



# Administrator's Manual

2023/03/07

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## 1. About This Manual

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This manual is intended to provide **Google Workspace's special administrators** with information on the **administrator settings that are commonly configured in all rakumo series**. You need to log in to the rakumo Admin Console as a **Google Workspace special administrator** to configure the settings.

- Reference: Flow until using each application

### 1. Set the contents of this manual

The following chapters in this manual are required to be confirmed and set.

- 2. Configuring the initial settings on the Google Admin Console
- 3. Accessing the rakumo Admin Console
- 4. Synchronize with Google Workspace to import user, group, and resource data into rakumo.
- 6. Configuring the Display/Not display settings for users
- 7. Setting Group to Display/Not display and Set the Priority of Group/User Display
- 9. Granting administrative privileges to users and groups

### 2. Make settings specific to the application to be used

\* For details, refer to the administrator manual of each application.

<https://help.rakumo.com/r/article?site=SH1NFEJ2&id=1>

### 3. Access the user screen of the application

- Regarding whether or not the administrator role of Google Workspace and rakumo can be set.

The role of Google Workspace administrator that can execute various settings on the rakumo management screen is only "Google Workspace Administrator Seed Role".

You cannot configure rakumo with an account that has a role other than "Google Workspace Administrator Seed Role".

For details on administrator privileges and what can be done, please refer to Appendix 4 A quick reference to what a user with administrative privileges can do.

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## 2. Configuring the initial settings on the Google Admin Console

### **Configuration of all the settings in this chapter is required.**

To use the rakumo series, configure the initial settings for the Google Admin Console.

Log in to the following URL as a Google Workspace special administrator account and configure the settings from **2.1-2.4**.

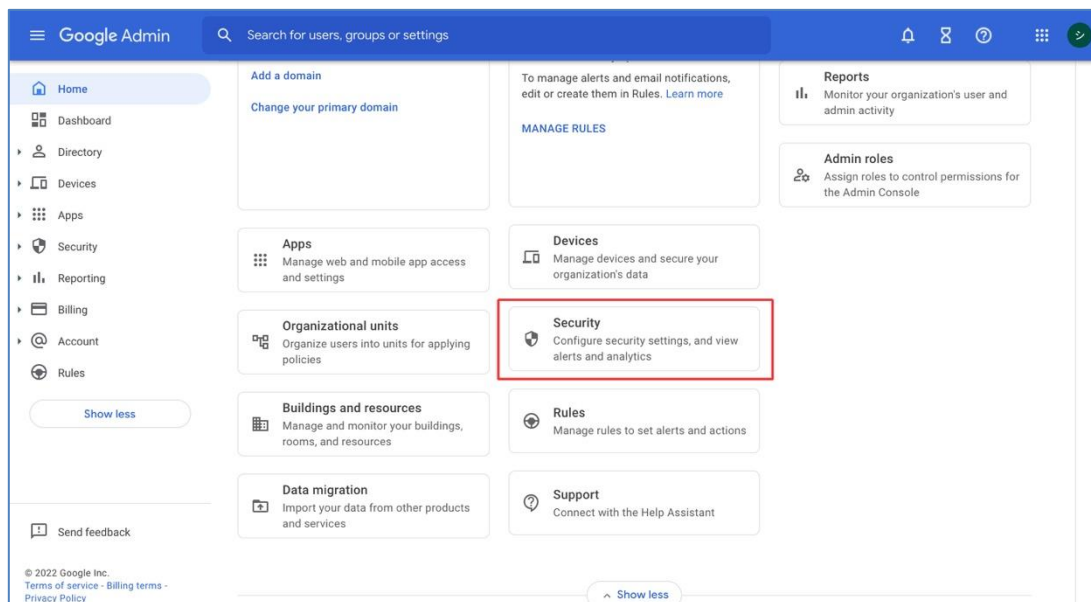
<https://www.google.com/a/your domain>

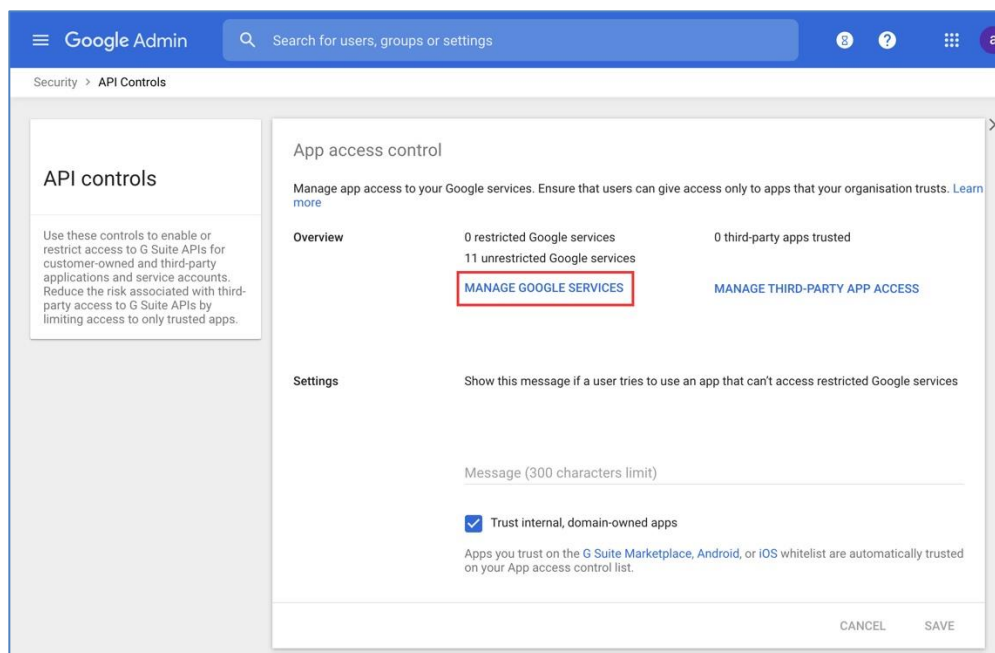
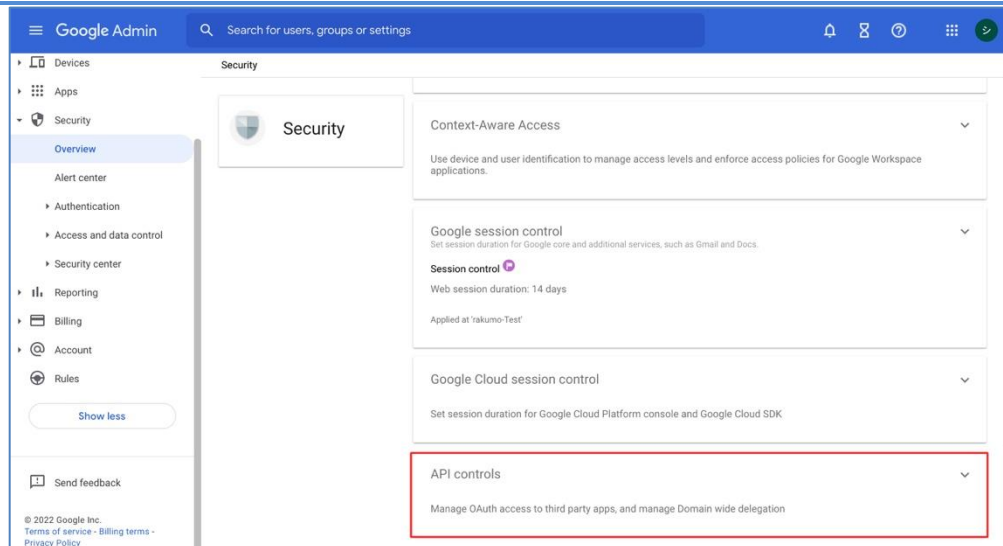
Enter **Google Workspace's domain name** to be used for rakumo for **your domain**.

### 2.1. Allowing Google Workspace and rakumo to be linked

rakumo uses API access to services on Google Workspace using an authentication method called OAuth2.0 in order to acquire and write information. Before setting rakumo, make sure that API access is possible.

1. Go to [Security] >> [API Controls] >> [App access control] >> click the [MANAGE GOOGLE SERVICES] from Overview





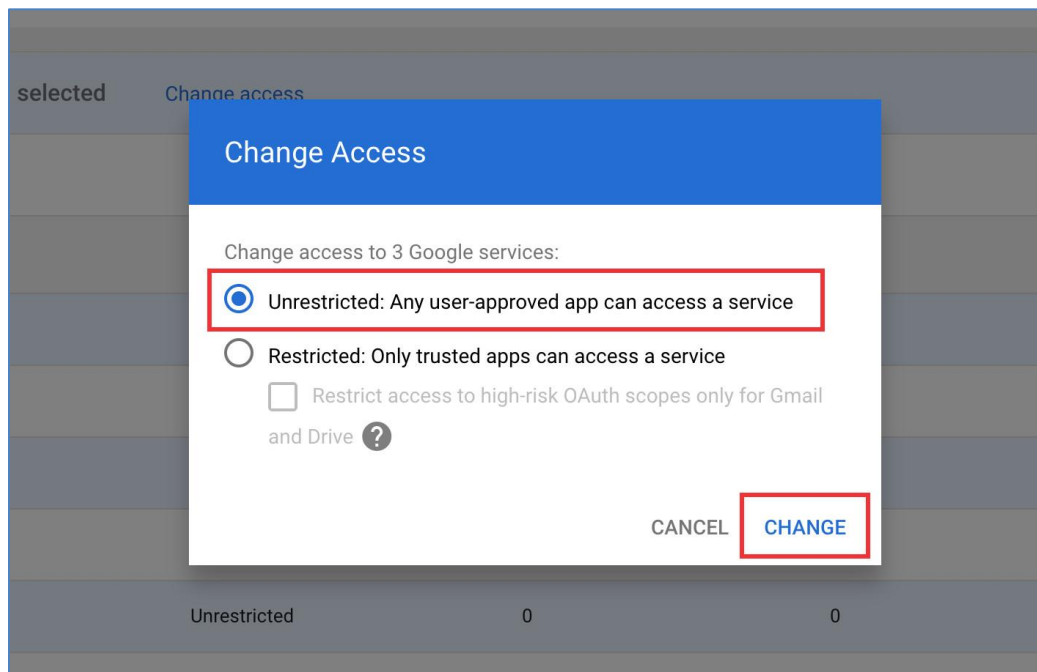
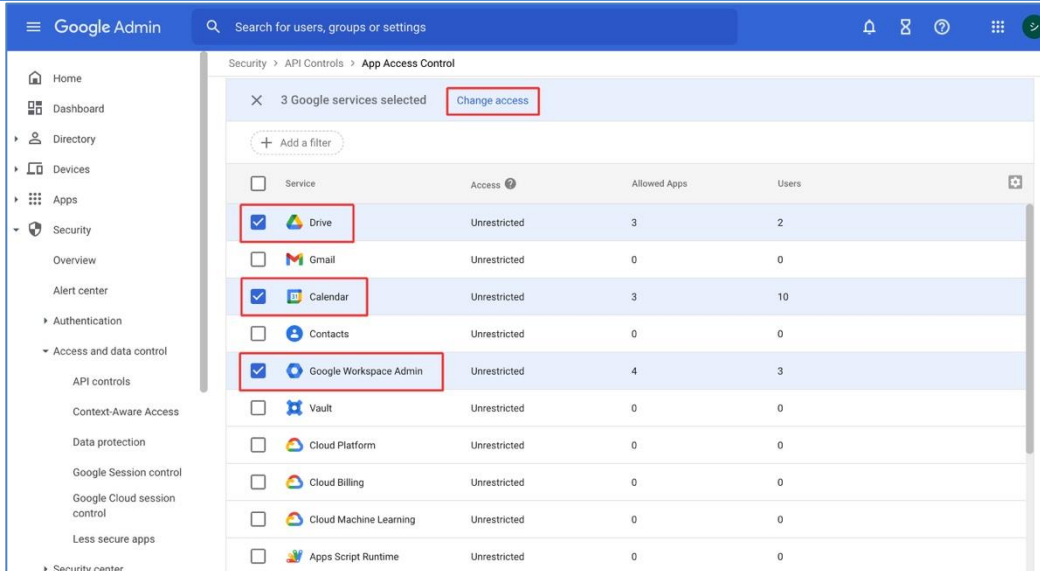
2. Check the status in the [Access] column of [Drive], [Calendar], and [Google Workspace Admin].

