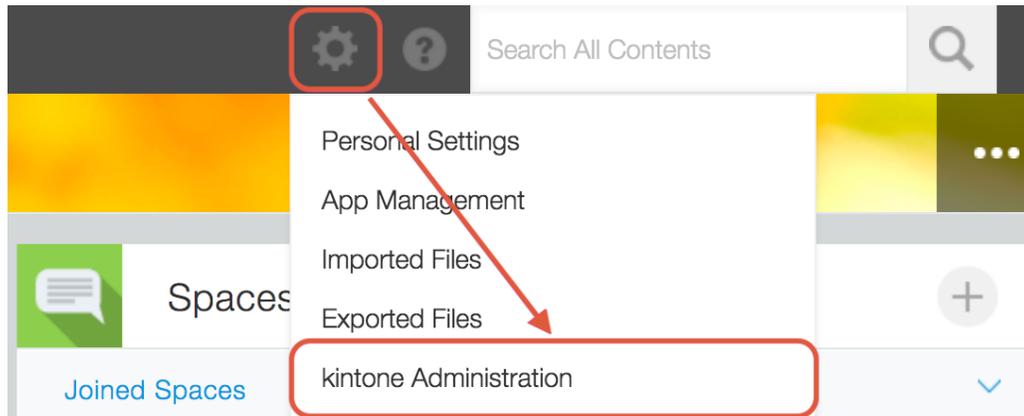# JOYZO
Bulk Update Plug-in
Setup Guide

kintone

SETUP GUIDE

1. Click the gear icon in the top right corner of the screen. Click "kintone Administration".
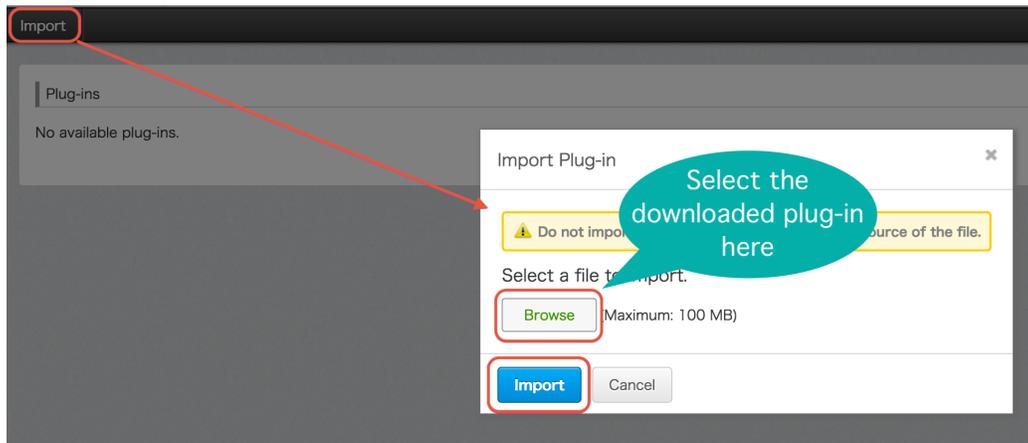
2. From the "kintone Administration" page, choose "Plug-ins" from the "Other" category.
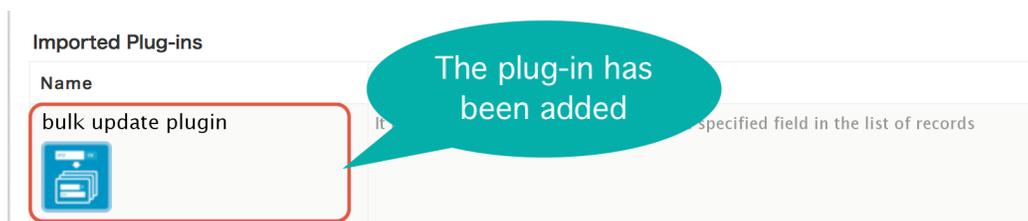
3. From the "Plug-ins" screen, click "Import", and then load the plug-in file.

Import

Plug-ins

No available plug-ins.

Import Plug-in   ✕

Select the
downloaded plug-in
⚠ Do not impo   here   ource of the file.

Select a file t mport.

