information file" button (5) and download the CSV file ("YYYY-MM-DD_hhmmss_accountInfo.csv").

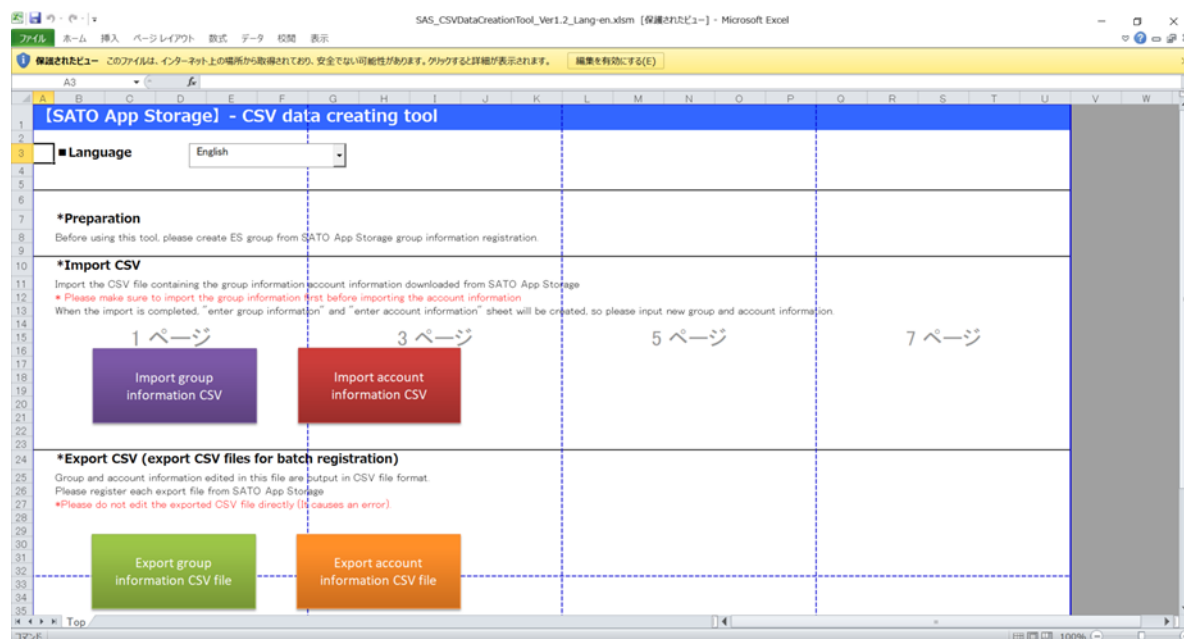
The "YYYY-MM-DD_hhmmss" part of the file names of the above two CSV files is the year, month, day, hour, minute, and second. It is fixed when the download is executed.

Open the downloaded Excel file ("SAS_CSVDDataCreationTool_Ver1.2_Lang-en.xlsm") in Excel.

※ Target Excel version will be Office 2013 or later.

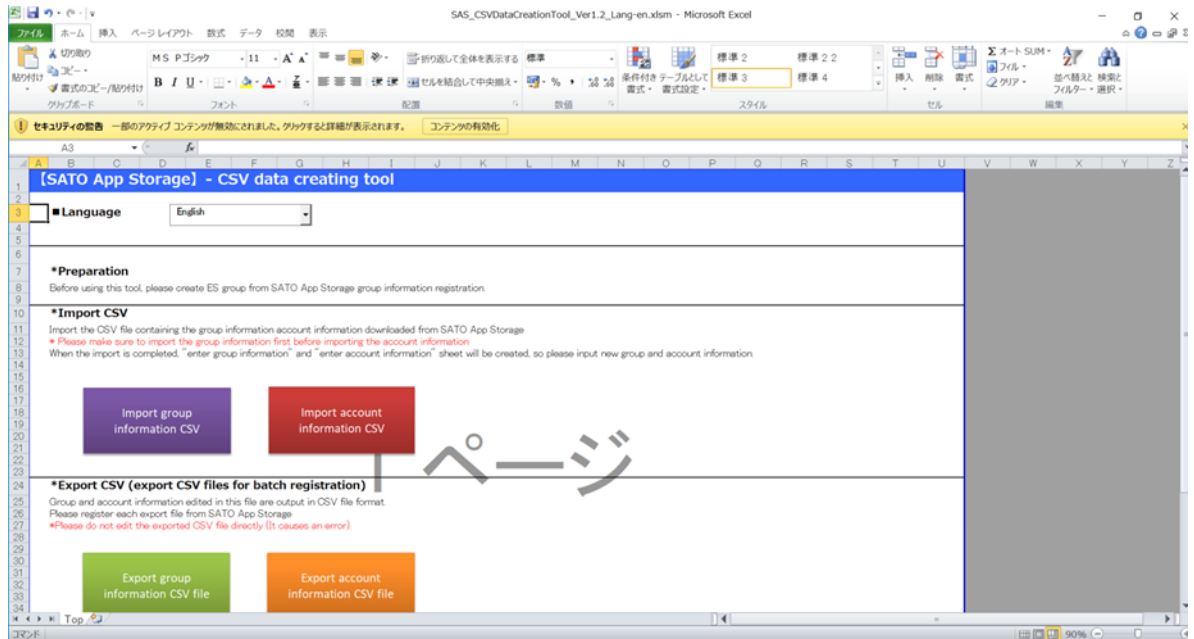
The following window will open when opened in Excel.

※ Display contents vary according to the version of Office used.

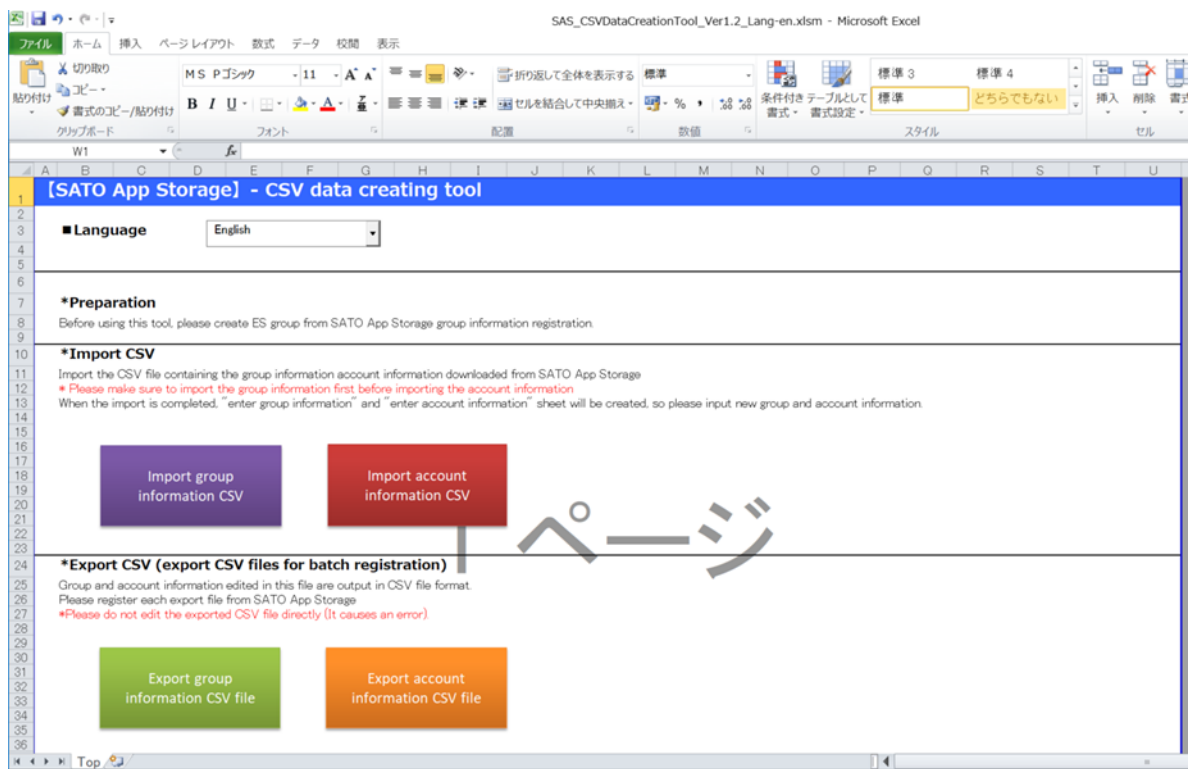


If "Protected view" is displayed at the top, click "Enable editing (E)" and make it editable.

Next, if "Enable Content" is displayed, please click the "Enable Content" button.



When "Enable Content" is done, it switches to the screen as shown below.