If "Unrestricted" is set, the setting is complete.

If it is "Restricted", follow step 3.

3. Check "Drive", "Calendar", and "Google Workspace Admin", and then click "Change access".

select "Unrestricted", and click [CHANGE].



- Reference information

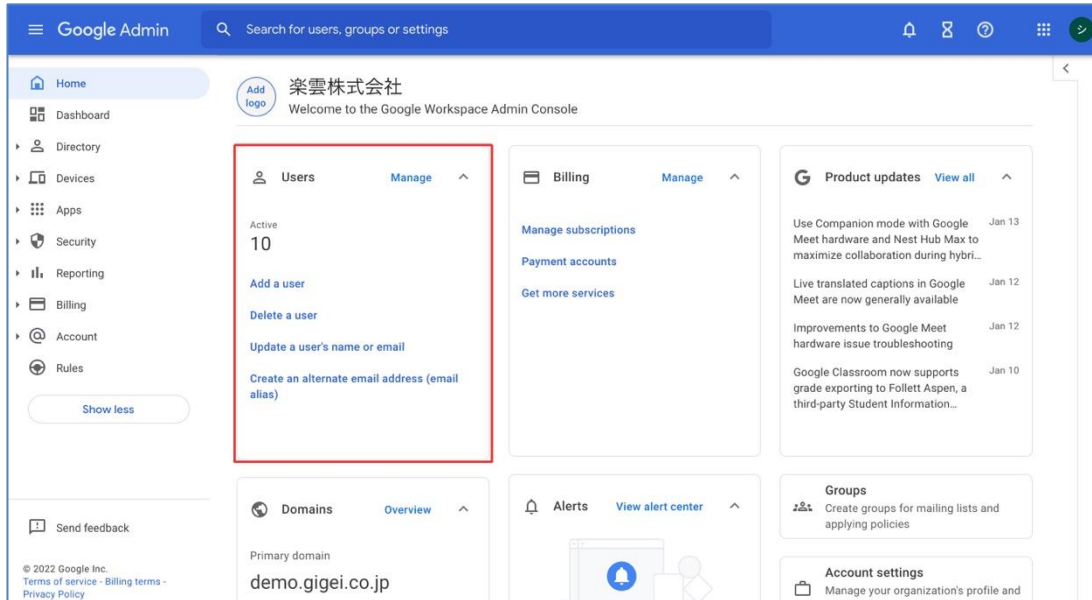
When operating from rakumo using various APIs of Google, the user must "permit" rakumo to access using the API. To avoid confusion by omitting the user permission operation, it is recommended that the administrator "permit" the "whole domain" in advance.

For more information, please refer to **Appendix 5: Controlling API access from rakumo with domain-wide delegation.**

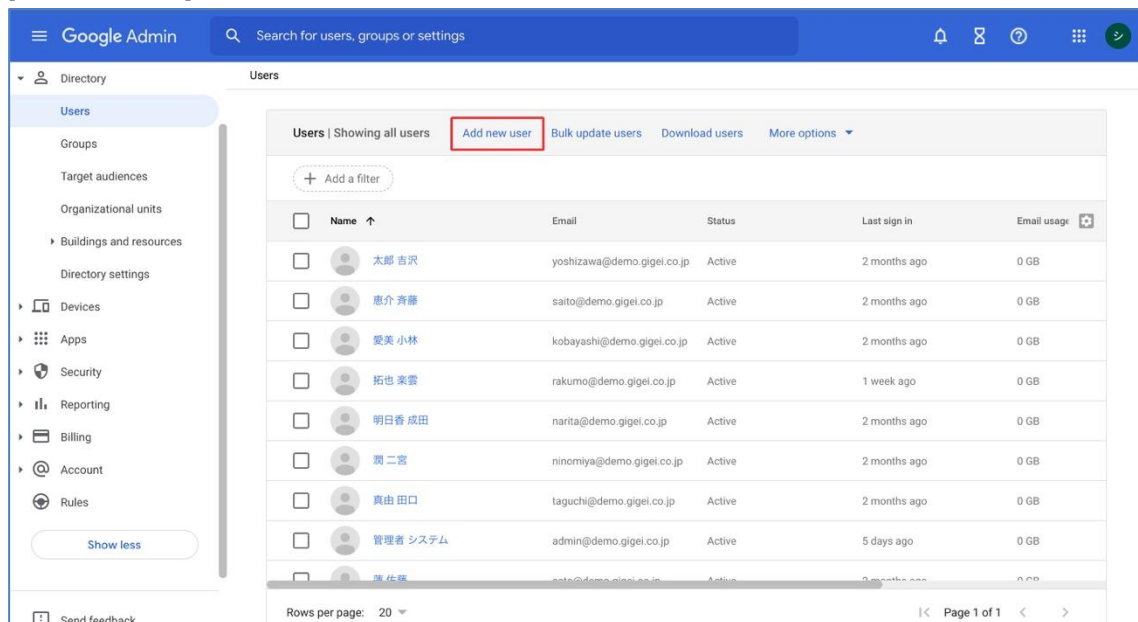
## 2.2. Creating a New User

How to create a new user in Google Workspace. Skip this section if a user is already created.

1. Log in to the Google Admin Console as a Google Workspace special administrator and click the **[Users]** button.



2. Click [Add new user] button.



3. Enter your last name, first name, and primary email address. Click the [Create User] button..



× Add new user HELP

User Information

First name \* 啓介 Last name \* 斎藤

Primary email \* keisuke@demo.gigai.co.jp  
This will be the email the user signs in with

Secondary email Phone number

An email (like a personal email) where you can send the user initial sign-in instructions

Manage user's password, organizational unit, and profile photo ▾

CANCEL **ADD NEW USER**

After clicking [+], you can create multiple users at once by selecting [Add Multiple Users]. For more details about how to create a user, see the following Google help page.

#### ▼ Add users

<https://support.google.com/a/topic/14586>

### 2.3. Creating a New Group

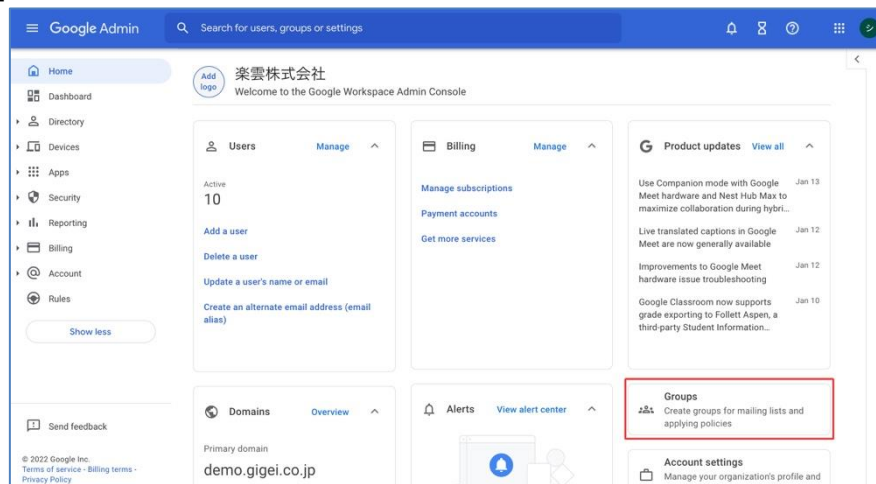
Google Groups functions as a mailing list and one email address is issued for each group.

rakumo uses the Google Groups structure to represent your organization.

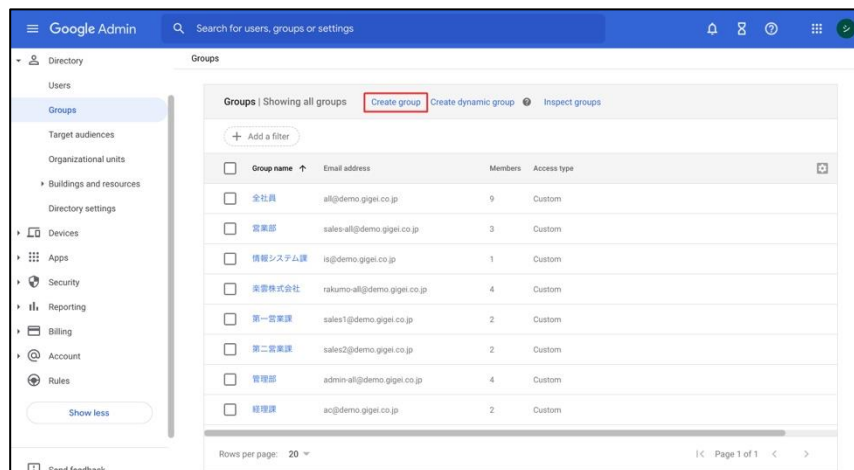
For more information, read 2.4. Knowledge for expressing the organizational hierarchy on the rakumo.

This chapter will guide you through the steps when creating a new group.

1. Log in to the Google Admin Console as a Google Workspace special administrator and click the **[Groups]** button.



2. Click **[Create group]**.



3. Enter a **group name**, the **group's email address**, and click the **[NEXT]** button.

**\*Note that groups that are created with the [Add all users within {domain} to this group] checkbox enabled cannot be used in rakumo.**

The screenshot shows the 'Create group' form in the Google Admin console. The title bar reads 'Create group'. Below the title bar, there are three tabs: 'Group information' (selected), 'Access settings', and 'Security settings'. The 'Group information' tab contains the following fields:

- Group details:**
  - Name\*: 営業部
  - Description:
  - Group email\*: sales @ demo.gigeei.co.jp
- Group owner(s):** Search for a user's name or email

A note at the bottom states: '\* indicates a required field'. A red box highlights the 'NEXT' button at the bottom right.

4. Set the Access Settings and click [NEXT].

The screenshot shows the 'Create group' form in the Google Admin console, now on the 'Access settings' tab. The title bar reads 'Create group'. The tabs are 'Group information', 'Access settings' (selected), and 'Security settings'. The 'Access settings' tab contains the following options:

- Who can join the group:** Choose how to add people to the group.
  - Anyone in the organization can ask: People in the organization must ask and then be approved before they can join the group.
  - Anyone in the organization can join: People in the organization can add themselves to the group directly.
  - Only invited users: People can join the group only if they're invited.
- Allow members outside your organization:** Turn the setting ON to allow external people in the group. (Toggle is OFF)

A note at the bottom states: 'Note: You can always add external people to groups in the Google Admin console, regardless of the external membership setting.' A red box highlights the 'NEXT' button at the bottom right.