Browse Maximum: 100 MB)

Import Cancel

4. The Bulk Update Plug-in will be added to the imported plug-ins list.

Imported Plug-ins

Name   The plug-in has
                        been added
bulk update plugin   It   specified field in the list of records

5. Go to the application that you'd like to add the plug-in to and click on the gear icon to go to the application settings.

All

Records 1 - 4 of 4

| Company Name	Assigned To	Representative	Representative Phone Number	Email Address	Deadline	Updated datetime		
Company D	Taro Onodera	Person D	123-456-7893	persond@company...	Jan 26, 2018 11:30 PM	Jan 19, 2018 11:49 AM	✏	❌
Company C	Hiromi Kimura	Person C	123-456-7892	personc@company...	Jan 26, 2018 11:30 PM	Jan 19, 2018 11:48 AM	✏	❌
Company B	Taro Onodera	Person B	123-456-7891	personb@company...	Jan 26, 2018 11:30 PM	Jan 19, 2018 11:48 AM	✏	❌
Company A	Hiromi Kimura	Person A	123-456-7890	persona@company...	Jan 26, 2018 11:30 PM	Jan 19, 2018 11:45 AM	✏	❌

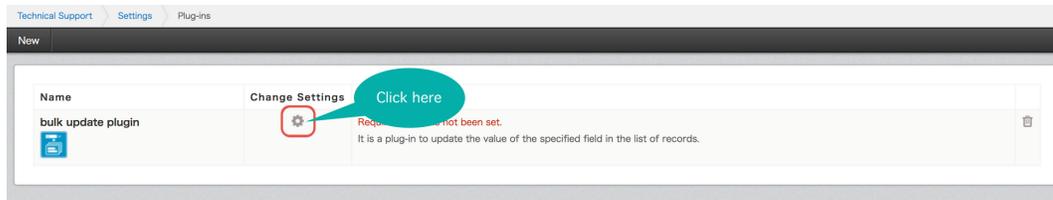6. Click on the "App Settings" tab and then click on "Plug-ins" under "Customization and Integration".
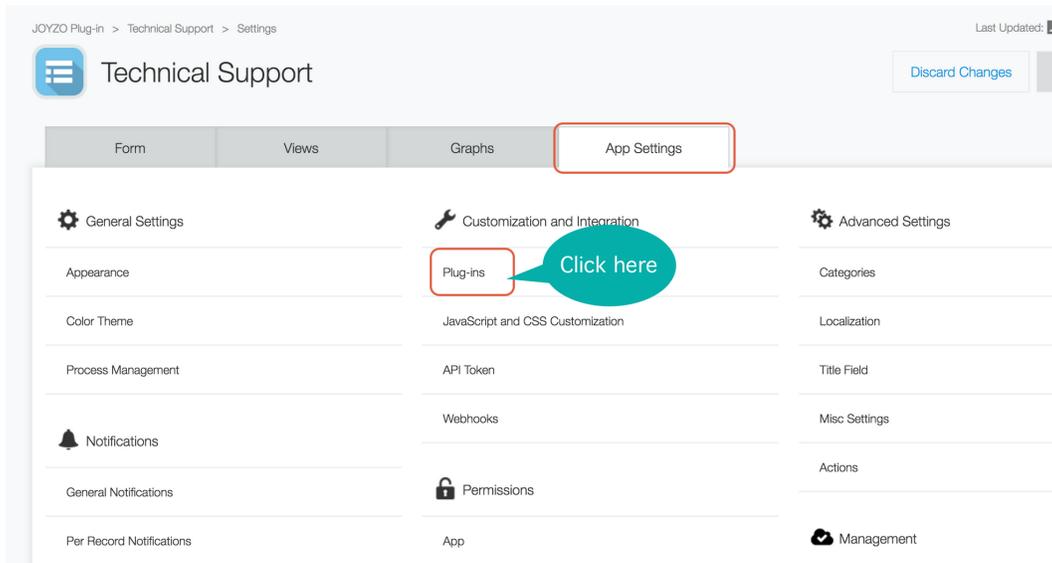

