



Let's use it conveniently



basic guidebook

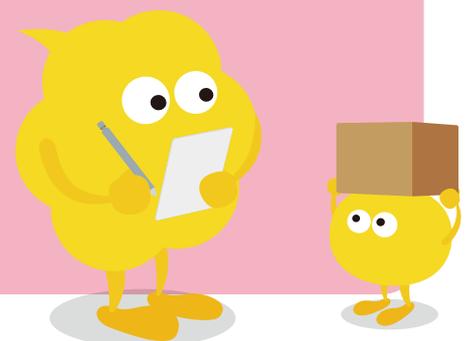
vol. 01

Tables

Here, we will use an “Order reception application” as an example to introduce the table function, which is convenient when the values for entered items may change!

Solve
common
problems!

There are so many types of products, so there are so many things I have to enter, and it's making things complicated... Can't this be fixed at the design stage?!



Before implementing tables



Order Management App

- Fields for every type of ordered product that can be assumed have been prepared
- The screen becomes vertically long, making it difficult to view.
- With too many items, they no longer fit in the list view.



Cancel Save

Client: Sato Co., Ltd. Department: Sales Division II

E-mail: sample@co.jp Telephone: 03-1234-5678

Required fields were in place

Product code	Product name	Unit price	Quantity
0001	kintone Light	780	100
0002	kintone Standard	1500	500
0003	office Standard	500	30
0003	office Premium	800	40

After implementing tables



Order Management App



- Product fields were created via **Tables**
- Rows can be added as necessary!
- Items can be added later on!

Cancel Save

Client: Sato Co., Ltd. Department: Sales Division II

E-mail: sample@co.jp Telephone: 03-1234-5678

Product code	Product name	Unit price	Quantity
0001	kintone Light	780	100

Rows can be added as necessary!

Product code	Product name	Unit price	Quantity
0001	kintone Light	780	100
0002	kintone Standard	1500	500
0003	office Standard	500	30
0004	office Premium	800	40

How to set tables

kintone has a function called “**tables**”, where users can add items as necessary.

For clients that order multiple products, **add items as necessary so you can register them.**

[Completed image]

The screenshot shows a kintone form with a table. The form includes fields for Reception Date (2017-04-21), Receptionist (Yudai Shibutani), Client (Bozu Trading Company), Department (General Affairs), and Person in charge (Noboru Sato). The table below is highlighted with an orange border and contains the following data:

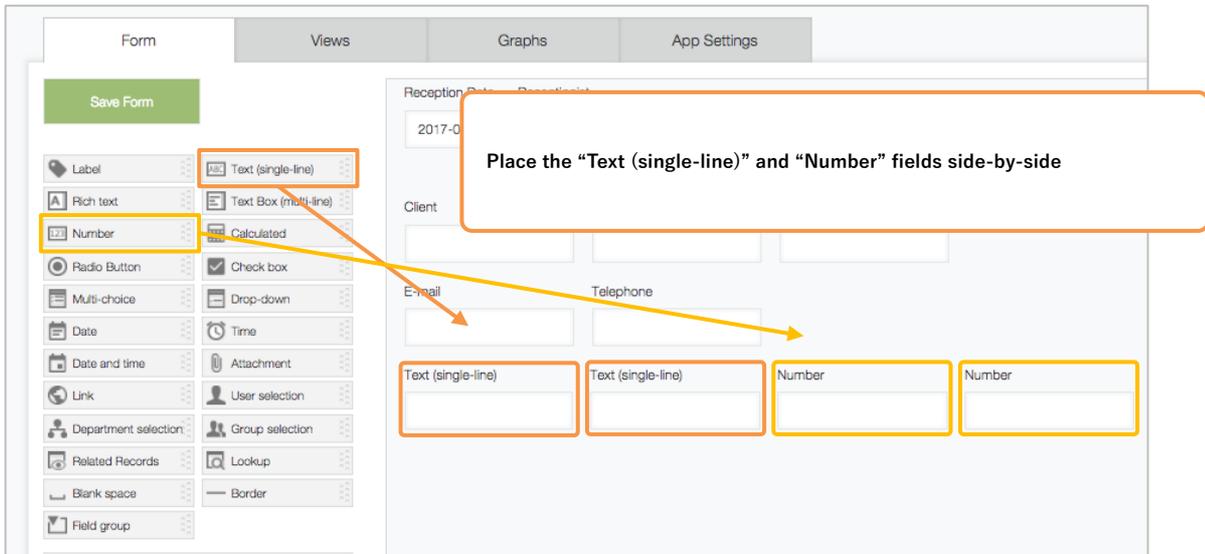
Product code	Product name	Unit price	Quantity	Subtotal
k001	kintone Light	780 YEN	50	39000 YEN
s001	Secure access	250 YEN	20	5000 YEN
d001	Disk expansion 10GB	1000 YEN	10	10000 YEN

1. Placing parts

Now we start placing fields to make a table. Here we place ‘Product Code’, ‘Product name’, ‘Unit price’ and ‘Quantity’ field.