5. Set the Security settings and click [CREATE GROUP].

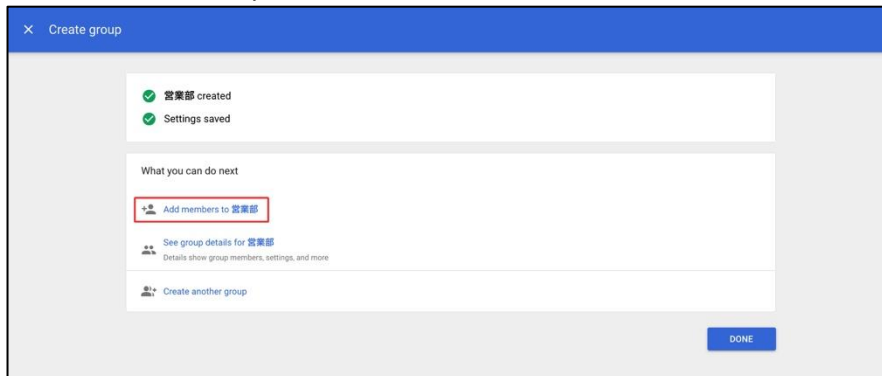
The screenshot shows the 'Create group' form in the Google Admin console, now on the 'Security settings' tab. The title bar reads 'Create group'. The tabs are 'Group information', 'Access settings', and 'Security settings' (selected). The 'Security settings' tab contains the following options:

- Condition:** A dropdown menu with a close button (X).
- ADD CONDITION:** A button to add a new condition.
- Enter cel query:** A text input field with a 'VALIDATE' button.
- Query examples:**
  - Allow only users, set query as: `member.type == 1`
  - Allow only service accounts, set query as: `member.type == 2`
  - Allow users and groups in your organization, set query as: `member.customer_id == groupCustomerId() && (member.type == 1 || member.type == 3)`

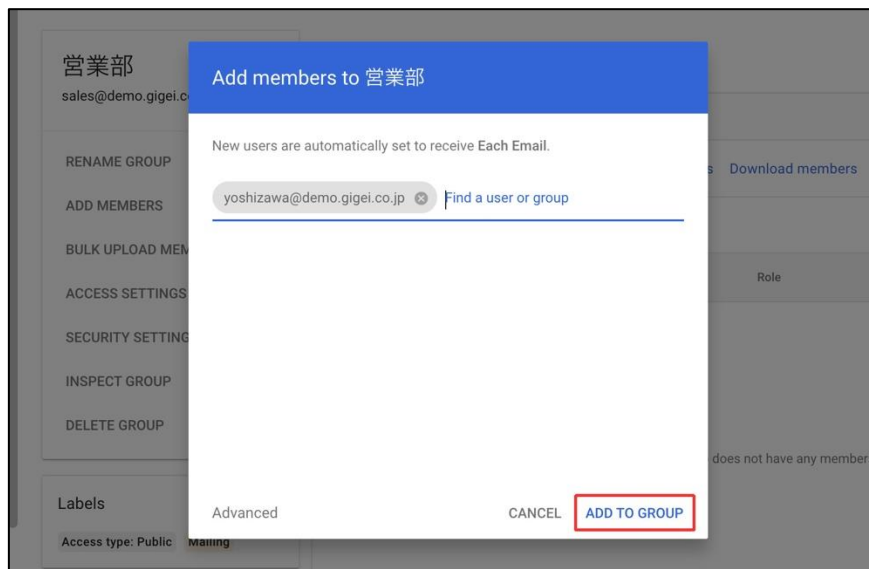
A red box highlights the 'CREATE GROUP' button at the bottom right.

6. The group has been created.

Then click [Add members to (Group Name)] to add the member.



7. Specify the email address of the user and group you want to add as a member, and click "ADD TO GROUP".



**Note 1) Be sure to add members individually. If you select and add the "Add all current and future users of (Company Name) to this group with All Email setting" checkbox in the Advanced, it will not be recognized as a member of the group on rakumo.**

**Note 2) When adding a user to a Google group, add the login email address of Google Workspace. Do not add the user's nickname (alias). Nicknames (aliases) are not recognized by rakumo.**

See the following Google help page for how to add a group.

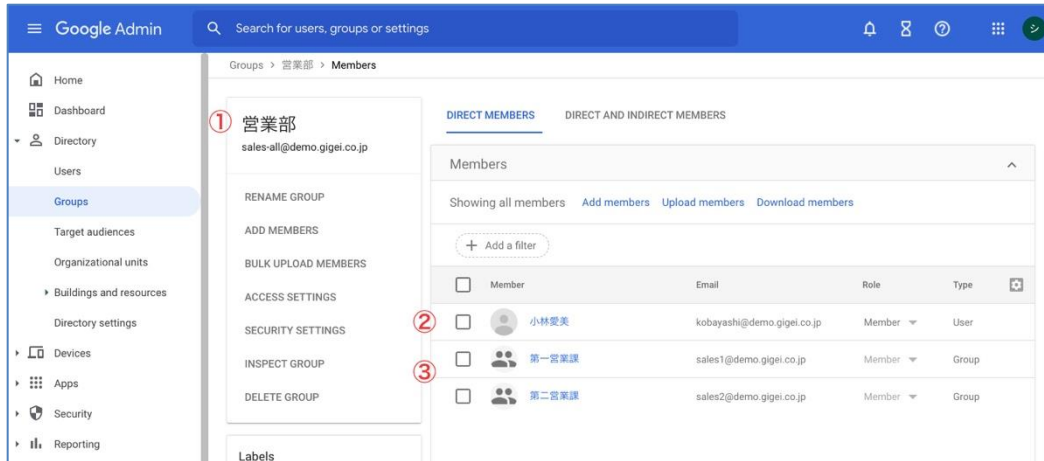
▼ **Create a Group**

<https://support.google.com/a/answer/33343>

## 2.4. Knowledge for expressing the organizational hierarchy on the rakumo

On rakumo, we use Google Groups information to represent the organizational hierarchy.

- Information used to represent the organizational hierarchy and how it is handled on rakumo



- ① Google Group: Treated as an organization.
- ② Users registered as members of Google Groups: Treated as members of that organization. \*
- ③ Groups registered as members of Google Groups: Treated as a subordinate organization of that organization.

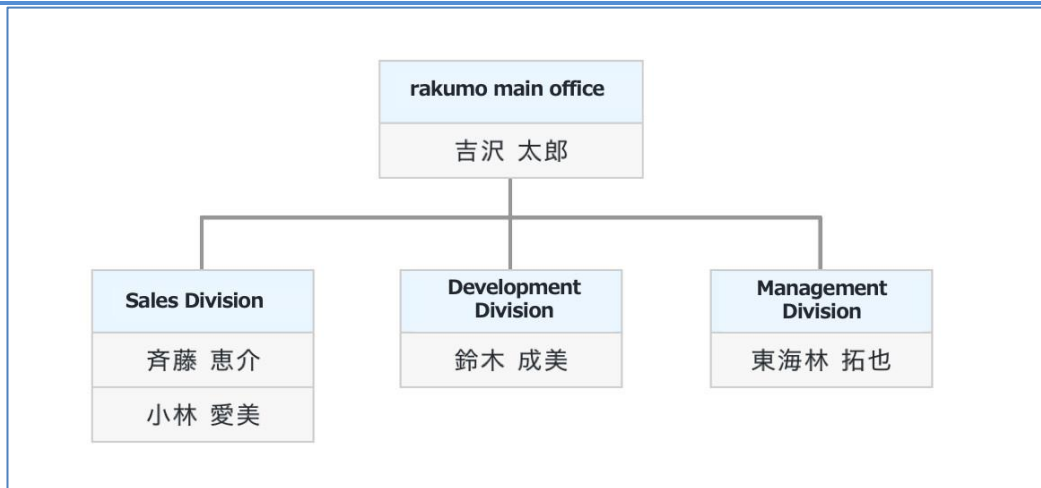
\* Except when registering by selecting the [Add all current and future users of (Company Name) to this group with All Email setting] check box

- What to do if you have an existing Google groups  
Please confirm whether the group structure can express the organizational chart when dealing with the information of the existing Google group as mentioned above.  
In particular, if you create it and use it as a mailing list, the member registration status of Google groups may be different from the organizational structure (Example: A group was created for each project, Subordinate organizations are not included in the members).

If the existing Google group has different settings and usage status from the organizational structure, please consider creating a new Google group for use with rakumo.

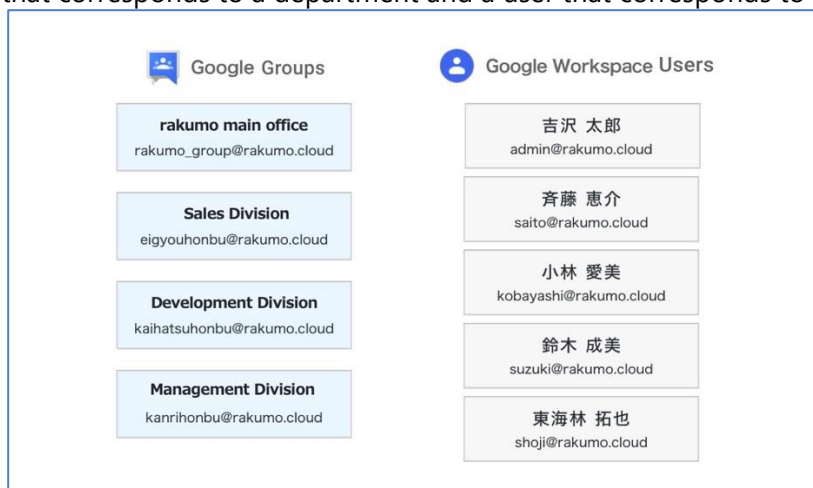
- Example of setting procedure  
As an example when setting the organization hierarchy, we will introduce the setting flow based on the actual organization chart.

<Organization chart you want to realize>

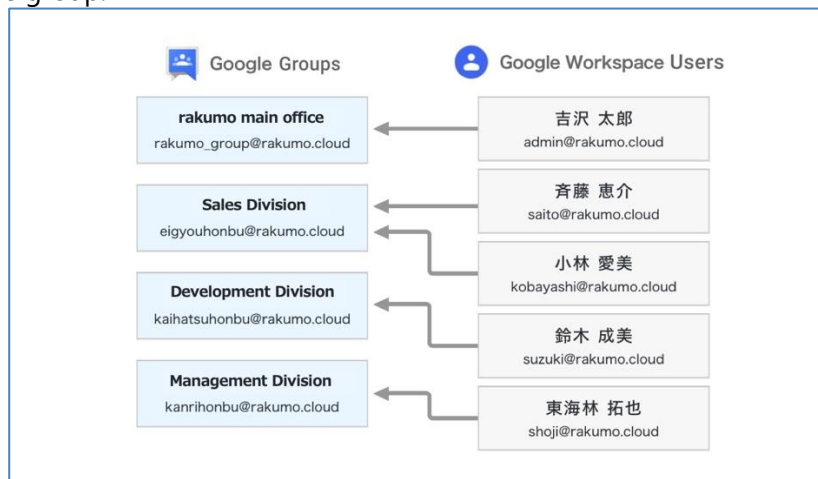


<Flow of user and group settings>

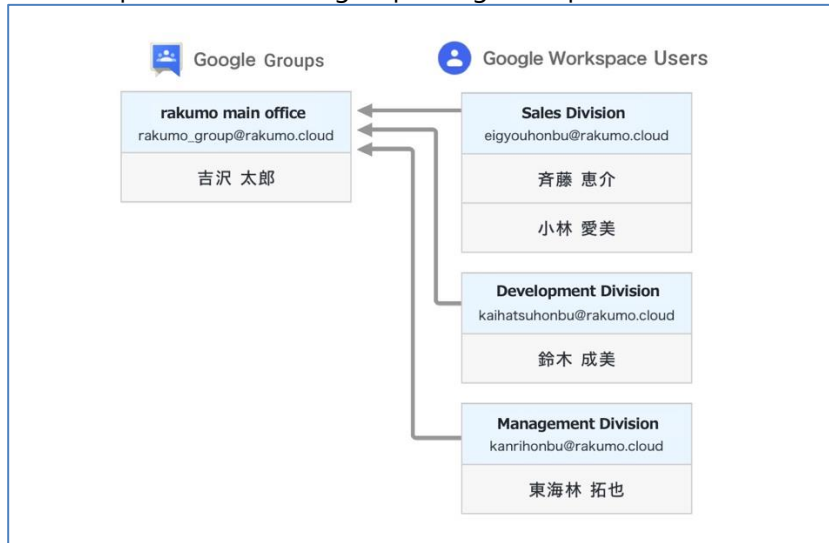
1. Create a group that corresponds to a department and a user that corresponds to an employee.



2. Add users to the group.



3. Add a group of lower departments to the group of higher departments to be hierarchized.



This completes the setting of Google groups for expressing the organizational hierarchy on rakumo.

Please execute Google Sync from the rakuo management screen to import the settings on rakumo.

### 3. Accessing the rakumo Admin Console

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#### 3.1. Accessing the Admin Console

**You need to configure the initial settings on the rakumo Admin Console so you can use rakumo.**

To configure the initial settings, a Google Workspace's special administrator must log in to the rakumo Admin Console.