7. Click "New" in the top left corner.

8.Find the Bulk Update Plug-in from the list and check the checkbox. Click "Add" to save.
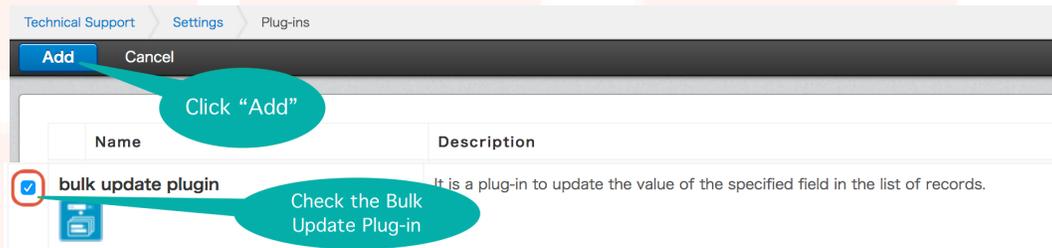
9. Under the "Change Settings" column, click the gear icon.

10. Fill in the license key for the plug-in, and add in the people/organizations that you'd like to have access to the bulk update function. With this, you can limit the bulk update function to only certain people or organizations. Click "Save" to save the settings.
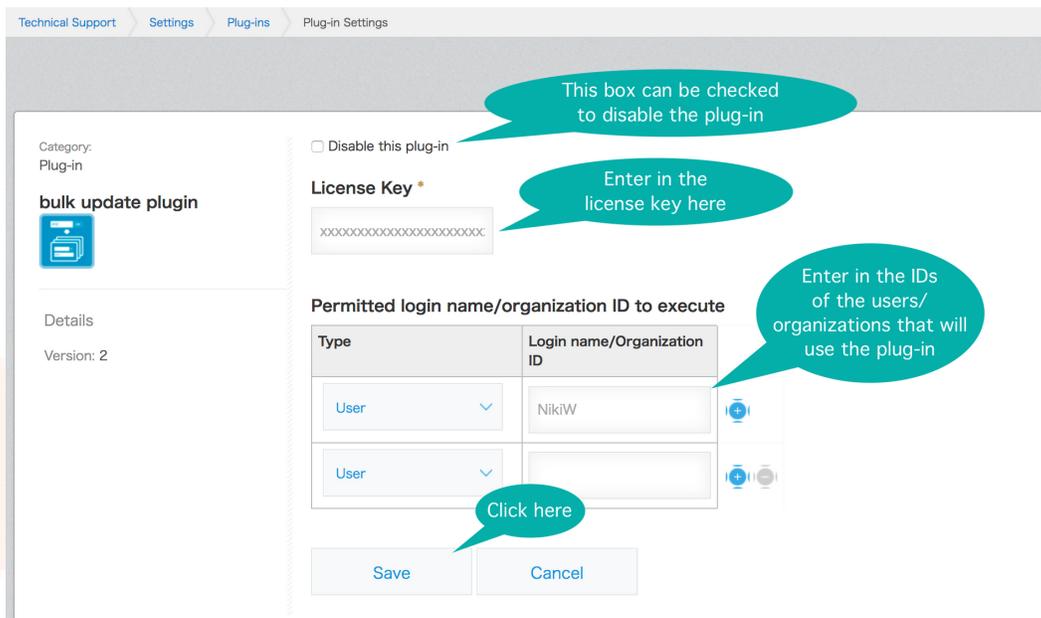
11. Once plug-in setup is completed, click "Update App" to see the applied results.
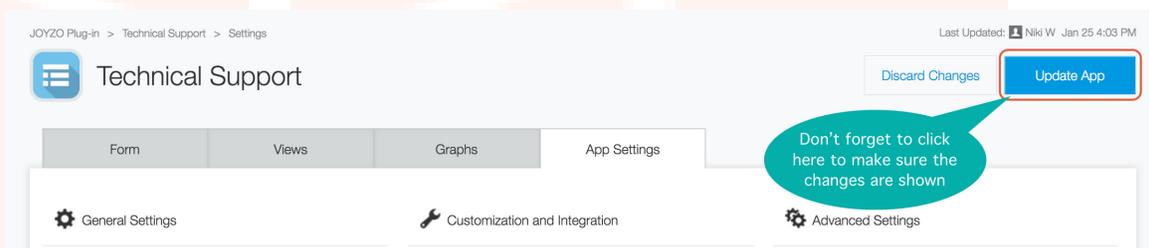
NOTES

When setting up access to the bulk update function, use the "Login Name" to add people, and the "Organization Code" for organizations.