In Language section it is possible to select the language, so please select the language to use.

Below is the case when Japanese language is selected.

This Excel is a tool that reads the latest group information and account information registered in this

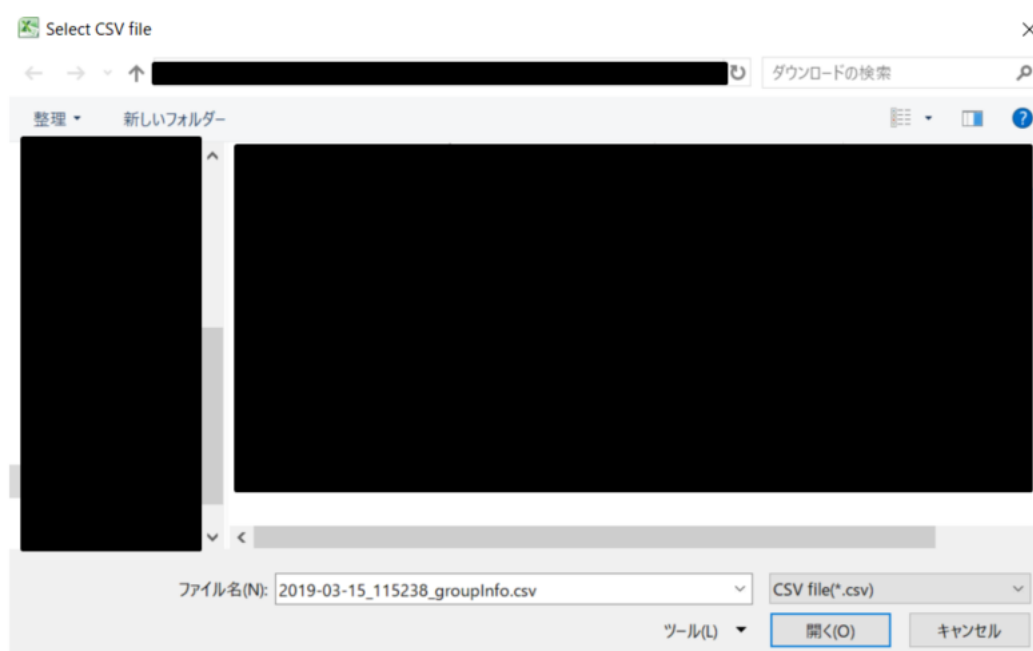
system and outputs CSV file of group information and account information for registering in this system after editing.

Please do not register CSV file edited with other tool in this system. By any chance if you register, the data may be damaged.

Also, please be sure to download the latest CSV file before editing in order to maintain information consistency.

First, click the “Import group information CSV” button displayed on Excel.

Then, the file selection screen as shown in the figure below open, and specify the file “YYYY-MM-DD_hhmmss_groupInfo.csv” downloaded earlier.



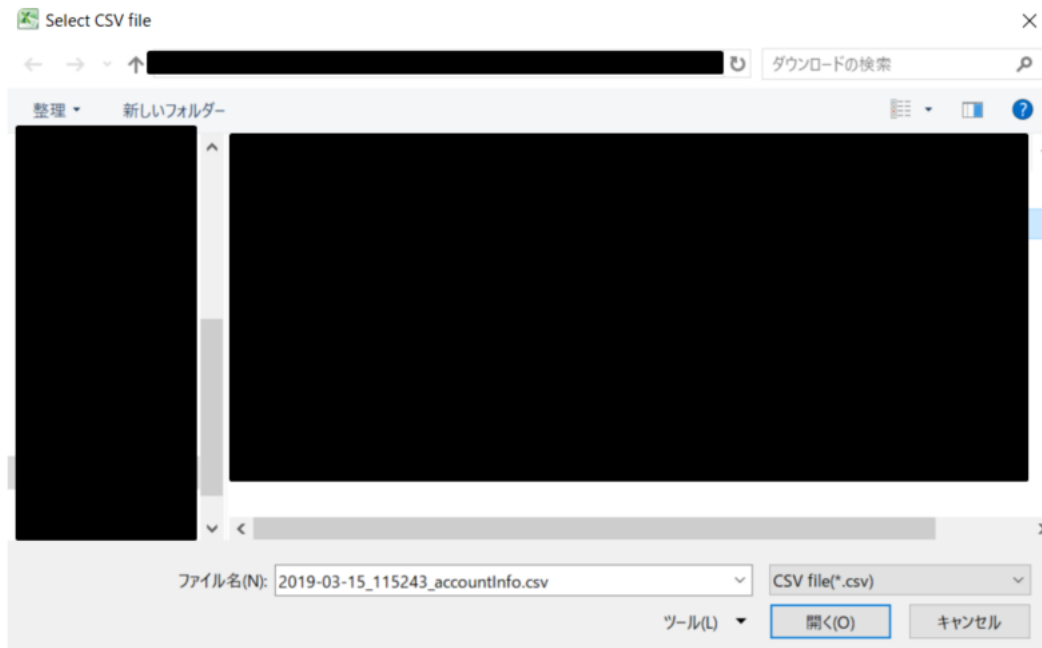
When you read the group information, “Group_information_sheet” sheet will be created as shown in below figure.

Error information	Group ID for System	Group ID	Parents group ID	Group type	Group name1 (base, department)	Group name2 (base, department)	Name (person in charge)	Postal code	Address
	4193	566	0	User's system administrator	B Super		Jiro Sato	1234567	1234567
	4194	567	566	User's staff	A Shop		Jiro Sato	1234567	1234567
	4195	568	566	User's staff	B Shop		Jiro Sato	1234567	1234567
	4196	569	566	User's staff	C Factory		Jiro Sato	1234567	1234567

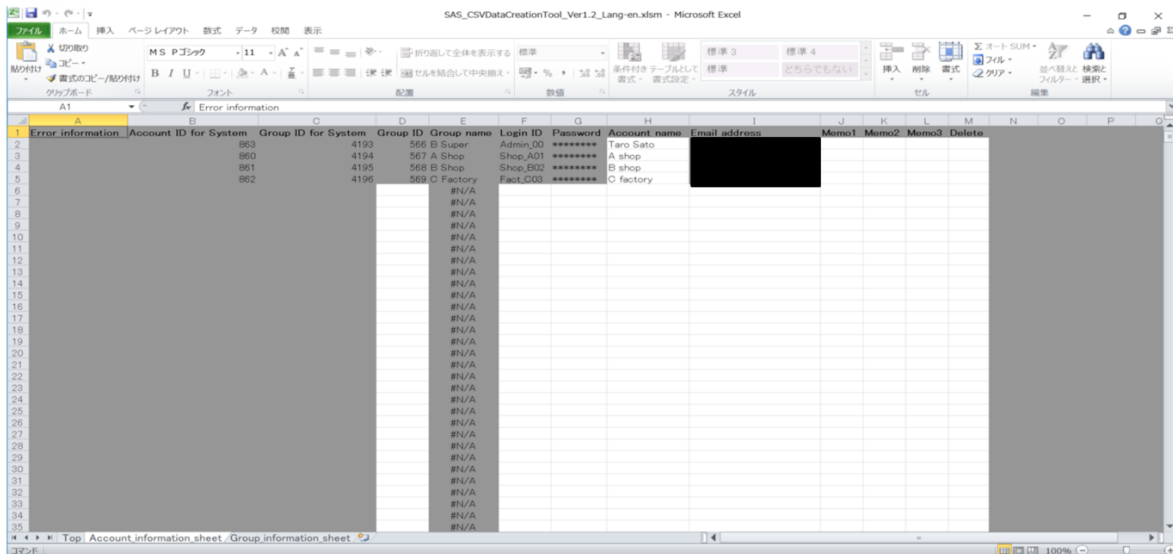
Then, click the “Import account information CSV” button on the 「TOP」 sheet.

※ Please be sure to load account information after loading group information. Account information refers to group information.

Then, the file selection screen as shown below opens, and specify the file “YYYY-MM-DD_hhmmss_groupInfo.csv” which was downloaded it earlier.



When you import account information, an “Account_information_sheet” as shown below is created.



Enter the account information you want to add here.

You cannot edit a cell whose background is gray.

When adding an account, enter the group ID of the group you want to belong to in column D “Group ID” .

The group ID described on the group information sheet can be specified.

If you specify the group ID that exists in the group information sheet in the D column “Group ID” , the group name is automatically displayed in the E column “Group name” , so check it.