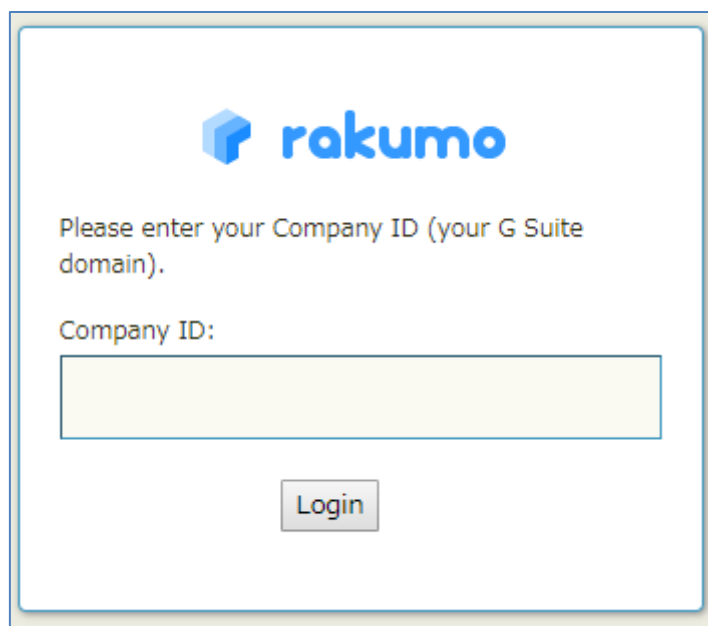
<https://a-rakumo.appspot.com/admin>

**Only Google Workspace's special administrators can log in to the rakumo Admin Console when configuring the initial settings.**

No one other than Google Workspace's special administrators can log in to the rakumo Admin Console.

Enter in the **[Company ID]** sect in the **Google Workspace domain name** to be used in rakumo. After entering the company ID, click the **[Log in]** button.

The settings are shared within the domain. Regardless of which Google Workspace's special administrator account in the domain you log in as, you will access the rakumo Admin Console for the domain.





Please enter your Company ID (your G Suite domain).

Company ID:

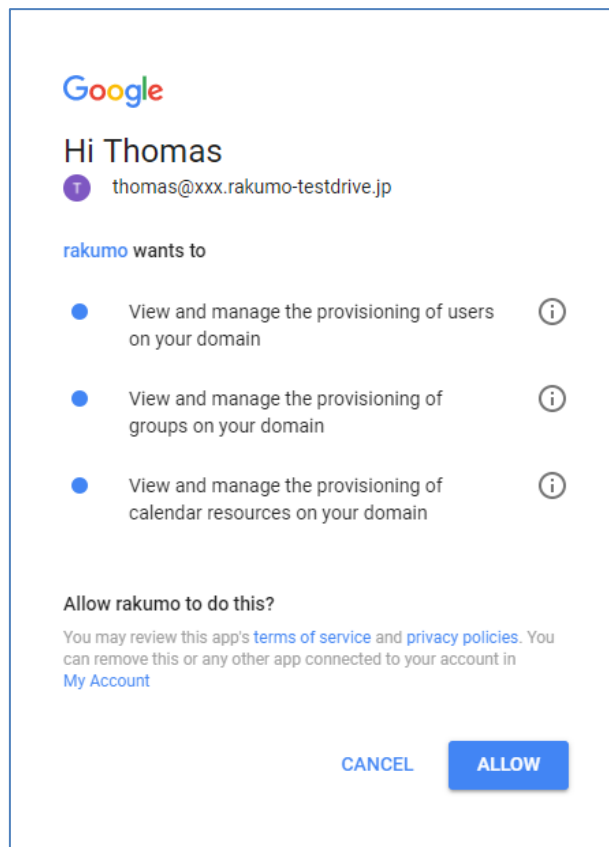
Login



### 3.2. Authenticating \*When you log in for the first time only

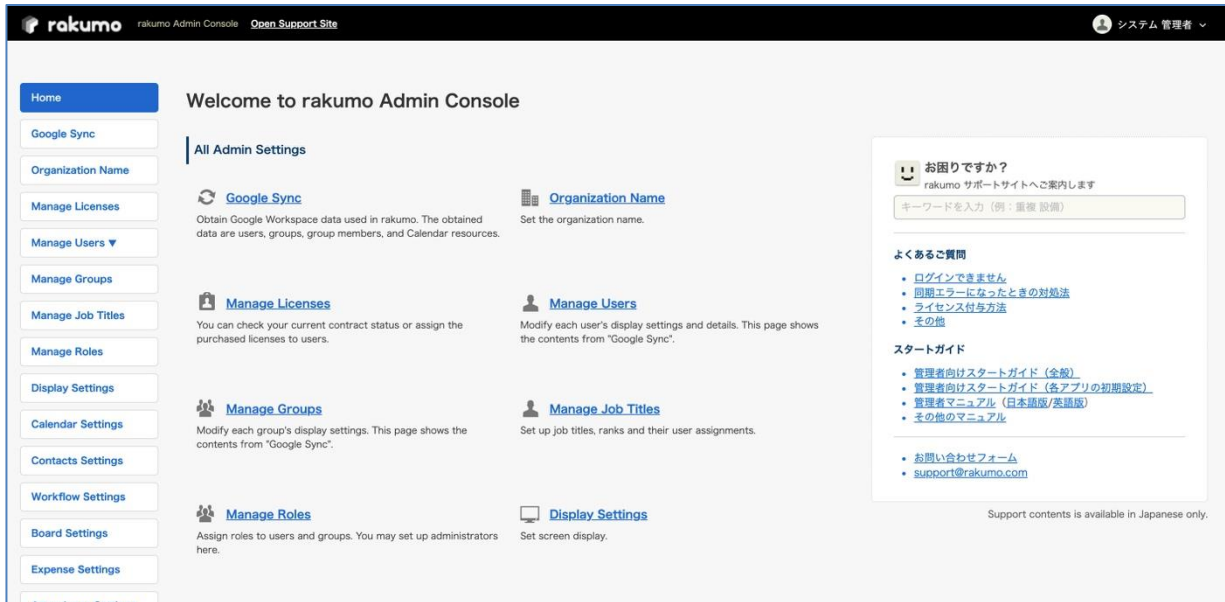
Google Workspace's special administrator is asked to permit Google to retrieve data on the request page when logging in to the rakumo administrator's Control Panel for the first time. Permit this to retrieve the Google data to be used for rakumo series products.

Request page for Google Workspace's data access



### 3.3. Welcome to the rakumo Admin Console

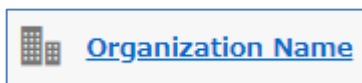
After permitting the request in 3.2, the **Welcome to rakumo Admin Console** page is displayed.



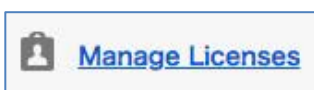
Configure the administrative settings from the items below:



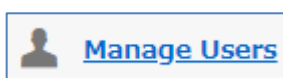
Retrieve data from Google Workspace that is to be used on rakumo. The data to be retrieved is the resources of users, groups, group members, and calendar.



Set the organization name.



You can check the status of the contract and assign the purchased license to the user.



Retrieve users to be used from the Google Workspace account and configure user-specific display settings. The CSV files to be used in Contact and Workflow can also be registered.

[Manage Groups](#)

Retrieve the groups you will use from Google Groups and configure the display settings for each group.

[Manage Job Titles](#)

Configure job levels and titles and allocate these to users.

**\* We use with rakumo Contact, rakumo Workflow, rakumo Attendance. Refer to "rakumo Workflow administrator manual" 7.7.2 Add Job Title for how to configure the settings.**

[Manage Roles](#)

You can configure the administrators' roles for users and groups.

[Display Settings](#)

Configure the rakumo menu bar and other screen display settings.

[Gadgets](#)

You can display rakumo gadgets on Google Sites.

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## 4. Synchronize with Google Workspace to import user, group, and resource data into rakumo.

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### 4.1. Overview of Google Sync

You need to perform synchronization processing to retrieve the user data from Google Workspace that you will use on rakumo.

#### Data to be synchronized

##### ■ Users

The last name, first name, and email addresses used to log in to Google Workspace and the registered groups of all the users in the rakumo contract domains (includes users whose accounts are not active) are synchronized.

Also, if you enable synchronization using custom synchronization in the Google Sync Settings\*2, the "custom attribute" information in the user profile will also be synchronized.

In addition, the data of the users in the domains added on the **Domain Settings**\*1 is synchronized together. You cannot select users to be synchronized/users not to be synchronized.

Only users' email addresses used for Google Workspace login are synchronized. The email addresses of the domain aliases are not synchronized.

##### ■ Groups

All the Google groups in the rakumo contract domain are synchronized. Also, the groups in the domain added on the **Domain Settings**\*1 are synchronized together.

The groups whose addresses are created from domain aliases are not synchronized. You cannot select groups to be synchronized/users not to be synchronized.

##### ■ Group members

The users (in the rakumo contract domains) registered with the groups in the rakumo contract domains are synchronized (includes users whose accounts are not active). **The users\*2 registered with the groups in the domain that are added** on the **Domain Settings** \*1 are also synchronized (includes the users whose accounts are not active).

The users in the domain outside of the scope of rakumo contract that are registered with the groups are not synchronized.

##### ■ Google Calendar resources (Google facilities)

Google Calendar resources are synchronized only when you are subscribed to the rakumo Calendar.

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\*1 See 4.2 Google Sync Settings.

\*2 When you are registered with a user alias, data will be synchronized based on the email address used for Google Workspace login.

## 4.2. Google Sync Settings

You can set the scope of Google Sync and the state after synchronization of users and groups that have been synchronized to rakumo for the first time.

<Operation screen>

rakumo Administration Console > Google Sync > Google Sync Settings

[https://a-rakumo.appspot.com/admin/gapps\\_sync/settings](https://a-rakumo.appspot.com/admin/gapps_sync/settings)

\* Click “>> **Edit Settings**” on the Google Sync screen to display the Google Sync settings screen.

**Synchronize**

You need to import data from Google when you made a change on Google Workspace.

Last imported: 2022/09/14 11:52 (Time required for previous sync: 00:02:06)

Sync Settings **Edit Settings**

Domains to Sync	demo.gigeei.co.jp
Sync Using Custom Attributes	Disabled
License Assignment	Don't Assign Licenses To Newly Created Users
Display New Users	Display Newly Created Users
Display New Groups	Not Display Newly Created Groups
Sync User Aliases	Don't Sync User Aliases
Sync VFE User Accounts	-
Groups to Sync	Sync All Groups
Notify by email when completed successfully	Disabled
Notify by email at anomaly detection	Disabled
Notification email addresses	-

**Synchronize**

<Operation method>

1. On the Google Sync settings screen, change the settings in the domain settings, the sync execution settings and the notification settings sections as necessary. \* Refer to the following pages for the contents that can be set in each section.
2. Click “Save Settings” at the bottom of the screen.
3. The changed settings are saved and “Saved settings.” Is displayed.

## Domain Settings

Configure these settings to use rakumo in multiple domains when you already manage and use multiple domains in Google Workspace.

Domain Settings

Set up which Google Workspace domains to sync with rakumo.

Domain Name	Primary
rakumo.cloud	✓

Add Other Domain:

Domain aliases are not supported.

[↑ Back to Top](#)

Enter multiple domains in the **domain settings** field **[Add Other Domain]** and click **[Add]**.

\*This feature is not available if you are using a domain alias for Google Workspace's primary domain. A domain alias is a domain name that you can use as an alternative name for another domain.

## Runtime Settings

Sync Using Custom Attributes

Retrieve custom attributes set in Google Workspace user information, and update license assignments and other settings based on that information. For details on how to set custom attributes and what is synchronized, please refer to the support site. [-> rakumo support site](#) (Japanese language only)

**Enable Sync Using Custom Attributes**

『Sync Using Custom Attributes』

Retrieve custom attributes set in Google Workspace user information, and update license assignments and other settings based on that information.

For details on how to set custom attributes and what is synchronized, please refer to **Appendix 6:**

**Registration of user information using "custom attributes" in Google user profiles.**

Note that "Sync Using Custom Attributes" and "License Assignment" described below cannot be used together.

Enabling "Sync Using Custom Attributes" automatically disables "License Assignment".

#### License Assignment

Assign licenses to newly created users.

\* Assign licenses for all active applications. Trial application licenses are not assigned.

Assign Licenses To Newly Created Users

#### 『License Assignment』

“Assign Licenses To Newly Created Users” is not made a check on by default. Check “Assign Licenses To Newly Created Users” and click “Save settings” to automatically assign licenses to users synchronized to rakumo only if there are more licenses.

[\\* Licenses will not be automatically assigned to trial applications.](#)

[Sorry to trouble you, but please add it manually.](#)

#### Display New Users

Set the display status of newly created users to "Display" ("ON").

Display Newly Created Users

#### 『Display New Users』

“Display Newly Created Users” is made a check on by default. The display status of newly created users who synchronized for the first time to rakumo is “Display” (“ON”) .