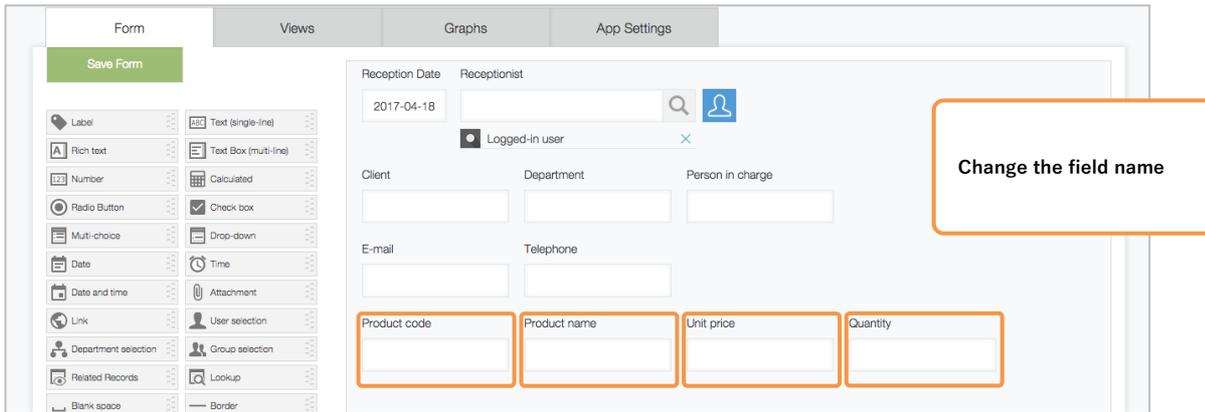
① From the parts list on the left side of the screen, place two “**Character string (single Row)**” and two “**Number**” parts side-by-side.

※ In order to set these four fields in the table, these fields are placed **side-by-side**.



② Change the field name

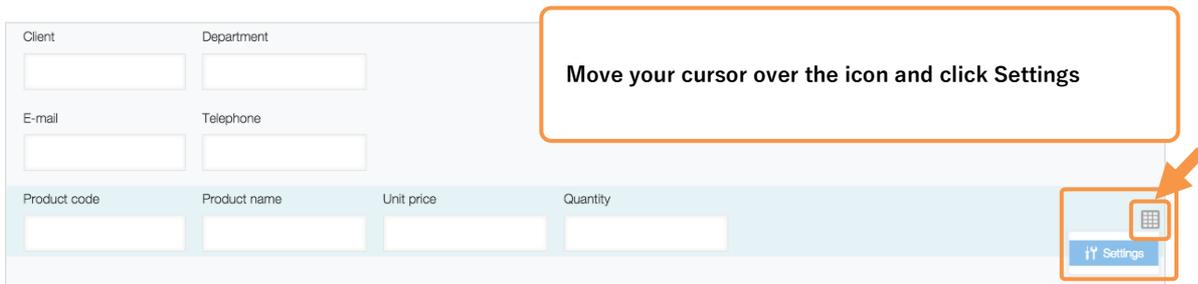
Change the field name to 'Product Code', 'Product name', 'Unit price' and 'Quantity'.



2. Set Rows to the table

① Display the table settings screen

When you move your cursor to the right end of the Row where you placed your fields, an icon will appear. Move your cursor over the icon and click "Settings."



②Change the side-by-side fields to tables

The table settings screen will appear. Click **“Set as Table”**



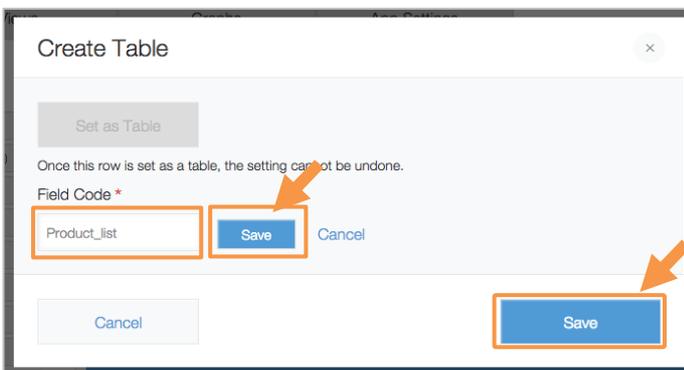
③Set the field codes

 Click the icon and change the field codes for the tables. In this example, we will change them to “Product_list.”