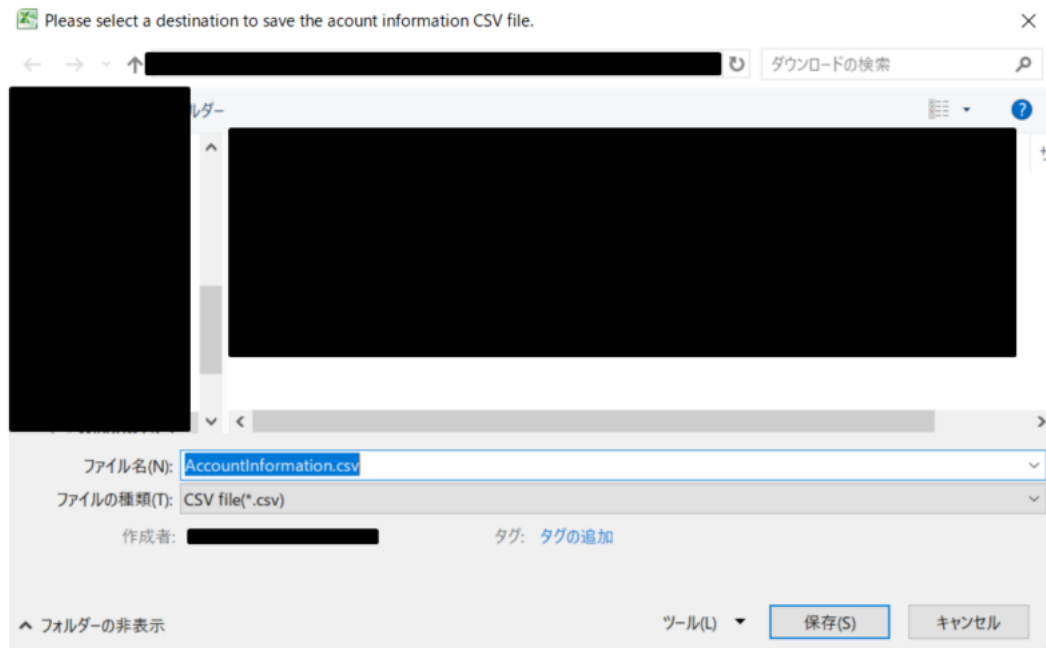
Next, enter other items.

Email address will be delivered to the email address you filled in after completing account registration. Since you will not be able to log in to this system unless email is received, please be careful not to make a mistake with email address.

When editing is completed, open the 「TOP」 sheet and click on “Export account information CSV file” button.

Here, if there is an error in the input data, an error will be displayed. Confirm the error and click the output button again after editing.

If there is no problem with the edited content, CSV will be output, so please save it with an appropriate name. Any name can be used.



Perform batch registration of “AccountInformation” CSV file output by the CSV data creation tool to this system.

Group / Account

File

Plan

Terminal

Language

English(en)

Hide side menu

3MB/100M

0/1 devices

connected

Login as administrator

Taro Sato (B Super)

Profile administration

Logout

Home > Batch registration >

Batch registration of group and account information

B Super

1

Download tool

Download CSV data creation tools

1-1. Download CSV data creation tools

X

Download CSV data creation tools

(1)

Depending on the selected printer driver, the tool may not work properly.
If it does not work properly, please change the default printer driver.

2

Batch registration for groups

Batch registration for groups

Go to Step3 in case of you don't register accounts

2-1. Download current group information CSV file

C

Download group information CSV

(2)

2-2. Upload group information CSV

+

Drag & Drop the attached file here

(3)

Contents will be displayed here if there is an error when group information CSV is uploaded

3

Batch registration for accounts

Batch registration for accounts

3-1. Download current group information CSV file

C

Download group information CSV

(4)

3-2. Download current account information CSV file

C

Download account information CSV

(5)

3-3. Upload CSV with account information

+

Drag & Drop the attached file here

(6)

Contents will be displayed here if there is an error when account information CSV is uploaded

Terms of Service

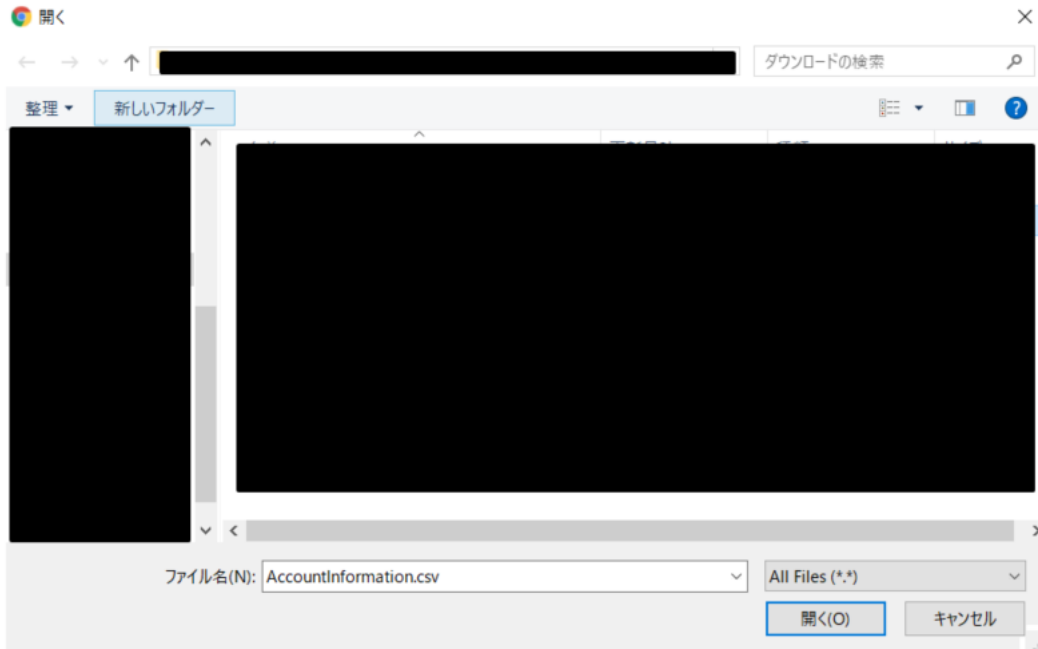
Privacy policy

Operation manual

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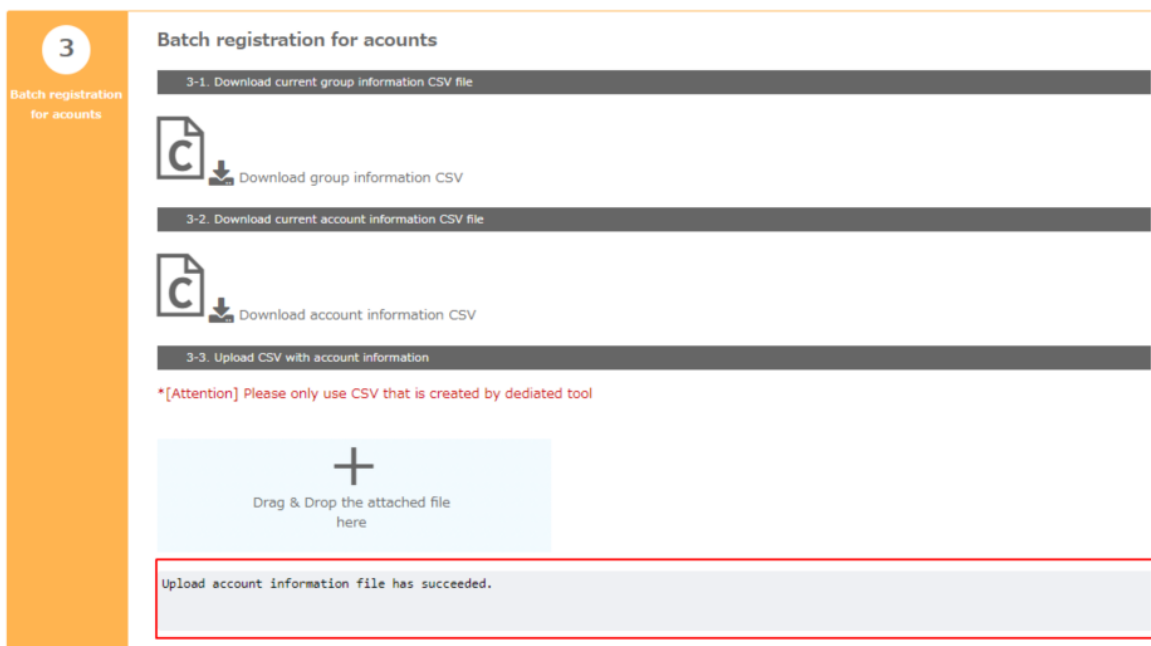
Drag and drop the account information CSV file you want to register into the area shown in Figure 6 above.