#### Display New Groups

Set the display status of newly created groups to "Display" ("ON").

Display Newly Created Groups

#### 『Display New Groups』

“Display Newly Created Groups” is not made a check on by default. By making the check “Display Newly Created Groups”, the display status of newly created groups which synchronized for the first time to rakumo is “Display” (“ON”) .

### Sync User Aliases

Sync a user who is registered as an alias address in a group.

Sync User Aliases

To **synchronize user aliases**, select [**Sync User Aliases**]. A user alias is an email address that has a domain added in [Add Other Domain] as an alias on Google Workspace's domain page. For instance, if the primary domain [rakumo.gigai.jp] and a multiple domain [rakumo.gigai.com] are registered in Google Workspace, you can use taro2014@rakumo.gigai.com as another email address in addition to the login email address taro@rakumo.gigai.jp, which has the user's name Taro Gigei as the primary domain. When you select [**Sync User Aliases**], if the user alias (taro2014@rakumo.gigai.com) is registered in the group, Taro Gigei taro@rakumo.gigai.jp will be synchronized in the group after Google Workspace and rakumo have been synchronized.

### Don't Sync VFE User Accounts

Don't sync users whose email starts with VFE.x (e.g. VFE.1.johndoe@example.com).

Don't Sync VFE User Accounts

When **you do not want to synchronize a VFE user account**, select [Do not Sync VFE User Accounts]. A VFE user account is a free account available only in your domain that moves from Postini (Google Message Discovery) to Vault. You can exclude this VFE user account from accounts subject to Google Workspace.

See the help article of Google for more details.

▼ Allocation of licenses for ex-employees of Vault

<https://support.google.com/vault/answer/6067442>

▼ Frequently asked questions about licenses for ex-employees of Vault


<https://support.google.com/vault/answer/6067454>



Groups to Sync

**Sync All Groups**  
Sync all groups in Google Workspace.

**Sync Only the Specified Groups**  
Sync only the specified groups and their lower (child) groups.  
Enter email addresses of groups to sync by CSV format (separated by comma or linebreaks). (Up to 20 addresses)

 If there is a group that is previously synchronized to rakumo and became out of synchronization target, note that it will be DELETED from rakumo.

『Groups to Sync』

### Sync All Groups

All groups in Google Synchronize.

### Sync Only the Specified Groups

Sync only the specified groups and their lower (child) groups.

Enter email addresses of groups to sync by CSV format (separated by comma or linebreaks) . Up to 20 addresses.

※NOTICE※

For syncing only the specified groups and their lower (child) groups, besides groups are eliminated from rakumo after Google Sync. Therefore before using this function, please confirm the following setting.

#### ■ rakumo Calendar

If besides the specified groups are set permissions to "rakumo Resource", after Google Sync these groups permissions are deleted.

#### ■ rakumo Workflow

The Workflow Routes where the Job Title \* which User ID and the Group ID are attached to are registered. When there are Job Title which attached the string to Users and not specified Groups, The users are not assigned from Job Title by Google Sync.

\* User Assignments for Job Title at rakumo Admin Console

#### ■ rakumo Board

If besides the specified groups are set permissions to bord, after Google Sync these groups permissions are deleted.

#### ■ rakumo Admin Console

If besides the specified groups are set "Job Title", after Google Sync users are eliminated from "Job Title".

## Notification Settings

**Notification Settings**

When Google sync is finished, a notification email will be sent to the specified email addresses.

Notify by email when completed successfully

Notify by email at anomaly detection

**Notification email addresses**

Enter the notification email addresses.  
You may set multiple addresses by separating them with commas or line breaks. (Up to 10)  
You may also use a group email address.

[Save Changes](#)

Recipients specified in this setting will be able to receive email notifications when Google Sync exits successfully and when there is a problem during Google Sync. All default values are off.

- Setting procedure

1. Check the execution result for which you want to receive notification.

Notify by email when completed successfully

Notify by email at anomaly detection

2. Register the email address of the notification destination.

**Notification email addresses**

Enter the notification email addresses.  
You may set multiple addresses by separating them with commas or line breaks. (Up to 10)  
You may also use a group email address.

@demo.gigei.co.jp, @demo.gigei.co.jp

3. Click "Save settings".

- Reference information

- The presence / absence of e-mail notification can be set separately for normal termination and abnormality detection.
- The notification e-mail address is the same for normal termination and abnormality detection.
- Up to 10 arbitrary e-mail addresses can be registered as the notification e-mail address.

- You can also register email addresses other than the domains used in Google Workspace. Please be careful not to enter the wrong email address.
  - The notification email will be written in both Japanese and English in one email. If an abnormality is detected, the cause of the abnormality is also described in the body of the notification email.

- Content image of notification email
  - At the end of normal



- When an abnormality is detected



- If some licenses are not assigned due to insufficient number of licenses, you will be notified by email as if an abnormality was detected even if Google sync was successful. The subject line of this email is the same as that of other emails when anomaly was detected, but the body of the email states that "Google sync has been completed normally".
- In addition, if it is set to receive both "normal end" and "abnormality detection" emails, two email notifications "at normal end" and "abnormality detection" will be sent at the same time. It will be. Please note.

- Points to note

Email notification is executed as part of the Google sync process. Therefore, if the following unexpected situations occur, it may not be possible to detect the occurrence of an abnormality.

- When the Google sync process itself is forcibly terminated for some reason
- When the Google sync process does not end for some reason

Please note that this function is provided in accordance with the best effort principle and does not guarantee the detection and notification when an abnormality occurs.

### 4.3. Synchronize Google Workspace

Synchronize Google Workspace and rakumo to import Google Workspace's data into rakumo.

It's only Super Admin user of Google Workspace Primary Domain that can synchronize Google Workspace.

<Operation screen>

rakumo Administration Console >Google Sync

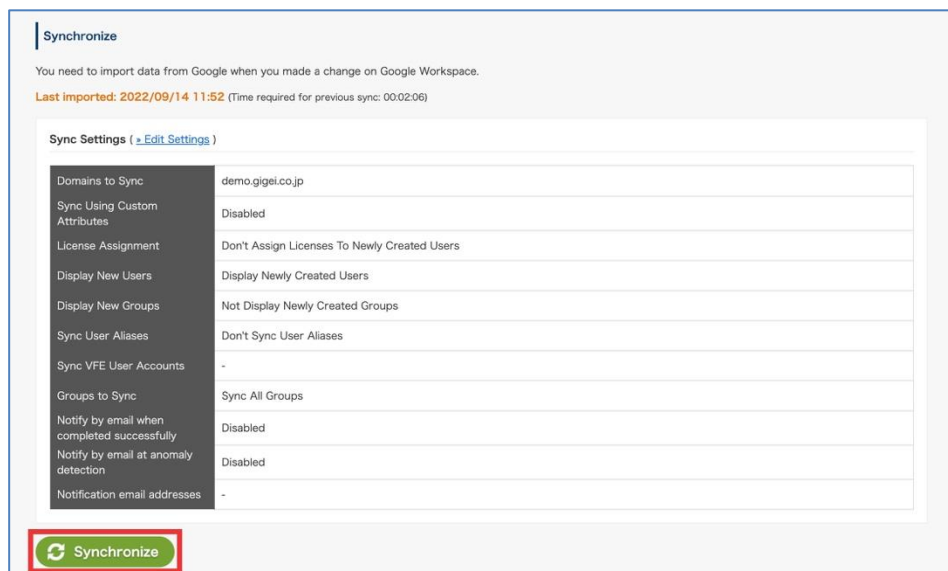
[https://a-rakumo.appspot.com/admin/gapps\\_sync](https://a-rakumo.appspot.com/admin/gapps_sync)

\* At the first login, it says, "There are no user data" and "There are no group data."

<Operation method>

1. On the Google Sync screen, click [Synchronize].

\* Google Workspace's special administrators of the Google Workspace primary domain click [Synchronize] button. Google Workspace's special administrators of the Google Workspace secondary domain can't do Google Sync.



2. Synchronization is started and the message "Started synchronization. Please wait until completion." is displayed.

3. After a while, click → Reload

4. When synchronization is complete, the message "Completed synchronization with Google Workspace." Will be displayed.

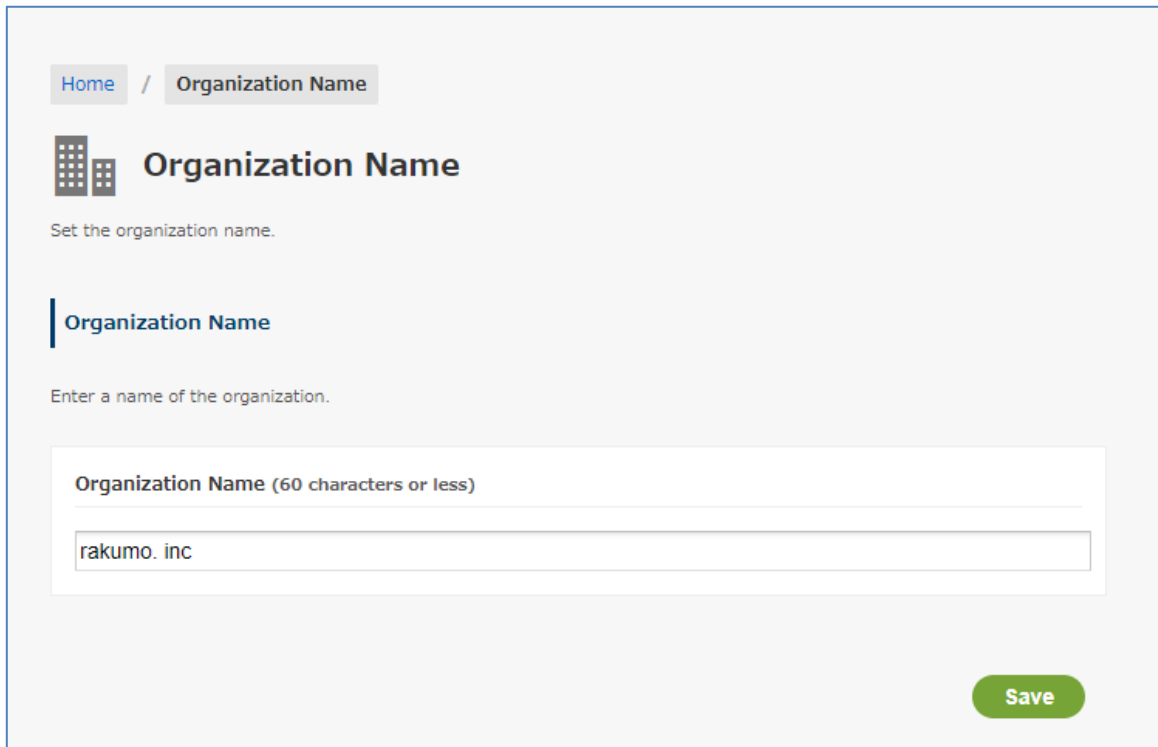
## 5. Set the organization name in Organization Name

---


The name of organization displayed on rakumo can be registered.

The organization name registered on this screen will be used in the contact's internal contact "company" item (\*), workflow, Kintai, etc.

The name of organization when applying, is registered by default.



Home / Organization Name

 **Organization Name**

Set the organization name.

**Organization Name**

Enter a name of the organization.

Organization Name (60 characters or less)

rakumo. inc

Save

\* The name of organization is exported to "Company" row at the csv file in Manage Users Detail Settings.

