

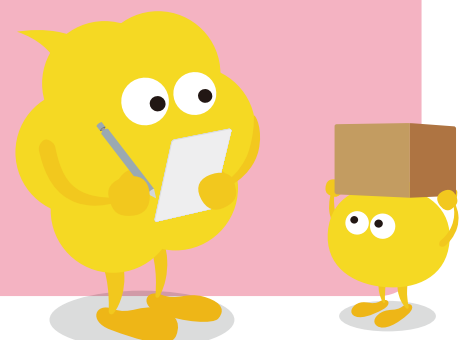
**Let's use it conveniently****basic guidebook**vol. **01**

# 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

Department

Sato Co., Ltd.

Sales Division II

E-mail

Telephone

sample@co.jp

03-1234-5678

Product code

Product name

Unit price

Quantity

0001

kintone Light

780

100

Product code

Product name

Unit price

Quantity

0002

kintone Standard

1500

500

Product code

Product name

Unit price

Quantity

0003

office Standard

500

30

Product code

Product name

Unit price

Quantity

0003

office Premium

800

40

Product code

Product name

Unit price

Quantity

Required fields were in place

# 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

Department

Sato Co., Ltd.

Sales Division II

E-mail

Telephone

sample@co.jp

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	<div><div>+</div><div>-</div></div>
0002	kintone Standard	1500	500	<div><div>+</div><div>-</div></div>
0003	office Standard	500	30	<div><div>+</div><div>-</div></div>
0004	office Premium	800	40	<div><div>+</div><div>-</div></div>

# 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]

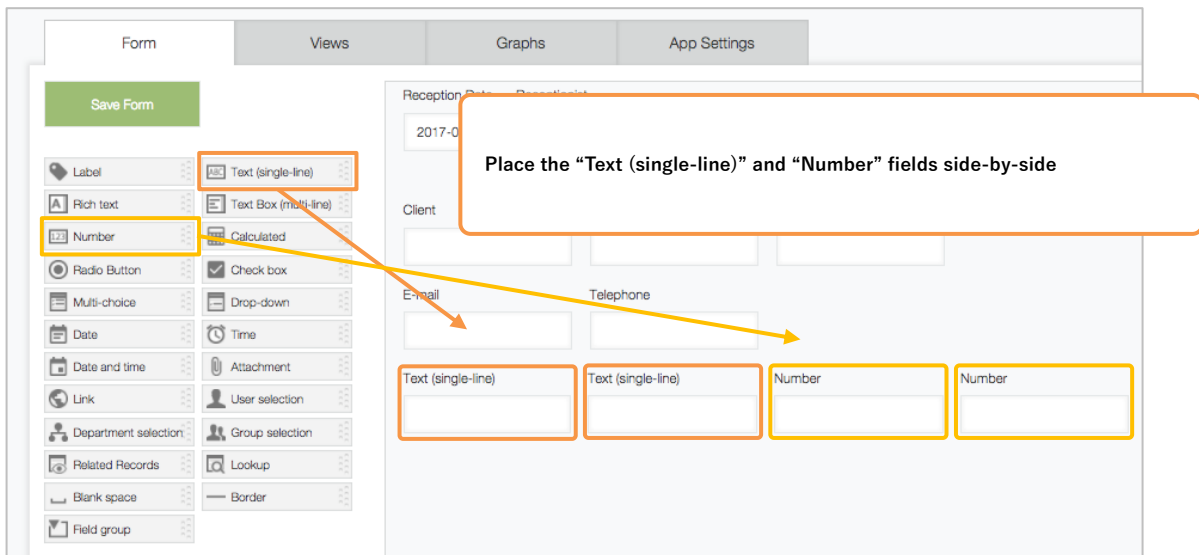
Product code	Product name	Unit price	Quantity	Subtotal
k001	kintone Light	780 YEN	50	39000 YEN
s001	Secure access	250 YEN	20	5000 YEN
d001	Disk expansion 10GB	1000 YEN	10	10000 YEN