Alternatively, click the area (6) and select the CSV file of account information you want to register.
When you click area (6), a file selection screen is displayed, so specify the account information CSV file that you saved earlier.



The screen may differ depending on your browser.

If the file is correctly registered then message shown in the figure below in the red frame
“Upload account information file has succeeded.” will be displayed.



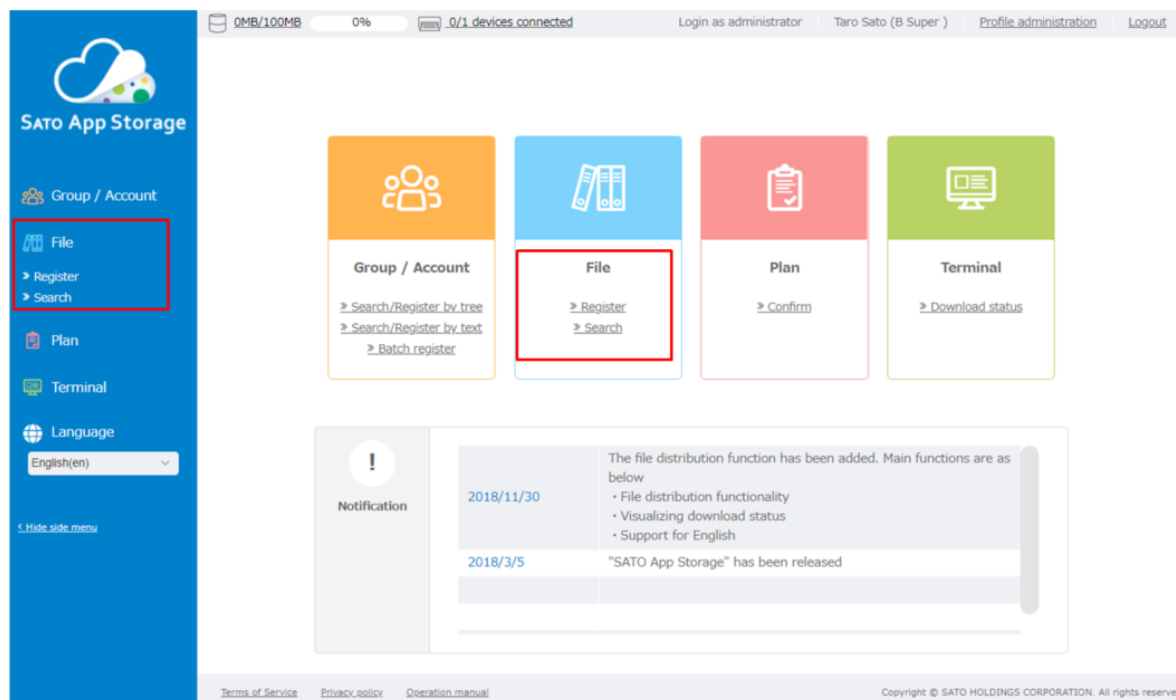
The edited CSV file is now registered.

【Note】

Please note that even if the account is added, the account will not be displayed on the management screen until the first login is performed from the email sent to the person concerned.

6. File Management

You can register the files you want to distribute to the registered group. For the delivery method, you can select “Selected groups including all subordinate groups/users” and “Selected groups only” of the group according to the purpose. In addition, file registration can be registered directly in this system from Label Design Creation Tool. For details, refer to the operation manual of Label Design Creation Tool.



In the red frame of the top page, two menus will be displayed which are follow:

- Register
- Search

6.1. Register

When “Register” is clicked, the following screen will be displayed.

Register file

Input registration information

Distribution source group name: B Super [Change distribution source group](#)

File name*: 255 characters Extension

Type: Select type [Delete file](#)

Summary: 255 characters

Time zone of distribution date and time*: (UTC+09:00) Osaka, Sapporo, Tokyo

Distribution start date and time: YYYYMMDD 00 : 00

Distribution end date and time: YYYYMMDD 00 : 00

Allow pre-download: ☐

Application: 64 characters Model: Select model

Memo1: 255 characters

Memo2: 255 characters

Memo3: 255 characters

Directory: Alphanumeric characters

Display uploaded by: ☐ Display modified by: ☐

[Clear](#) [Destination](#)

In file registration, you can do the following:

- Designation of distribution source group
- Specify a destination group
- Designation of distribution start date and time
- Designation of distribution end date and time
- Permit setting of pre-download
- Register thumbnail image

Register file

Input registration information

(1) Distribution source group name: B Super [Change distribution source group](#) (2)

(3) File name*: 255 characters Extension (4)

(5) Type: Select type [Delete file](#) (7)

(10) Summary: 255 characters

(11) Time zone of distribution date and time*: (UTC+09:00) Osaka, Sapporo, Tokyo

(12) Distribution start date and time: YYYYMMDD 00 : 00

(13) Distribution end date and time: YYYYMMDD 00 : 00 [Delete thumbnail](#) (9)

(14) Allow pre-download: ☐

(15) Application: 64 characters Model: Select model (16)

(17) Memo1: 255 characters

(18) Memo2: 255 characters

(19) Memo3: 255 characters

(20) Directory: Alphanumeric characters

(21) Display uploaded by: ☐ Display modified by: ☐ (22)

(6) Drag & Drop the attached file here

(8) Drag & Drop the thumbnail here

(23) [Clear](#) (24) [Destination](#)

(1)	Distribution source group	Distribution source group name is displayed.
-----	---------------------------	--

	name	
(2)	Change distribution source group	Click to change (act on behalf) the distribution source.
(3)	File name	It will be a file name without the extension.
(4)	Extension	The file extension will be displayed automatically.
(5)	Type	Please select the applicable type from pull down.
(6)	Drag & Drop the attached file here	Upload the file you want to distribute. If you drag and drop a file into this area, the file will be uploaded.
(7)	Delete file	Click to delete the uploaded file.
(8)	Drag & Drop the thumbnail here	Upload the thumbnail image file of the file to be distributed. If you drag and drop a file into this area, the file will be uploaded.
(9)	Delete thumbnail	Click to delete the uploaded thumbnail file.
(10)	Summary	Fill out the outline of the distribution file.
(11)	Time zone of distribution date and time	Specify the time zone to manage distribution date and time.
(12)	Distribution start date and time	Specify the distribution start date and time.
(13)	Distribution end date and time	Specify the distribution end date and time.
(14)	Allow pre-download	Check if you want to allow downloading before distribution start time.
(15)	Application	Fill in the usage of the distribution file.
(16)	Model	Select to specify the model to be distributed.
(17)	Memo1	Please enter if necessary.
(18)	Memo2	Please enter if necessary.
(19)	Memo3	Please enter if necessary.
(20)	Directory	Fill in if you want to record the directory information.
(21)	Display uploaded by	Check the box to display registrant information.
(22)	Display modified by	Check the box to display updater information.
(23)	Clear	Click to clear the entered information.
(24)	Destination	Click to specify the destination of distribution.

In designating a distribution source group, when registering a file on behalf of, this is a function to specify when registering as the owning file of the lower group.

When "Change distribution source group" button is clicked, the following screen will be displayed.

Home > File > **Select file distributor group**

Enter search condition

User's system administrator ▼

Keyword

☐ Set search option

Clear

Search

Here, search and select the group you want to specify as the distribution source.

When the search is executed, a screen like the one shown below is displayed, so select the group you want to specify as the distribution source group.

Home > File > **Select file distributor group**

Enter search condition

User's system administrator ▼

Keyword

☐ Set search option

Clear

Search

Search results

Show 1~1 of 1 search results Items per page 10 50 100

Group name	Name of the PIC	Phone number	Postal code	Address	Country	Time Zone	Memo1	Memo2	Memo3
B Super	Jiro Sato	813-1234-5678	1234567	1234567 Meguro-ku Tokyo	Japan	(UTC+09:00) Osaka, Sapporo, Tokyo			

If you select it, you will return to the original file registration screen.

If you do not need to change the distribution source group, please do the following operation.

You can upload the file to this system by dragging and dropping the file to be distributed into the red frame above.

When uploaded, the file name and extension at the time of upload are displayed.

In "Type", selection can be specified from the types of files prepared in advance. If there is no applicable item, please select "Other".

Specify "Summary", "Distribution start date and time", and "Distribution end date and time". If you do not need a distribution period restriction, no need to specify anything.

If you check on "Allow pre-download", then the printer downloads files from this system even it is set to download before the distribution start date and time.

Please specify "Application", "Model", and "Memo".