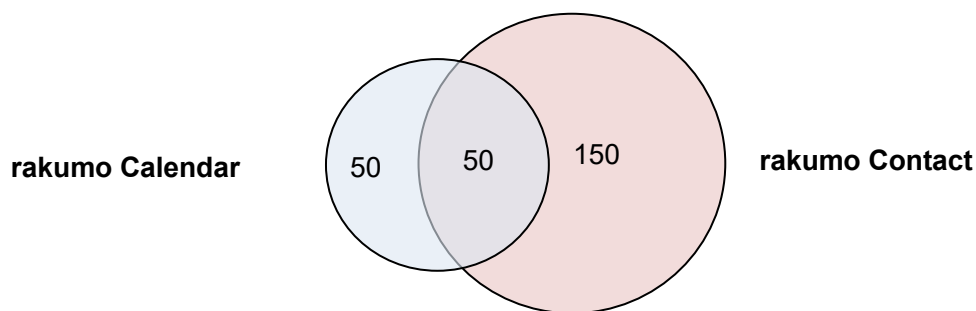
---

## 6. Configuring the Display/Not display settings for users

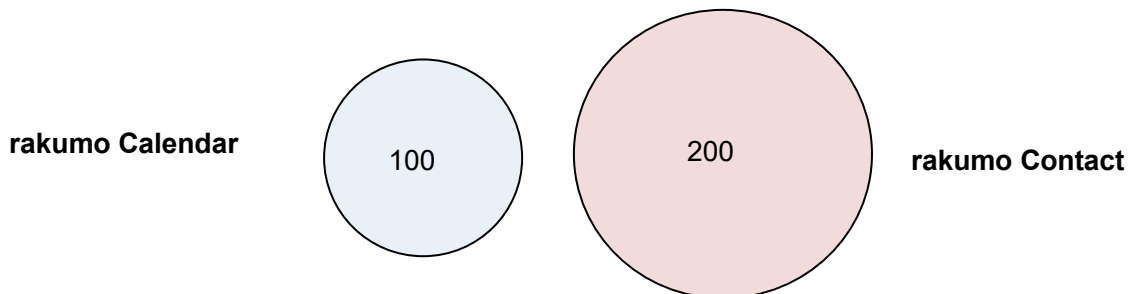
A list of users retrieved by synchronizing according to **section 4 "Synchronizing Google Workspace"** is displayed. On this page, set users to [Display] or [Not display] on the rakumo User page. Set the total number of users to [**Display**].

Example: rakumo Calendar: 100 users; rakumo Contact: 200 users

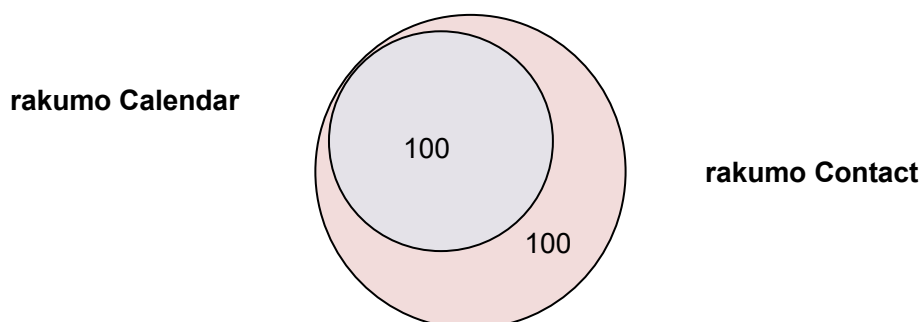
Calendar only: 50 users; Calendar + Contact: 50 users; Contact only: 150 users. Total number of "**displayed**" users: **250**



Calendar only: 100 users; Contact only: 200 users. Total number of "**displayed**" users: **300**



Calendar + Contact: 100 users; Contact only: 100 users. -> Total number of "**displayed**" users: **200**



[How to Configure the Display Settings]



Home > Manage Users > Display Settings

With the **[Switch]** button, you can switch users between [Display] and [Not display] on rakumo.

You can also switch all users by selecting the checkbox and with the **[Display] or [Not display]** buttons at the bottom of the screen.

The screenshot shows the 'Manage Users' page. At the top, there is a breadcrumb 'Home / Manage Users' and a user icon next to the title 'Manage Users'. Below the title, there is a note: 'Modify each user's display settings. This page shows the contents from "Google Sync", → [Google Sync](#). When you modify user information on Google Admin Console, please make sure to run "Google Sync" AGAIN → [Google Admin Console](#)'. Underneath, there is a section 'All Users' with the text 'User's info obtained from Google Workspace are shown below.' and a search bar with a 'Search' button. A table lists ten users with columns for Name, User ID, and Display. Each row has a checkbox on the left and a 'Switch' button on the right. A red box highlights the checkboxes for all ten users. At the bottom of the table, there is a label 'Mark selected users as' followed by a dropdown menu showing 'Display / Not display', which is also highlighted with a red box. The page has 'Next 100 >' links on both the right and bottom right sides.

<input type="checkbox"/>	Name	User ID	Display
<input type="checkbox"/>	吉沢 太郎	admin@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	泉 麻衣	izumi@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	小林 愛美	kobayashi@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	二宮 潤	ninomiya@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	斉藤 恵介	saito@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	佐藤 蓮	sato@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	東海林 拓也	shoji@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	鈴木 成美	suzuki@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	田口 真由	taguchi@rakumo.cloud	On <a href="#">[Switch]</a>
<input type="checkbox"/>	山田 太郎	yamada@rakumo.cloud	On <a href="#">[Switch]</a>

Mark selected users as [Display / Not display](#)

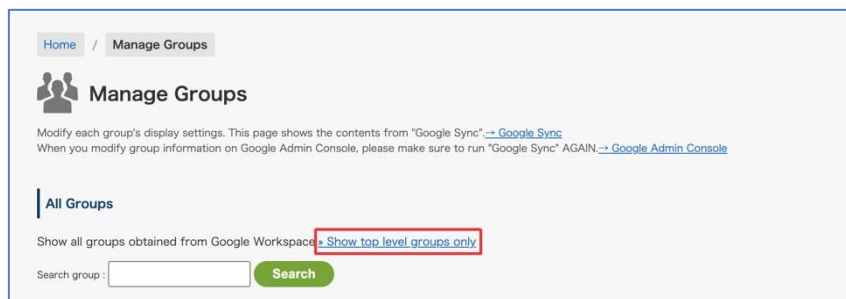
## 7. Setting Group to Display/Not display and Set the Priority of Group/User Display

A list of Google groups obtained according to **section 4 "Synchronizing Google Workspace"** is displayed. On this page, set groups to be displayed or not to be displayed on the rakumo User pages. There is no ceiling on the number of groups displayed.

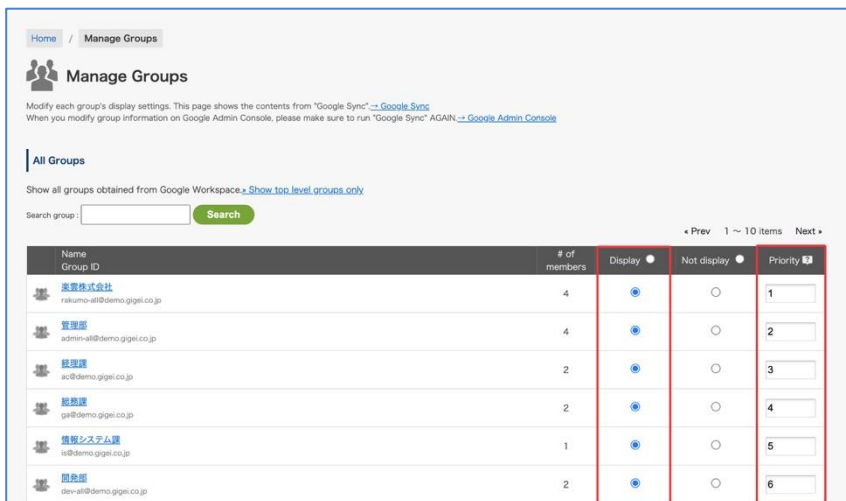
**\* [Not display] is selected for groups that are imported into rakumo for the first time. Select [Display] for the groups to be displayed on rakumo and make sure to save.**

[How to Configure the Display Settings]

1. Click [>> \[Show top level groups only\]](#) button to display only the top group (parent group).
- 2.



3. Select a group you wish to display on rakumo with a radio button. Next, enter a number in the [Priority] field. Groups are displayed in ascending order. Finally, click [Save Changes].

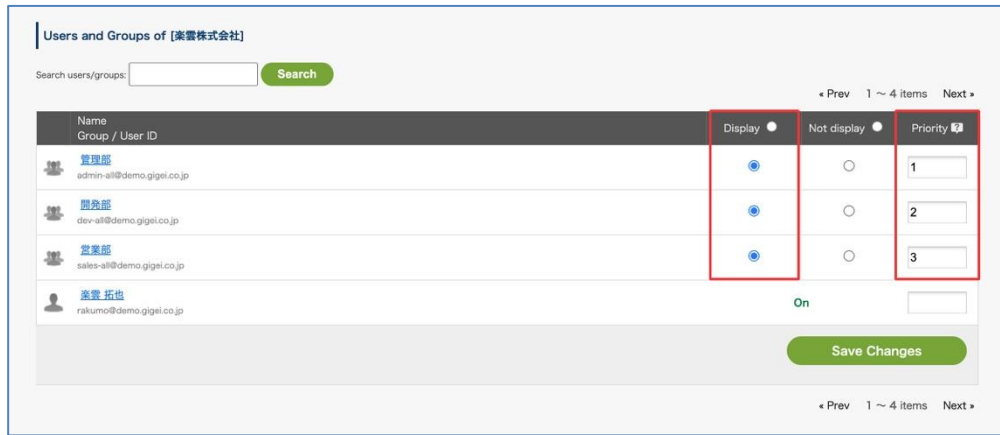


3. Go to the [Details] page using the top **group ID** (parent group ID) and configure the **display** and **display priority** settings of the child group. Select a group you wish to display on rakumo with a radio button. Next, enter a number in the [Priority] field. Groups are displayed in ascending order. Finally, click

[**Save Changes**]. Even when users are displayed instead of child groups, set **display priority** in the same way as for groups.

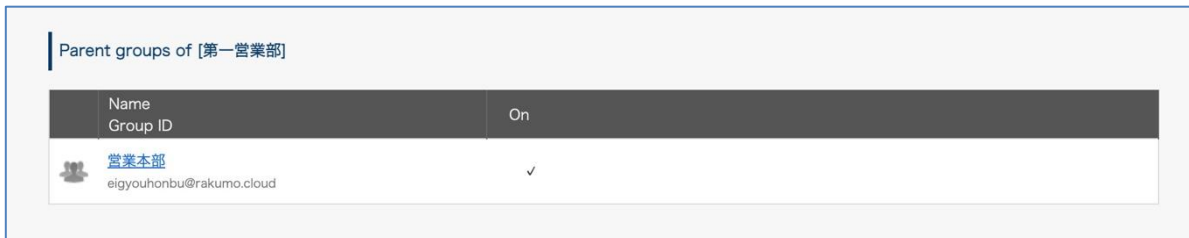
\*Display settings are required. Display priority (specified by number) is optional.

\* When you set child groups to be displayed on rakumo while the parent group is set not to be displayed, the child groups are displayed instead of the parent group.



### [List of Parent Groups]

If the groups have parent groups, their parent groups are displayed on the group details page. Parent groups are not displayed when there are none.



Example: Tokyo Headquarters Department - Sales Management Department - Sales Department 1  
| - Sales Department 2

[Tokyo Headquarters Department] is displayed for the parent group of [Sales Management Department].

[Sales Management Department] is displayed for the parent group of [Sales Department 1 (or Sales Department 2)].

## 8. Set the user's primary group

### 8.1. Overview of primary group

In Rakumo, the user's core group is set as the "primary group".

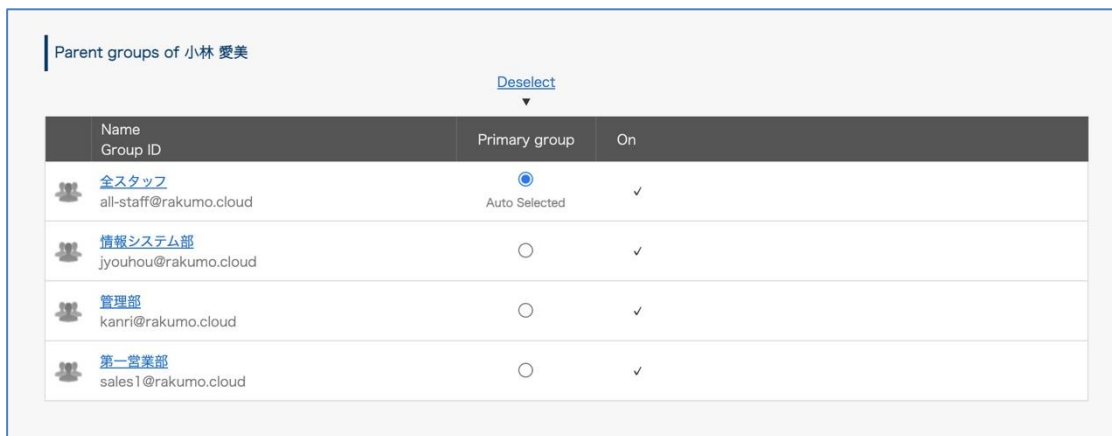
Only one group can be specified for each user, and the "Primary group" information is used when displaying the group name of the user on rakumo and when determining the application route.