※This will be used as display names when placing in the list view.

④Save

Click **“Save”**.



Your tables are complete!

The screenshot shows a mobile application form editor interface. On the left is a 'Save Form' button and a grid of various form components like Label, Rich text, Number, Radio Button, Multi-choice, Date, Date and time, Link, Department selection, Related Records, Blank space, Field group, Text (single-line), Text Box (multi-line), Calculated, Check box, Drop down, Time, Attachment, User selection, Group selection, Lookup, and Border. The main area displays a form with fields for 'Reception Date' (2017-04-18), 'Receptionist' (with a search icon and a user icon), and a 'Logged-in user' indicator. Below these are fields for 'Client', 'Department', 'Person in charge', 'E-mail', and 'Telephone'. At the bottom, a table is highlighted with an orange border. The table has a blue header with columns: 'Product code', 'Product name', 'Unit price', and 'Quantity'. Below the header are four empty input cells.

Important points for table function

- ※ You cannot undo the change to tables.
- ※ Fields that are applied to operating environment applications cannot be set to tables.
- ※ You can only import CSV/Excel data to add new records.
- ※ You cannot import CSV/Excel to update tables or create apps with tables.
- ※ Field values within tables cannot be designated as conditions fields in lookup or related



| Let's try using tables!

Add table rows as necessary and enter in the tables!

E-mail: Telephone:

Product code	Product name	Unit price	Quantity
<input type="text" value="0001"/>	<input type="text" value="kintone Light"/>	<input type="text" value="780"/>	<input type="text" value="50"/>

+ Click the icon to add rows

Now we added input lines

Product code	Product name	Unit price	Quantity
<input type="text" value="0001"/>	<input type="text" value="kintone Light"/>	<input type="text" value="780"/>	<input type="text" value="50"/>
<input type="text" value="s001"/>	<input type="text" value="Secure access"/>	<input type="text" value="250"/>	<input type="text" value="20"/>
<input type="text" value="d001"/>	<input type="text" value="Disk expansion 10GB"/>	<input type="text" value="1000"/>	<input type="text" value="10"/>

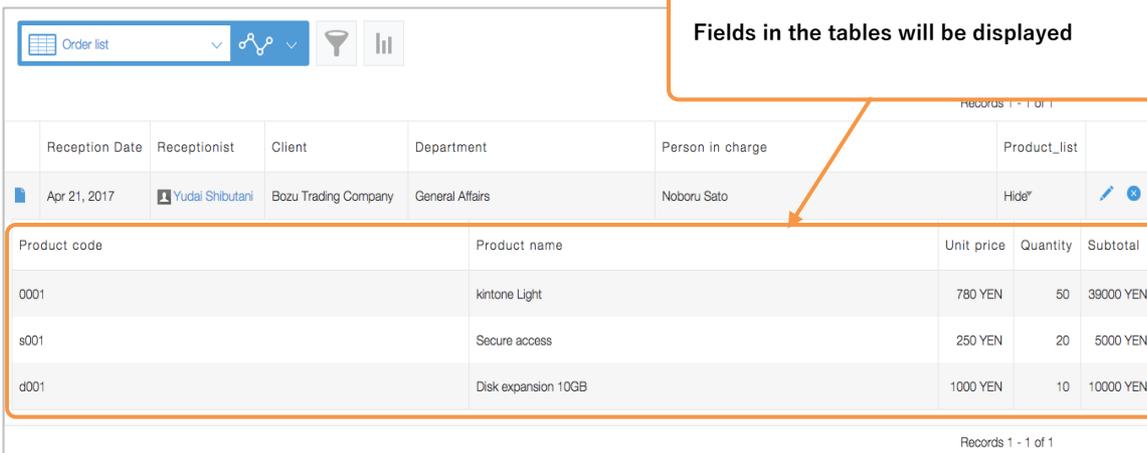
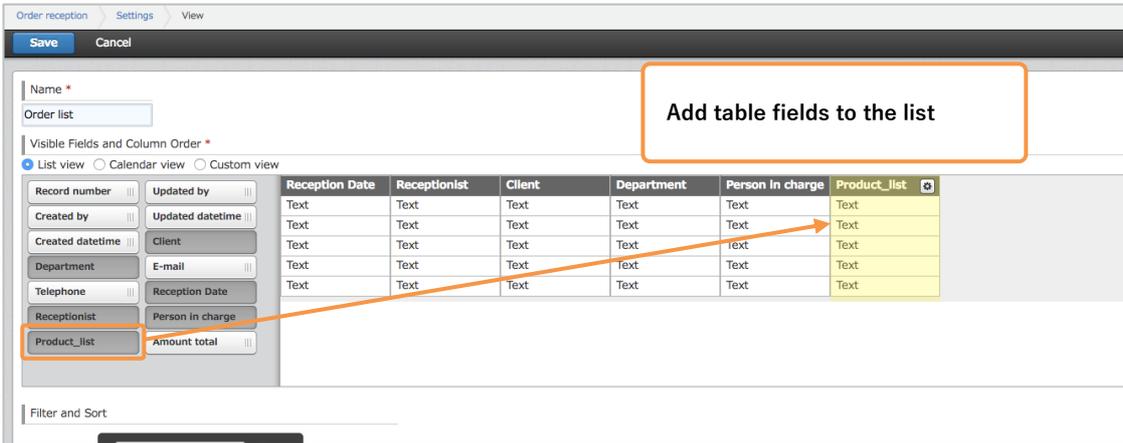
Advanced technique