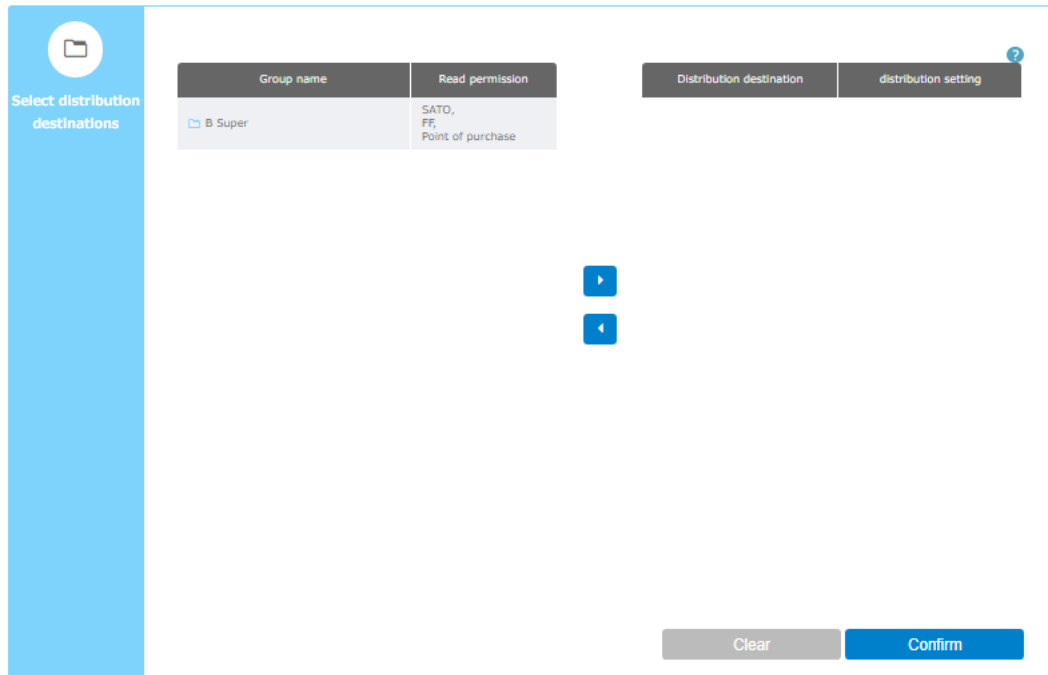
If "Display uploaded by" is checked, information on who registered the file when another user searched for files will be displayed.

If you check on "Display modified by", the information of the person who edited the information of the registered

file will be displayed.

Finally, click "Destination" and specify the destination of the distribution.

When clicked, a screen like the one shown below will be displayed.



Group name	Read permission
B Super	SATO, FF, Point of purchase

Distribution destination

distribution setting ?

▶

◀

Clear

Confirm

If you click on the group name on the left, if there is a group under the group, the group will be expanded.

When the group you want to distribute is selected, the background becomes blue.

Select distribution destinations


Group name	Read permission
<div> <div></div> <div>B Super</div> </div>	SATO, FF, Point of purchase
<div> <div></div> <div>A Shop</div> </div>	
<div> <div></div> <div>B Shop</div> </div>	
<div> <div></div> <div>C Factory</div> </div>	

Distribution destination

distribution setting

Clear

Confirm

When you click  button in the center of the screen in the selected state, the selected group is added to the right column.

Select distribution destinations

Group name	Read permission
<div> <div></div> <div>B Super</div> </div>	SATO, FF, Point of purchase
<div> <div></div> <div>A Shop</div> </div>	
<div> <div></div> <div>B Shop</div> </div>	
<div> <div></div> <div>C Factory</div> </div>	

Distribution destination

distribution setting

Selected groups only

Selected groups including all subordinate groups/users

A Shop

Clear

Confirm

Since it is possible to specify more than one group you want to distribute, you can select the group you want to distribute.

For the selected group, you can specify “Selected groups including all subordinate groups/users” or “Selected groups only” .

If "Selected groups only" is specified, it will be delivered only to that group.

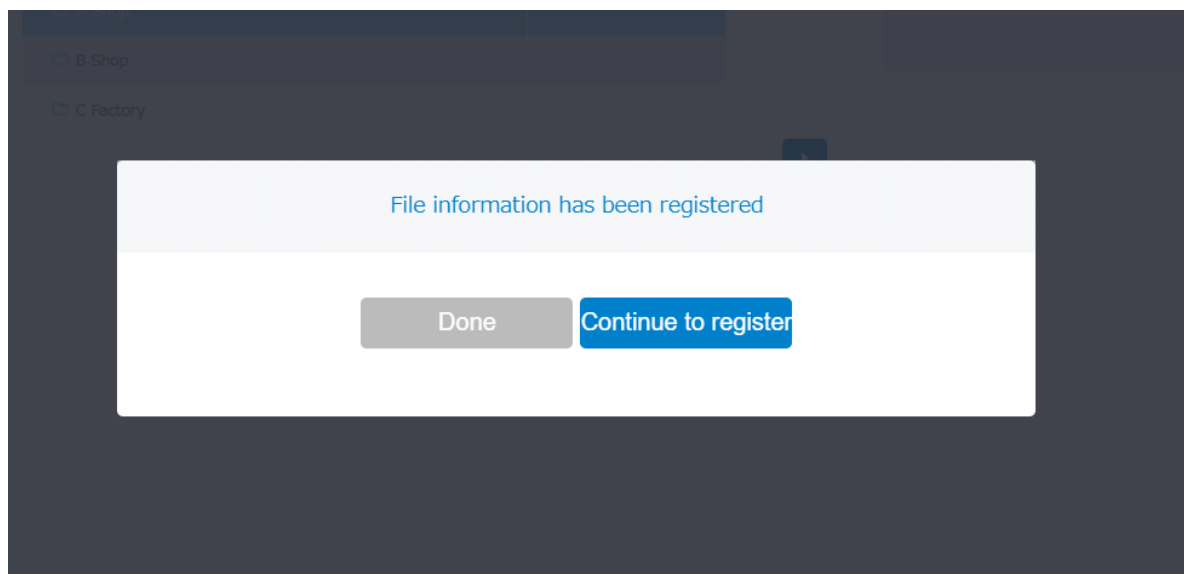
If "Selected groups including all subordinate groups/users" is specified, it will be delivered to all specified groups and their subordinate groups.

Please specify according to delivery situation.

If you click "Go to confirmation screen", please confirm that the registered contents do not have any error.

If you wish to register, please click "Register". Please click "Back" to correct.

When registration is completed, a popup like the one shown below will be displayed.

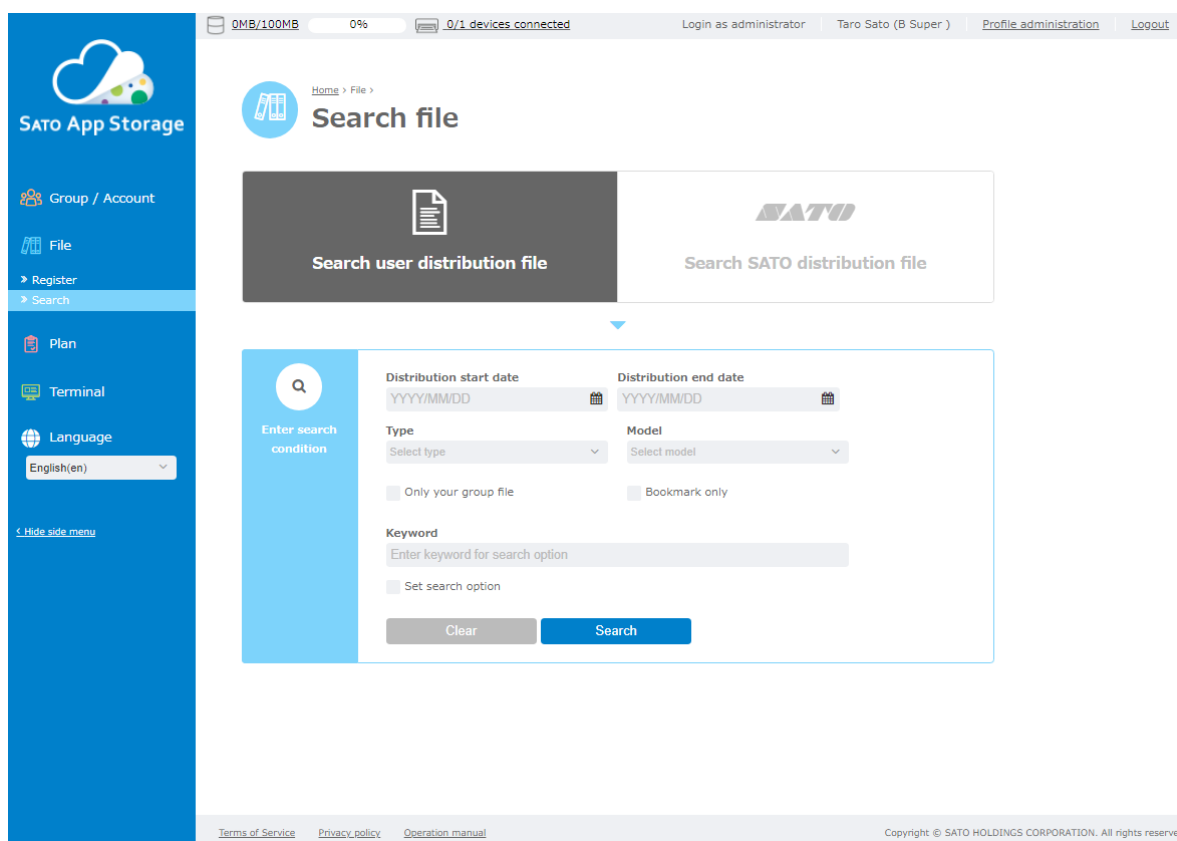


If you want to register another file then click on "Continue to register", and to end the file registration click "Done"