(Refer to the administrator manual of each application for the place where the primary group information is used.)

For users who belong to Google groups, one of the groups is automatically selected as the "primary group".

By default, the "primary group" of users belonging to multiple groups is automatically selected as "Display Group" and "First Group in ASCII Code Order" from the list of groups to which the user belongs.

▼ In the case of the image, Aimi Kobayashi's primary group is "all staff".



Name	Group ID	Primary group	On
 <a href="#">全スタッフ</a>	all-staff@rakumo.cloud	<input checked="" type="radio"/> Auto Selected	<input checked="" type="checkbox"/>
 <a href="#">情報システム部</a>	jyouhou@rakumo.cloud	<input type="radio"/>	<input checked="" type="checkbox"/>
 <a href="#">管理部</a>	kanri@rakumo.cloud	<input type="radio"/>	<input checked="" type="checkbox"/>
 <a href="#">第一営業部</a>	sales1@rakumo.cloud	<input type="radio"/>	<input checked="" type="checkbox"/>

If there are users who belong to multiple Google groups for reasons such as "belonging to multiple departments" or "there is a separate internal mailing list from the group hierarchy used by rakumo", check the primary group. please.

## 8.2. Check the user's primary group

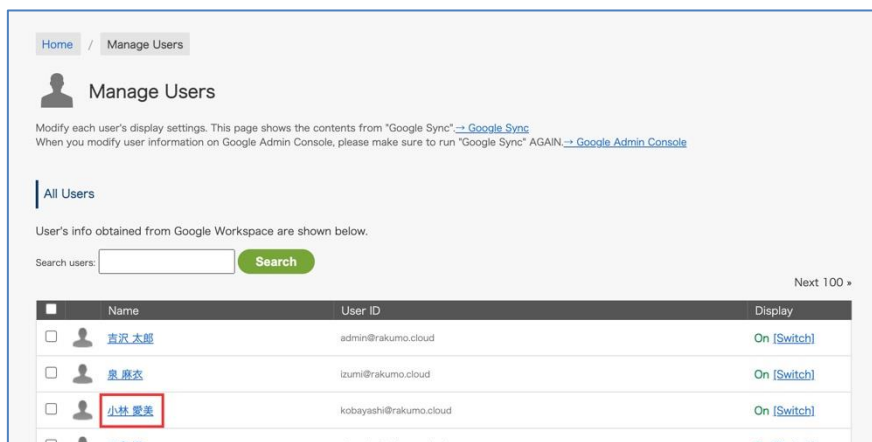
You can see the primary group currently set for the user.

<Screen to operate>

rakumo Admin Console > Manage Users(Display Settings) > User Details

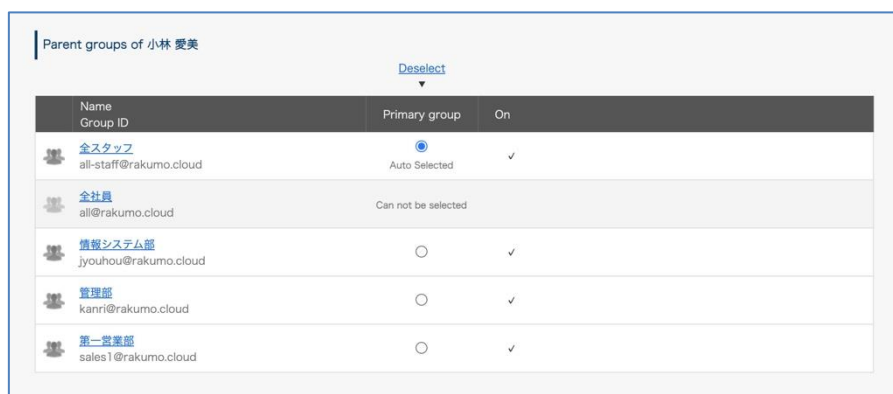
<https://a-rakumo.appspot.com/admin/users>

1. Click Username for the user whose primary group you want to see.



2. On the user details screen, check the primary group.

You can check the setting status of the primary group in "Parent groups of [User name]" at the bottom of the user details screen.



The group selected when the page is opened is the current preferred organization.

- If the current primary group does not have "automatic selection", it has been specified by the administrator in the past.
- Automatic selection: Displayed when the primary group is not explicitly specified.

- Cannot be selected: Displayed in the group whose display status is "Hidden (not displayed)".

### 8.3. Change user's primary group

There are two ways to change the primary group: "Individual specification on the screen" and "Batch specification by CSV file".

- Change the user's primary group on the screen

From the screen, you can manually change each user's primary group.

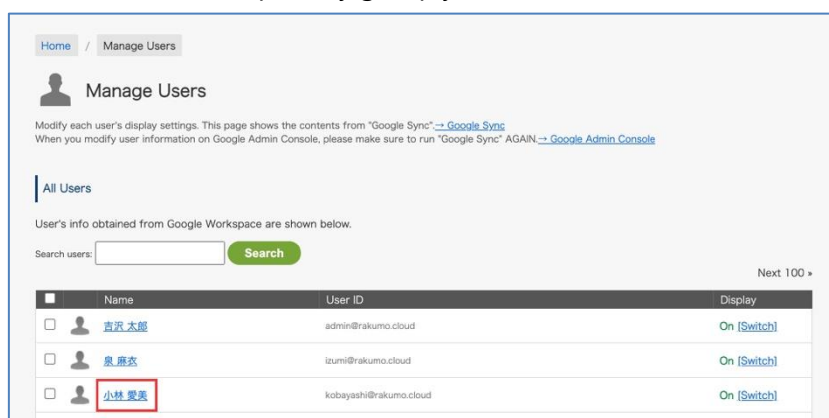
<Screen to operate>

rakumo Admin Console > Manage Users(Display Settings) > User Details

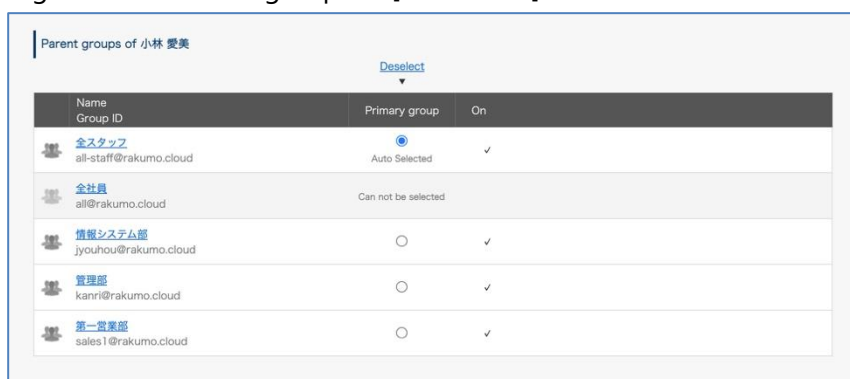
<https://a-rakumo.appspot.com/admin/users>

<How to change>

1. Click Username for the user whose primary group you want to see.



2. Check the setting status in "Parent groups of [User name]" at the bottom of the user details screen.



3. Select the group you want to set as the new primary group.

Name Group ID	Primary group	On
全スタッフ all-staff@rakumo.cloud	<input type="radio"/> Auto Selected	✓
全社員 all@rakumo.cloud	Can not be selected	
情報システム部 jyouhou@rakumo.cloud	<input checked="" type="radio"/>	✓
管理部 kanri@rakumo.cloud	<input type="radio"/>	✓
第一営業部 sales1@rakumo.cloud	<input type="radio"/>	✓

Save Primary Group Settings

- If you want to return the primary group designation to the initial state, click the "Deselect" link.
- If the group you want to newly specify as the primary group is "Can not be selected", You can select it by changing the display status of the group to "Display".

4. Click [Save Primary Group Settings]..

Name Group ID	Primary group	On
全スタッフ all-staff@rakumo.cloud	<input type="radio"/> Auto Selected	✓
全社員 all@rakumo.cloud	Can not be selected	
情報システム部 jyouhou@rakumo.cloud	<input checked="" type="radio"/>	✓
管理部 kanri@rakumo.cloud	<input type="radio"/>	✓
第一営業部 sales1@rakumo.cloud	<input type="radio"/>	✓

Save Primary Group Settings

5. Click [Save Primary Group Settings]..



Home / Manage Users / User Details

Details of "小林 愛美"

Updated primary group settings of [小林 愛美].

6. If you want to change the preferred organization for multiple users, repeat steps 1-5.

- Change the primary group using a CSV file

In addition to operating from the screen, you can also specify the primary group in a batch using a CSV file.

For details, refer to **Appendix 1: Registering Settings and Detailed Information Using a CSV File**.

#### Attention

- You cannot change the primary group settings while Google Sync is in progress or the CSV file creation / upload / download process is in progress.
- When you specify all at once using a CSV file, be sure to perform "Create CSV", download the CSV that reflects the latest setting information, and change the priority organization.
- If you make both manual changes to the primary group and changes using a CSV file, the user's primary group will reflect the "contents specified later".

Example 1: After specifying the primary group as "Sales Department" on the screen, specify "First Sales Department" using CSV.

→ The "First Sales Department" specified later will be the user's primary group.

Example 2: After specifying "First Sales Department" using CSV, specify "Second Sales Department" from the screen.

→ The "Second Sales Department" specified later will be the user's primary group.

As shown in Example 2, even if you specify a different primary group on the screen after specifying it in the CSV file, the contents of the created / uploaded CSV file will not be rewritten and the information before the change will be retained.

To prevent unintentional change of primary group, download CSV that reflects the latest setting information and change primary group.



## 9. Assign a license to a user

---

### 9.1. Overview of license management

rakumo uses licenses to manage users.

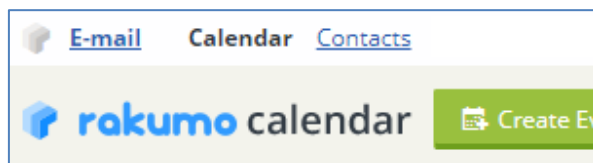
Assigning a license allows each user to use the application.

Users who have not been assigned a license can not access the user screen. **Be sure to assign licenses to users.**

#### [Example of license assignment and user screen display]

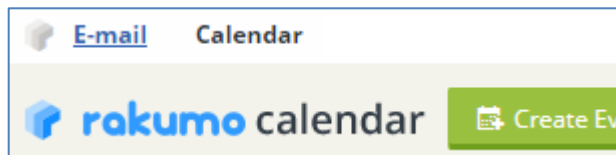
▼ For users assigned a calendar, contact license

You can access the user screen and the header link will display the link "Calendar" "Contact".



▼ For Users Assigned Only Calendar Licenses

You can access the user screen, and the header link will display a "Calendar" link.



▼ For a user who has not even been assigned a license

I get an error when I log in and can not access the user screen.



## 9.2. Check contract status and number of available licenses

You can check the current contract contents and the number of assignable licenses.

<Screen to operate>

rakumo Administration Console > Manage Licenses

<https://a-rakumo.appspot.com/admin/licenses>

- Confirm the contract contents

You can check the contract details (quantity, term, etc.) of G Sutie version rakumo in [Subscriptions]

Subscriptions					
Product Name	Quantity	Status	Start Date	End Date	
L00070 rakumoキンタイ	50	Active	06/28/2019	12/31/2024	
L00010 rakumoカレンダー	50	Active	07/01/2019	12/31/2024	
L00020 rakumoコンタクト	50	Active	07/01/2019	12/31/2024	
L00030 rakumoワークフロー (Trial)	50	Active	07/01/2019	12/31/2024	
L00050 rakumoボード	50	Active	07/01/2019	12/31/2024	
L00060 rakumoケイビ	50	Active	07/01/2019	12/31/2024	

- Check license usage

You can check the usage status of the license in [Licenses].