## 1. Placing parts

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

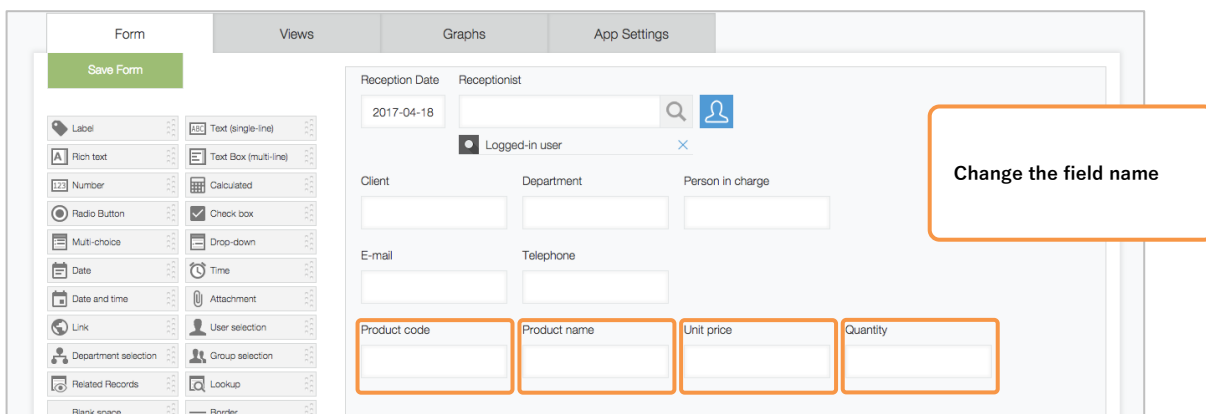
① From the parts list on the left side of the screen, place two “**Character string (single Row)**” and two “**Number**” parts side-by-side.

※ 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'.

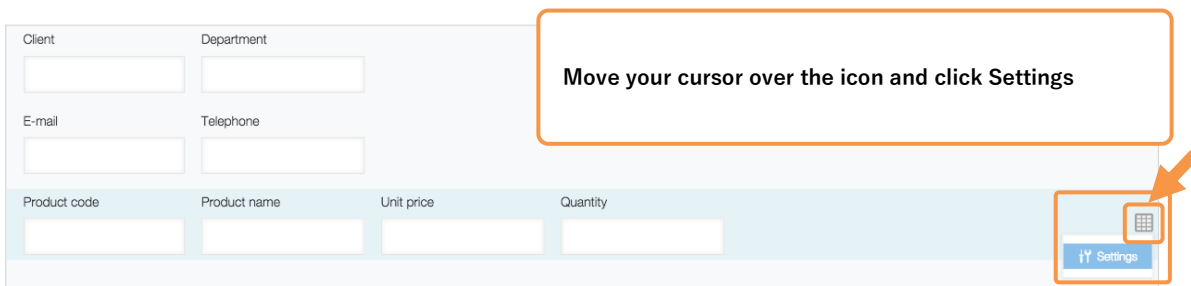


## 2. Set Rows to the table

### 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

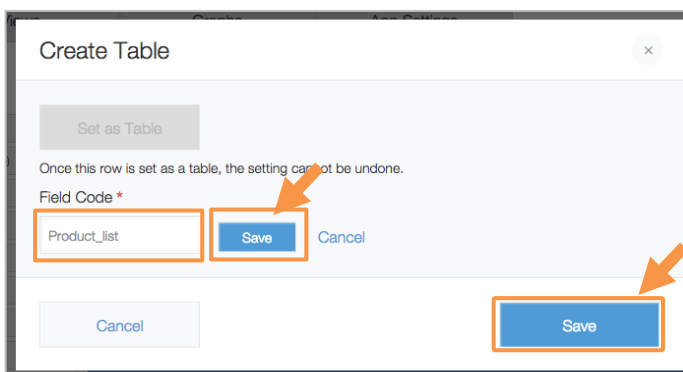
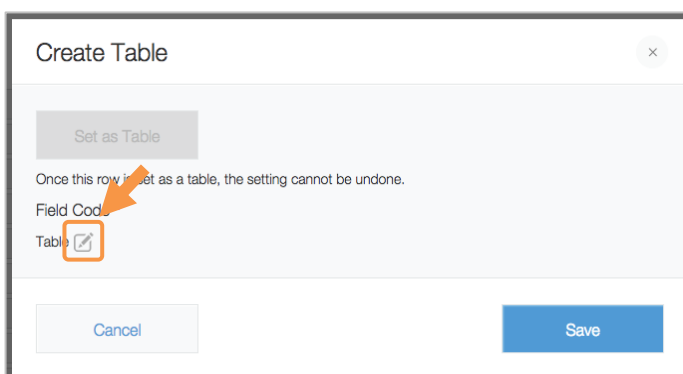