If you select "Continue to register", the information that you have just registered remains intact, so you can inherit the information you entered and register.

6.2. Search

When you select "Search", the screen shown below will be displayed.



There are two types of files that can be downloaded: “files to be distributed within the contracted company” and “files distributed by SATO”.

If you want to search files distributed within the contracted company, please select “Search user distribution file”.

To search for files distributed by SATO, please select “Search SATO distribution file”.

6. 2. 1. Search user distribution file

You can search files distributed within a contracted company.

You can search by specifying search criteria.

Files whose group belongs to you as a distribution source or whose group is under the group to which you belong can be searched even before the distribution start date and time.

Basically, the character entered in the “Keyword” field will be searched which is included in the registered file information, but you can also search by specifying the search target item of the character entered in the “Keyword” field.

If you want to specify search target items, please check on “Set search option”. When checked, you will

be able to choose options as shown on below figure.

Enter search condition

Distribution start date: YYYY/MM/DD

Distribution end date: YYYY/MM/DD

Type: Select type

Model: Select model

☐ Only your group file ☐ Bookmark only

Keyword: Enter keyword for search option

☒ Set search option

☐ Group name
 ☐ File name
 ☐ Summary
 ☐ Application
 ☐ Memo1
 ☐ Memo2
 ☐ Memo3
 ☐ Directory

Check all Remove all checks

Clear Search

After entering or specifying a condition, click “Search with entered conditions”.

The search results are displayed as shown on below figure.

Search results

Show 1~3 of 3 search results Items per page: 10 50 100

Checked files Download(zip) Delete

			File name	Group name	Summary	Type	Pre-download	Distribution
<input type="checkbox"/>	☆		1M.rand	B Super		Other		
<input type="checkbox"/>	☆		2M.rand	B Super		Other		
<input type="checkbox"/>	☆		tomato.jpg	B Super		Other		

Checked files Download(zip) Delete

To download multiple files at once, check the appropriate file and click on “Download(zip)” button. The downloading file name will be “SAS_files_YYYYMMDDhhmmss.zip” and “YYYYMMDDhhmmss” part of the filename refers to the date and time. But you can change the file name while saving.

After downloading, please unzip the file with the file decompression software and use it.

When you select a file, the information of the selected file is displayed as shown below.

The screenshot displays the SATO App Storage web interface. On the left is a blue sidebar with navigation options: Group / Account, File, Register, Plan, Terminal, and Language (English). The main content area is titled 'Search file' and includes a search bar with filters for 'Distribution start date', 'Distribution end date', 'Type', and 'Model'. Below the search bar is a table of search results. The first result is 'tomato.jpg', which is highlighted. To the right of the search results, a detailed view of the selected file 'tomato.jpg' is shown. This view includes a thumbnail image of a tomato, a 'Download file' button, and various metadata fields such as 'File size', 'Summary', 'Allow pre-download', 'Distribution start date and time', 'Distribution end date and time', 'Application', 'Model', 'Display uploaded by', 'Display modified by', 'Uploaded by', 'Modified by', 'Upload date', 'Last modified', 'Memo1', 'Memo2', 'Memo3', and 'Directory'. At the bottom of the file details view, there are buttons for 'Download file', 'Download status', 'Edit', 'Copy', and 'Delete'.

File name	Group name	Summary	Type	Pre-download	Distribution
1Mrand	B Super	Other			
2Mrand	B Super	Other			
3Mrand	B Super	Other			
4Mrand	B Super	Other			
5Mrand	B Super	Other			
6Mrand	B Super	Other			
7Mrand	B Super	Other			
8Mrand	B Super	Other			
9Mrand	B Super	Other			
10Mrand	B Super	Other			

tomato.jpg

Download file
Download status
Edit Copy Delete

Type
Other (...)

File size
1,307,750 Bytes

Summary

Allow pre-download
No

Distribution start date and time

Distribution end date and time

Application

Model

Display uploaded by
No

Display modified by
No

Uploaded by
Modified by

Upload date
2019-03-15 13:07:20 (UTC+09:00) Osaka, Sapporo, Tokyo

Last modified
2019-03-15 13:07:20 (UTC+09:00) Osaka, Sapporo, Tokyo

Memo1

Memo2

Memo3


Directory

Download file
Download status
Edit Copy Delete

Since file information is displayed on the right side of the screen, please click “Download file” (red frame part below) to download.

tomato.jpg

Download file
Download status
Edit
Copy
Delete



Type
Other (...)

File size
1,907,750 Bytes

Summary

Allow pre-download
No

Distribution start date and time

Distribution end date and time

Application

Model

Display uploaded by
No

Display modified by
No

Uploaded by

Modified by

Upload date
2019-03-15 13:07:20 (UTC+09:00) Osaka, Sapporo, Tokyo

Last modified
2019-03-15 13:07:20 (UTC+09:00) Osaka, Sapporo, Tokyo

Memo1

Memo2

Memo3


Directory

Download file
Download status
Edit
Copy
Delete


Also, if the distribution source is a group to which you belong or if it is a subordinate group, the buttons “Download status”, “Edit”, “Duplicate”, and “Delete” are displayed.

When you want to check the download status click on “Download status” button, “Edit” button for editing, “Duplicate” button to copy the current file and create a new one, “Delete” button to delete the file.

When the distribution source is upper group than the group that you belong to then buttons other than “Download status” will not be displayed as shown below.

 tomato.jpg

Download file
Download status



Type
Other (...)