- List view display

Table fields can be added in the list view.

When clicking “Show”, detailed information on tables can be checked from the list view.

※Field codes set for the tables will be the display names in the list view.



- **Add field in the field**

You can add or delete fields inside the tables you have set.

※Fields that are applied to operating environment applications cannot be set to tables.

The screenshot shows a form editor interface with a 'Form' tab selected. On the left, there is a 'Save Form' button and a list of field types including Label, Rich text, Number, Radio Button, Multi-choice, Date, Date and time, Link, Department selection, Related Records, Blank space, Field group, Record number, Created by, Created datetime, and Updated datetime. The main area displays a form with fields for Reception Date (2017-05-17), Receptionist (with a search icon and user icon), Client, Department, Person in charge, E-mail, and Telephone. Below these is a table with columns: Product code, Product name, Unit price, Quantity, and Subtotal. A 'Text (single-line)' field is being added to the 'Product name' column. A callout box with the text 'Add fields in the table' points to this field. Below the table is a 'Total amount' field with a 'YEN' label.

This screenshot shows the same form editor interface as the previous one, but now the 'Text (single-line)' field has been successfully added to the table. The table now has six columns: Product code, Product name, Category, Unit price, Quantity, and Subtotal. A callout box with the text 'Completed adding field' points to the new 'Category' column. The rest of the form and the field list on the left remain the same.

Table usage examples

- **Time card Management**

Tables can be used as a time card which keeps a record of daily work hours and tardiness, and is useful for managing work records.

Time card

Target date: Reporter:

Working record

Date	Work start time	Work end time	Break time	Working time
Apr 01, 2017	9:00	18:00	1 hour	8 hours 0 minutes
Apr 02, 2017	9:15	18:00	1 hour	7 hours 45 minutes
Apr 03, 2017	10:00	18:00	1 hour	7 hours 0 minutes
Apr 04, 2017	9:00	18:00	1 hour	8 hours 0 minutes

Late record

Date	Late time	Reason
Apr 02, 2017	0.25	Because of train delay
Apr 03, 2017	1	Because of family circumstances

- **Transportation expenses settlement**

You can use tables to keep track of monthly travel expenses.

Transportation expenses settlement

Reporter: Reported date:

Date	Destination	Purpose	Path	Expenses
Apr 01, 2017	Bozu Trading Company	Project visit	Motoyawata→Nishihunabashi	154 YEN
Apr 08, 2017	Sato Trading Company	Project visit	Ichikawa→Yokohama	712 YEN
Apr 16, 2017	Shibuya Consultant	Project visit	Nihonbashi→Otemachi→Suidobashi	269 YEN
Apr 22, 2017	Cybozu	Return to office	Suidobashi→Otemachi→Nihonbashi	269 YEN

Total expenses:

• Inquiry Management

Tables can be used to handle inquiry management, including inquiries that involve multiple interactions.

Inquiry management

Contact time: Apr 21, 2017 10:30
Receptionist: Noboru Sato

Client: Bozu Trading Company

Inquiry section: Claim
Inquiry: Their system suddenly stopped, so they want us to restore urgently.

▼Details

Date and time	Person in charge	Contents	result
Apr 21, 2017 10:30	Noboru Sato	I explained that the person in charge will contact them during the day.	Not Yet
Apr 21, 2017 11:00	Yudai Shibutani	I confirmed the situation on the phone. Today I will visit them to respond.	Not Yet
Apr 21, 2017 15:00	Yudai Shibutani	I have visited at 14 o'clock. The work is completed. The cause seems to be because the customer	Done

When using tables, you can flexibly add rows, so it's convenient when registering multiple pieces of data into one record!