Click the icon and change the field codes for the tables. In this example, we will change them to **“Product\_list.”**

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

## ④Save

Click **“Save”**.



Your tables are complete!

The screenshot shows a form builder interface. On the left is a 'Save Form' button and a list of field types: 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), 'Logged-in user' (with a close icon), 'Client', 'Department', 'Person in charge', 'E-mail', and 'Telephone'. At the bottom, a table is highlighted with an orange border. The table has four columns: 'Product code', 'Product name', 'Unit price', and 'Quantity', each with an empty input field below it.

Product code	Product name	Unit price	Quantity

### 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

sample@co.jp

Telephone

03-1234-5678

Product code	Product name	Unit price	Quantity
0001	kintone Light	780	50

+ Click the icon to add rows

Product code	Product name	Unit price	Quantity
0001	kintone Light	780	50
s001	Secure access	250	20
d001	Disk expansion 10GB	1000	10

Now we added input lines



# 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.

Order reception Settings View

Save Cancel

Name \*  
Order list

Visible Fields and Column Order \*

☒ List view ☐ Calendar view ☐ Custom view

Record number	Updated by	Reception Date	Receptionist	Client	Department	Person in charge	Product_list
Created by	Updated datetime	Text	Text	Text	Text	Text	Text
Created datetime	Client	Text	Text	Text	Text	Text	Text
Department	E-mail	Text	Text	Text	Text	Text	Text
Telephone	Reception Date	Text	Text	Text	Text	Text	Text
Receptionist	Person in charge	Text	Text	Text	Text	Text	Text
Product_list	Amount total						

Filter and Sort

Order list

Records 1 - 1 of 1

Reception Date	Receptionist	Client	Department	Person in charge	Product_list
Apr 21, 2017	Yudai Shibutani	Bozu Trading Company	General Affairs	Noboru Sato	

Records 1 - 1 of 1

Order list

Records 1 - 1 of 1

Reception Date	Receptionist	Client	Department	Person in charge	Product_list
Apr 21, 2017	Yudai Shibutani	Bozu Trading Company	General Affairs	Noboru Sato	Hide*

Records 1 - 1 of 1

Product code	Product name	Unit price	Quantity	Subtotal
0001	kintone Light	780 YEN	50	39000 YEN
s001	Secure access	250 YEN	20	5000 YEN
d001	Disk expansion 10GB	1000 YEN	10	10000 YEN

- **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 the 'Form' editor interface. On the left is a sidebar with various field types. The 'Text (single-line)' field is highlighted in the sidebar, and an orange arrow points from it to the 'Product name' column in a table. A callout box with the text 'Add fields in the table' is positioned above the table. The table has columns: Product code, Product name, Text (single-line), Unit price, Quantity, and Subtotal. The 'Text (single-line)' field is currently empty in the table row.

The screenshot shows the 'Form' editor interface after the field has been added. The 'Text (single-line)' field is now present in the table row under the 'Product name' column. A callout box with the text 'Completed adding field' is positioned above the table. The table structure remains the same: Product code, Product name, Category, Unit price, Quantity, and Subtotal.

## 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

Apr.2017

Reporter

 Noboru Sato

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#### 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

 Noboru Sato

Reported date

Apr.2017

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

1,404 YEN

- **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!