File size
1,907,750 Bytes

Summary

Allow pre-download
No

Distribution start date and time

Distribution end date and time

Application

Model

Display uploaded by
No
Display modified by
No

Uploaded by
Modified by

Upload date
2019-03-15 13:07:20 (UTC+09:00) Osaka, Sapporo, Tokyo

Last modified
2019-03-15 13:07:20 (UTC+09:00) Osaka, Sapporo, Tokyo

Memo1

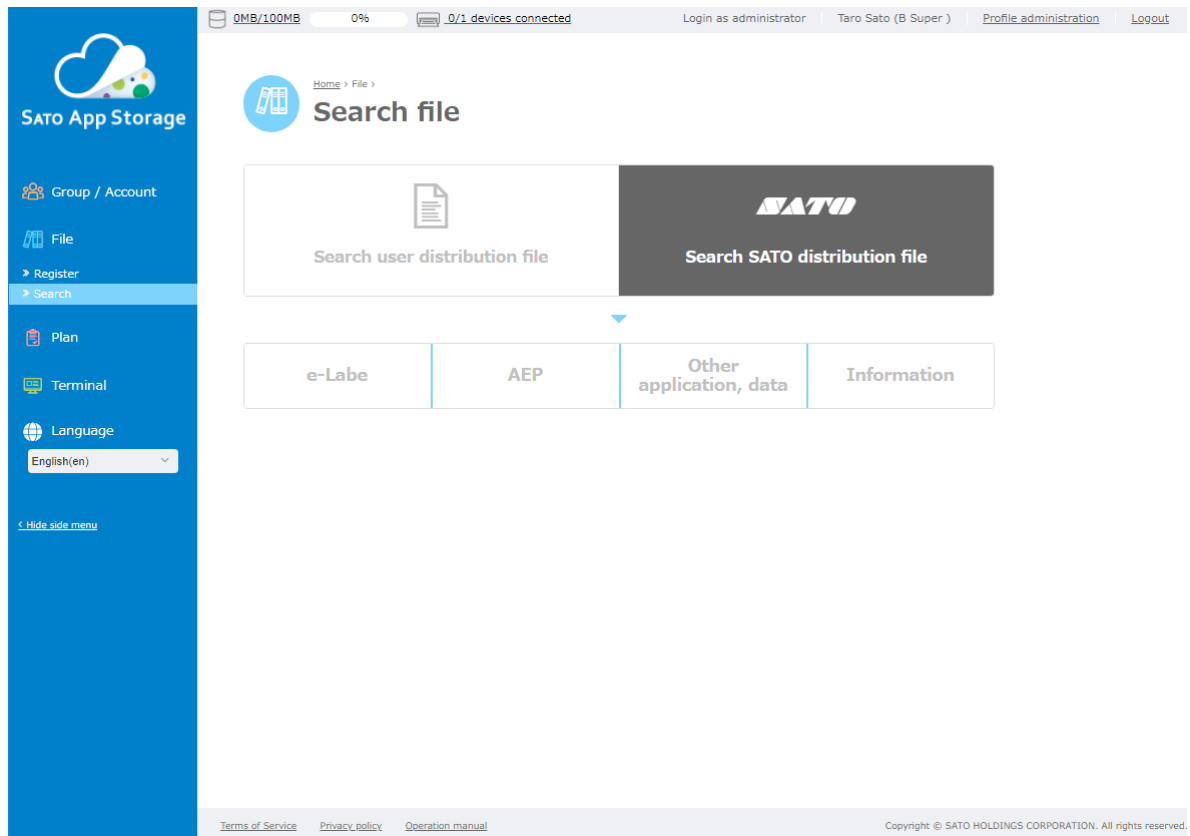
Memo2

Memo3

Directory

Download file
Download status

6. 2. 2. Search SATO distribution file



When “Search SATO distribution file” is selected, the screen as shown above is displayed.

Files distributed by SATO are largely classified into the following three types.

- e-Labe
- AEP
- Other applications and data
- Information

Please select suitable type and search.

e-Labe and AEP are further classified into the following two types.

- Tools and Apps
- sample

Please select suitable type and search.

The operation after the search is the same operation as “Search user distribution file”.

7. Plan

In the plan menu, you can check the content of the contract plan.

If you do not subscribe to a paid plan, a screen like the one shown below will be displayed.

Check the contract plan

Contract plan

Company name: B Super

Plan details: It is a plan which allows you to directly distribute data to printers. Also, you can select storage size from 100MB, 500MB or 1GB. If you want to change the plan, number of printers or storage size, please contact our sales branch or the point of purchase.

Current contract plan: Distribute files plan

Number of contracted printers: 1

Number of connected printers in this month: 0

Storage capacity: 9MB / 100MB

Start date: 2018-12

Start date of paid plan: 2018-12

Plan history

Changing date	Changing type	Plan	Fee	Number of contracted printers	Storage capacity	Contract start month	Contract end month	Modified company name	Modified group name
2019-01-01 00:05:01(UTC+09:00)	Auto update	Distribute files plan	Paid plan	1	100MB	2018-12	2018-12	System	System
2018-12-18 17:33:49(UTC+09:00)	New contract	Distribute files plan	Paid plan	1	100MB	2018-12	2018-12	SATO	SATO

In the basic plan, you can use the following.

- File management in the SAS management screen (browser)
- Storage capacity 100 MB

If you want to connect the printer directly to the SAS service, please contact the dealer where you bought the printer.

The figure below is an example of a customer who contracted for paid file distribution plan.

Check the contract plan

Contract plan

(1) Company name: B Super

(2) Plan details: It is a plan which allows you to directly distribute data to printers. Also, you can select storage size from 100MB, 500MB or 1GB. If you want to change the plan, number of printers or storage size, please contact our sales branch or the point of purchase.

(3) Current contract plan: Distribute files plan

(4) Number of contracted printers: 1

(5) Number of connected printers in this month: 0

(6) Storage capacity: 9MB / 100MB

(7) Start date: 2018-12

(8) Start date of paid plan: 2018-12

(9) Plan history

Changing date	Changing type	Plan	Fee	Number of contracted printers	Storage capacity	Contract start month	Contract end month	Modified company name	Modified group name
2019-01-01 00:05:01(UTC+09:00)	Auto update	Distribute files plan	Paid plan	1	100MB	2018-12	2018-12	System	System
2018-12-18 17:33:49(UTC+09:00)	New contract	Distribute files plan	Paid plan	1	100MB	2018-12	2018-12	SATO	SATO

(1)	Company name	The name of the contracted company is displayed.
(2)	Plan details	The contents of the contracted plan will be displayed.
(3)	Current contract plan	The currently contracted plan is displayed.
(4)	Number of contracted	Depending on the contract plan, the maximum number of printers that can

	printers	be connected to the SAS service is displayed.
(5)	Number of contracted printers in this month	The number of printers connected to the SAS service in the current month is displayed. The number of connected devices is reset on the first day of every month in the set time zone and it is recounted.
(6)	Storage capacity	The storage capacity available for the contracted plan is displayed.
(7)	Start date	The month when you started using SAS service is displayed.
(8)	Start date of paid plan	The month when you started using the paid plan is displayed.
(9)	Plan history	The history of changing the contract contents of the plan is displayed. Both upgrade / downgrade are displayed.

Changes of the contracted plan cannot be made on the SAS service. If you want to change the plan, please contact the dealer where you bought the printer.

8. Terminal

With terminal management, you can check the file download status of the terminal (printer, PC software, and browser) connected to this system. It is also possible to check the download status by terminal or file.

8. 1. Download status by connection account

When “Download status” is clicked, the following screen will be displayed.

The screenshot shows the 'Download status by connection account' page in the SATO App Storage application. The top navigation bar includes a status bar with '0MB/100MB', '0%', '0/1 devices connected', and user information 'Login as administrator | Taro Sato (B Super) | Profile administration | Logout'. The left sidebar has a blue background with the SATO App Storage logo and navigation links: Group / Account, File, Plan, Terminal, Download status (highlighted), and Language (English(en)). The main content area has a green sidebar with a search icon and the text 'Enter search condition'. The main panel contains search filters: Keyword (text input), Group type (dropdown), Download date and time (date and time pickers), Terminal (checkboxes for Printer, PC software, Browser), Download status (radio buttons for Not acquired, Incomplete, Completed), Model (dropdown), and Sort by (dropdown). At the bottom of the main panel are 'Download CSV' and 'Search' buttons. The footer contains links for Terms of Service, Privacy policy, and Operation manual, along with a copyright notice for SATO HOLDINGS CORPORATION.

You can check the specific account's download status.

As a search option, you can specify options as below.

- Keyword
- Group type
- Download date and time
- Terminal
- Download status
- Model
- Software

And you can rearrange the display order.

Search results can also be downloaded as CSV file.

When you execute the search, the following screen will be displayed.

Download status by connection account

Search results Show 1~5 of 5 search results Items per page 10 50 100



You can check the 5 latest files that each account downloaded.
The table shows in the following order: S/N: ascending order, Group name: ascending order, LoginID: ascending order, Account name: ascending order

S/N	Group name	Login ID	Account name	Model name	Software name	File name	Download date and time	Download status
Browser	A.Shop	Shop_A01	A.Shop				Not acquired	Not acquired
Browser	B.Shop	Shop_B02	B.Shop				Not acquired	Not acquired
Browser	B.Super	Admin_00	Taro Sato				Not acquired	Not acquired
Browser	B.Super	Admin_01	佐藤太郎				Not acquired	Not acquired
Browser	C.Factory	Fact_C03	C.Factory				Not acquired	Not acquired

The search results are displayed in a list as shown in the red frame in the above figure.

The list of most recent 5 histories will be displayed.

The meaning of the icon on the left of the search result list is as follows.

	It means that it was downloaded by the printer.
	It means that you downloaded it with software such as browser or e-Labe.

Search results Show 1~5 of 5 search results Items per page 10 50 100								
You can check the 5 latest files that each account downloaded. The table shows in the following order: S/N: ascending order, Group name: ascending order, LoginID: ascending order, Account name: ascending order								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
S/N	Group name	Login ID	Account name	Model name	Software name	File name	Download date and time	Download status
Browser	A.Shop	Shop_A01	A.Shop				Not acquired	Not acquired
Browser	B.Shop	Shop_B02	B.Shop				Not acquired	Not acquired
Browser	B.Super	Admin_00	Taro Sato				Not acquired	Not acquired
Browser	B.Super	Admin_01	佐藤太郎				Not acquired	Not acquired
Browser	C.Factory	Fact_C03	C.Factory				Not acquired	Not acquired

(1)	S/N	The serial number of the printer is displayed. Click on the serial number link, the screen changes to the download history screen of the corresponding terminal. When the download is not a printer, "PC software" or "Browser" is displayed.
(2)	Group name	The group name is displayed to which the login ID belongs at the time

		<p>of download.</p> <p>Click the link to switch to the group detail screen.</p>
(3)	Login ID	<p>The login ID used at the time of download is displayed.</p> <p>When you click the link, it diverts to the user information screen of the corresponding login ID.</p>
(4)	Account name	<p>The account name of the login ID used at the time of download is displayed.</p> <p>When you click the link, it diverts to the user information screen of the corresponding login ID.</p>
(5)	Model name	<p>The model name of the printer is displayed.</p> <p>If you download using the PC browser, "Browser" will be displayed.</p>
(6)	Software name	<p>The name of the downloaded software is displayed.</p> <p>When you click on the link of software name, it diverts to the download history screen of the corresponding software.</p>
(7)	File name	<p>The downloaded file name is displayed.</p> <p>Click on the file name link to go to the file details screen.</p>
(8)	Download date and time	The download date and time is displayed.
(9)	Download status	<p>The download status is displayed.</p> <p>Not acquired:</p> <p style="padding-left: 40px;">Status not yet downloaded</p> <p>Incomplete:</p> <p style="padding-left: 40px;">Primarily the printer executed the download, but it is unknown whether the download is completed or not</p> <p>Completed:</p> <p style="padding-left: 40px;">The download is completed.</p>

8. 2. Download history

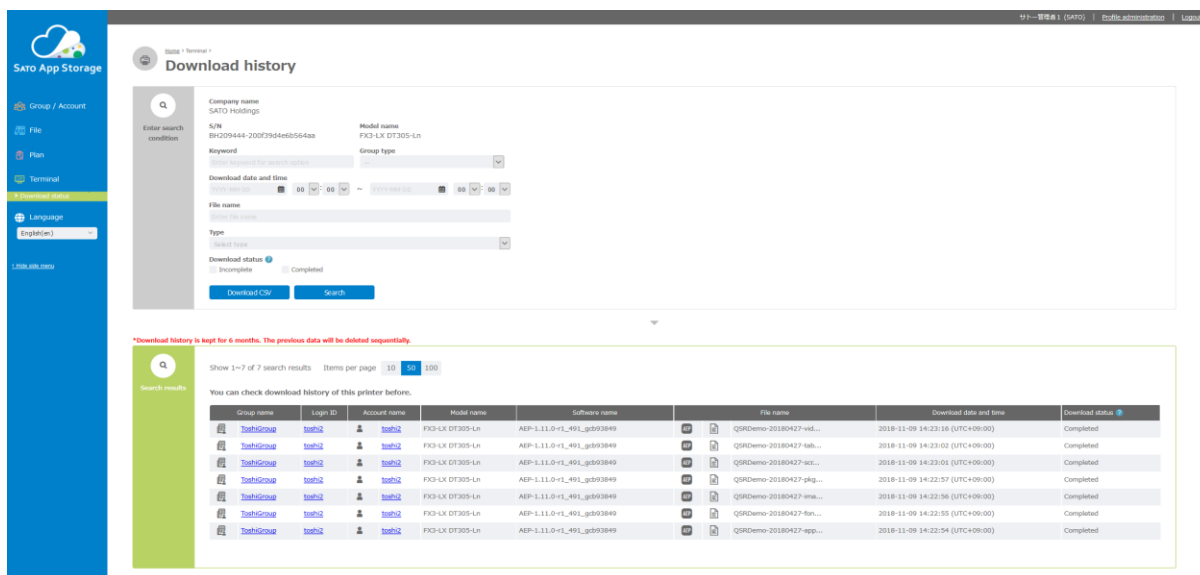
8. 2. 1. Download history by terminal

This screen is displayed by clicking on the "S/N" link displayed on the download status screen list.

The history downloaded with the specified S/N is displayed. (Maximum half year)

In the history list, following will be displayed.

- Login ID information used for downloading
- Model name
- Software name
- Downloaded file name
- Download date and time
- Download status



Search results

Show 1~7 of 7 search results Items per page: 10 50 100

You can check download history of this printer before.

(1) Group name	(2) Login ID	(3) Account name	(4) Model name	(5) Software name	(6) File name	(7) Download date and time	(8) Download status
ToahGroup	toah2	toah2	FX3-LX DT305-Ln	AEP-1.11.0-r1_491_gd593849	QSRDemo-20180427-vid...	2018-11-09 14:23:16 (UTC+09:00)	Completed
ToahGroup	toah2	toah2	FX3-LX DT305-Ln	AEP-1.11.0-r1_491_gd593849	QSRDemo-20180427-tab...	2018-11-09 14:23:02 (UTC+09:00)	Completed
ToahGroup	toah2	toah2	FX3-LX DT305-Ln	AEP-1.11.0-r1_491_gd593849	QSRDemo-20180427-act...	2018-11-09 14:23:01 (UTC+09:00)	Completed
ToahGroup	toah2	toah2	FX3-LX DT305-Ln	AEP-1.11.0-r1_491_gd593849	QSRDemo-20180427-plg...	2018-11-09 14:22:57 (UTC+09:00)	Completed
ToahGroup	toah2	toah2	FX3-LX DT305-Ln	AEP-1.11.0-r1_491_gd593849	QSRDemo-20180427-ima...	2018-11-09 14:22:56 (UTC+09:00)	Completed
ToahGroup	toah2	toah2	FX3-LX DT305-Ln	AEP-1.11.0-r1_491_gd593849	QSRDemo-20180427-fon...	2018-11-09 14:22:55 (UTC+09:00)	Completed
ToahGroup	toah2	toah2	FX3-LX DT305-Ln	AEP-1.11.0-r1_491_gd593849	QSRDemo-20180427-app...	2018-11-09 14:22:54 (UTC+09:00)	Completed

(1)	Group name	The group name is displayed to which the login ID belongs at the time of download. Click the link to switch to the group detail screen.
(2)	Login ID	The login ID used at the time of download is displayed. When you click the link, it diverts to the user information screen of the corresponding login ID.
(3)	Account name	The account name of the login ID used at the time of download is displayed. When you click the link, it diverts to the user information screen of the corresponding login ID.
(4)	Model name	The model name of the printer is displayed. If you download using the PC browser, "Browser" will be displayed.
(5)	Software name	The name of the downloaded software is displayed. When you click on the link of software name, it diverts to the download history screen of the corresponding software.
(6)	File name	The downloaded file name is displayed. Click on the file name link to go to the file details screen.
(7)	Download date and time	The download date and time is displayed.

(8)	Download status	<p>The download status is displayed.</p> <p>Not acquired:</p> <p> Status not yet downloaded</p> <p>Incomplete:</p> <p> Primarily the printer executed the download, but it is unknown whether the download is completed or not</p> <p>Completed:</p> <p> The download is completed.</p>
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8. 2. 2. Software specific download history

This is the screen that is displayed by clicking on the link of "software name" displayed in the download status screen list. The history downloaded with the specified software name is displayed. (Maximum half year)

In the history list, following will be displayed.

- Login ID information used for downloading
- Model name
- Software name
- Downloaded file name
- Download date and time
- Download status

Home > Terminal >

Download history

Enter search condition

Company name
Tsuchiya Test Group

Software name
AEPWorks3(48:45:20:bf:34:a2)

Keyword
Enter keyword for search option

Group type
--

Download date and time
YYYY-MM-DD 00 : 00 ~ YYYY-MM-DD 00 : 00

File name
Enter file name

Type
Select type

Download status ?
☐ Incomplete
 ☐ Completed

[Download CSV](#)
[Search](#)

*Download history is kept for 6 months. The previous data will be deleted sequentially.

Search results

Show 1~4 of 4 search results Items per page 10 **50** 100

You can check download history of this printer before.

Group name	Login ID	Account name	File name	Download date and time	Download status ?
Tsuchiya Test Group	Tsuchiya2	Tsuchiya2	0827_2.aepwx	2018-09-19 09:17:36 (UTC+09:00)	Completed
Tsuchiya Test Group	Tsuchiya2	Tsuchiya2	fsdfsdfs.aepwx	2018-09-19 09:17:34 (UTC+09:00)	Completed
Tsuchiya Test Group	Tsuchiya2	Tsuchiya2	sample2.aepwx	2018-09-19 09:17:26 (UTC+09:00)	Completed
Tsuchiya Test Group	Tsuchiya2	Tsuchiya2	sdsada.aepwx	2018-09-19 09:16:16 (UTC+09:00)	Completed

The display items are same as the download history by terminal.