Licenses					
Application Name	Used Licenses	Available Licenses	Status	End Date	
Calendar	10	50	Active		
Contacts	10	50	Active		
Workflow	10	50	Active		
Board	10	50	Active		
Expense	10	50	Active		
Attendance	10	50	Active		

[Assign Licenses](#)

### 9.3. Assign a license

Assign the license of the application to use to the user who uses rakumo.

The initial state at the time of initial setting is not assigned ("Used Licenses" is "0").

- Manually assign a license from the screen

Manually assign licenses to users who use rakumo.

<Screen to operate>

rakumo Administration Console > Manage Licenses > Assign license

<https://a-rakumo.appspot.com/admin/licenses/users>

<Operation method>

1. Click [Assign License] displayed at the bottom of "Licenses" of rakumo Administration Console > Manage Licenses.

Application Name	Used Licenses	Available Licenses	Status	End Date
Calendar	10	50	Active	
Contacts	10	50	Active	
Workflow	10	50	Active	
Board	10	50	Active	
Expense	10	50	Active	
Attendance	10	50	Active	

[Assign Licenses](#)

2. On the "License Assignment" page, check the application used by the user.

Home / Manage Licenses / License Assignment

**License Assignment**

You can assign a license for the checked application to the user.  
You can not assign more licenses than available.  
In that case, please purchase additional licenses or change assignments.

Search:  Next 100 > [Save](#)

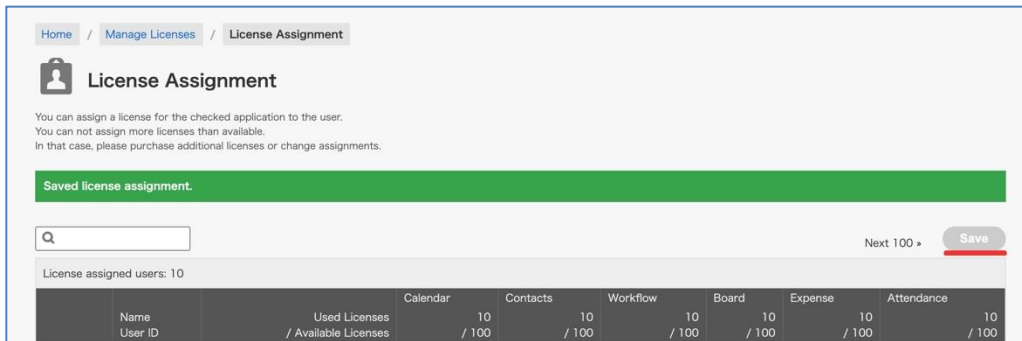
License assigned users: 10

Name	User ID	Used Licenses / Available Licenses	Calendar	Contacts	Workflow	Board	Expense	Attendance
			10 / 100	10 / 100	10 / 100	9 / 100	9 / 100	10 / 100
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	システム 管理者 admin@demo.gigei.co.jp		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	泉 麻衣 izumi@demo.gigei.co.jp		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	小林 愛実 kobayashi@demo.gigei.co.jp		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	成田 明日香 narita@demo.gigei.co.jp		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In addition to checking individually, it is also possible to select allocation target range collectively using the check box.



#### 4. License assignment status is saved.



When you save your changes, the button turns gray.

This completes license assignment from the rakumo Administration Console.

- Assign license in CSV

In addition to operating from the screen, you can also assign licenses in a batch using a CSV file.

For details, refer to **Appendix 1: Registering Settings and Detailed Information Using a CSV File.**

#### What do you do when this happens?

- **The following wording is displayed on the License Assignment page: "The number of licenses assigned to the [Application Name] exceeds the number that can be assigned."**

If "Available Licenses" is "0" or "Used Licenses" exceeds "Available Licenses", new licenses can not be assigned.

If the License Assignment page displays "The number of licenses assigned to [Application Name] exceeds the number that can be assigned.", please do the following.

1. Check current license allocation status. \*

2. Purchase additional licenses or de-assign unnecessary licenses from existing users and eliminate over-allocation status.

\* If you are in your contract the pack, you can assign licenses to the user up to the same number as the number of subscribers of the pack.

If you receive an error message when the number of allocations for each application has not reached the limit, also check whether the number of "License assigned users" at the bottom of the license allocation screen exceeds the number of contracts for the pack.

• **About the count target of the number of Used Licenses**

if the check box is selected, it is counted as the number of Used Licenses.

Even if the user's display is set to "Off(Hide)", it is counted as the number of Used Licenses.

• **About assigning licenses to existing users**

Administrators do not have to reassign licenses for users who existed before June 2019.

If rakumo has been used since June 2019, the setting status of the Service Settings has been taken over as the license assignment status.

(Example) Users who have checked the Calendar column are automatically assigned a calendar license.

Therefore, existing users can continue to access rakumo and use the application.

• **About license assignment to new users**

When adding a new user using rakumo after July 2019, a license assignment operation is required for the newly added user.

Unlike before June 2019, licenses are not automatically assigned to new users when new users are added.

We apologize for the inconvenience, but please make sure to assign the license along with the user's addition operation.

If you wish to automatically assign licenses to users who will be added to rakumo in the future, please refer to the "Assigning licenses automatically" section below.

- Assigning licenses automatically
-

You can set all active application licenses to be automatically assigned to users who are synchronized to rakumo for the first time when performing Google Sync.

<Operation screen>

rakumo Administration Console > Google Sync > Google Sync Settings

[https://a-rakumo.appspot.com/admin/gapps\\_sync/settings](https://a-rakumo.appspot.com/admin/gapps_sync/settings)

<Setting method>

1. Check "Assign Licenses To Newly Created Users" in the Google Sync settings screen.
2. Click "Save Settings" at the bottom of the screen.
3. The changed settings are saved and "Saved settings." Is displayed.

After the above settings, when a new user is added to rakumo by executing Google Sync, a license will be automatically assigned to the newly added user.

#### Notes on automatic assignment

- Only users who are synchronized to rakumo for the first time can be automatically assigned. Automatic assignment cannot be performed for users who already exist in rakumo.
- When assigning automatically, all valid application licenses are assigned. If you want to specify each application individually, please assign them manually.
- Automatic allocation is performed as long as there are more licenses, but if the licenses have been exceeded, they will not be allocated.

Example when licenses exceed:

-When the number of "Allocated" and "Allocated" are already the same at the time of Google Sync

-If more new users are added than the number of licenses remaining at the time of Google Sync (the difference between the "number that can be allocated" and "number allocated") (If two users are added, neither of them will be assigned a license.)

If the license is exceeded, an error message will be displayed on the Google Sync screen indicating that there are users who have not been assigned a license because the number of licenses that can be assigned has been exceeded.

If the above error message is displayed, check the license assignment status of the newly added user from the license assignment screen, and adjust the number of licenses and perform the license assignment operation manually. Please.

---



## 9.4. Deleting license assignments

If the rakumo license is no longer needed, you can delete the license assignment to the user.

### **[A] How to delete license assignments for users whose settings have been changed in Google Workspace**

If an existing user whose license assignment is to be deleted corresponds to the following, the assignment will be automatically deleted by executing Google Sync after changing the settings in Google Workspace.

- User deleted on Google Workspace
- Users whose status has been changed to "Suspended" on the Google Workspace side

<Screen to operate>

rakumo Administration Console > Google Sync

[https://a-rakumo.appspot.com/admin/gapps\\_sync](https://a-rakumo.appspot.com/admin/gapps_sync)

<Operation method>

1. Use the Google Admin console to suspend or delete a user.
2. Access the rakumo Administration Console > Google Sync.
3. Click "Synchronize" to perform Google Sync.
4. Upon completion of Google Sync, the license assignment of the suspended user or deleted user is automatically deleted.

#### Notes

- Only when a user is deleted (or suspended) on Google Workspace, the target user's license assignment is automatically deleted.
- If you need a license again, for example, because you have restored a deleted user or reactivated a suspended user, you must reassign the license manually.

### **[B] How to delete license assignment without changing settings on Google Workspace**

If you have assigned a license by mistake, or if you want to adjust the number of licenses by deleting the assignment to users who do not use rakumo, delete the license assignment manually.

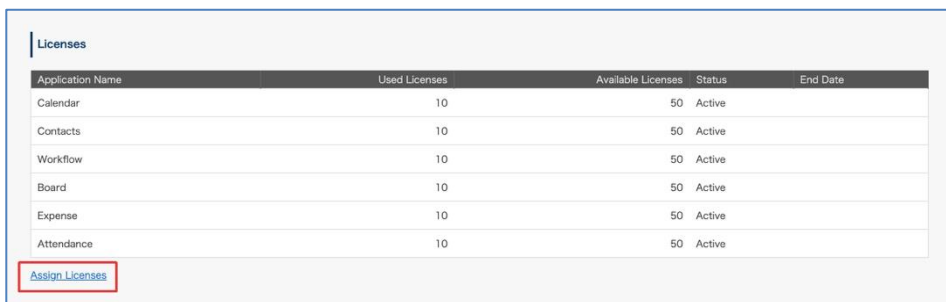
<Screen to operate>

rakumo Administration Console > Manage Licenses > Assign license

<https://a-rakumo.appspot.com/admin/licenses/users>

<Operation method>

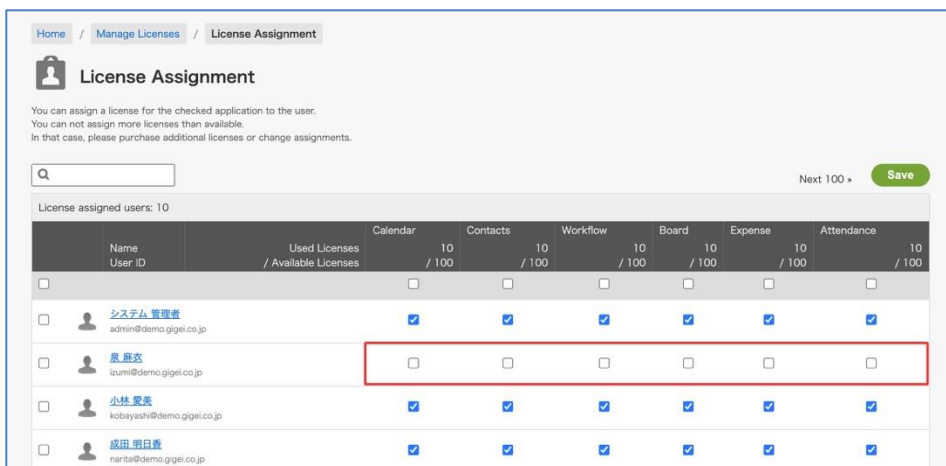
1. Click [Assign License] displayed at the bottom of "Licenses" of rakumo Administration Console > Manage Licenses.



Application Name	Used Licenses	Available Licenses	Status	End Date
Calendar	10	50	Active	
Contacts	10	50	Active	
Workflow	10	50	Active	
Board	10	50	Active	
Expense	10	50	Active	
Attendance	10	50	Active	

Assign Licenses

2. On the "License Assignment" screen, uncheck the applications that are not used by the user.



Home / Manage Licenses / License Assignment

**License Assignment**

You can assign a license for the checked application to the user.  
You can not assign more licenses than available.  
In that case, please purchase additional licenses or change assignments.

Search:  Next 100 > Save

License assigned users: 10

Name	User ID	Used Licenses / Available Licenses	Calendar / 100	Contacts / 100	Workflow / 100	Board / 100	Expense / 100	Attendance / 100
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	システム 管理者 admin@demo.gigeei.co.jp		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	泉 麻衣 izumi@demo.gigeei.co.jp		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	小林 愛美 kobayashi@demo.gigeei.co.jp		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	森田 明日香 morita@demo.gigeei.co.jp		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In addition to unchecking individually, you can also double-click the check box to select the range to be deleted.

- Batch deletion for each application



4. License assignment status is saved.

This completes the license assignment deletion from the rakumo Administration Console.

Besides performing operations from the rakumo Administration Console, you can also delete licenses using a CSV file.

For details, refer to **Appendix 1: Registering settings and detailed information using a CSV file.**

---



## 10. Granting administrative privileges to users and groups

You can grant administrative privileges for rakumo to users and groups. Users with administrative privileges can access the rakumo Admin Console (<https://a-rakumo.appspot.com/admin>) to configure the settings of the console. However, some functions are restricted for them, unlike Google Workspace administrators.

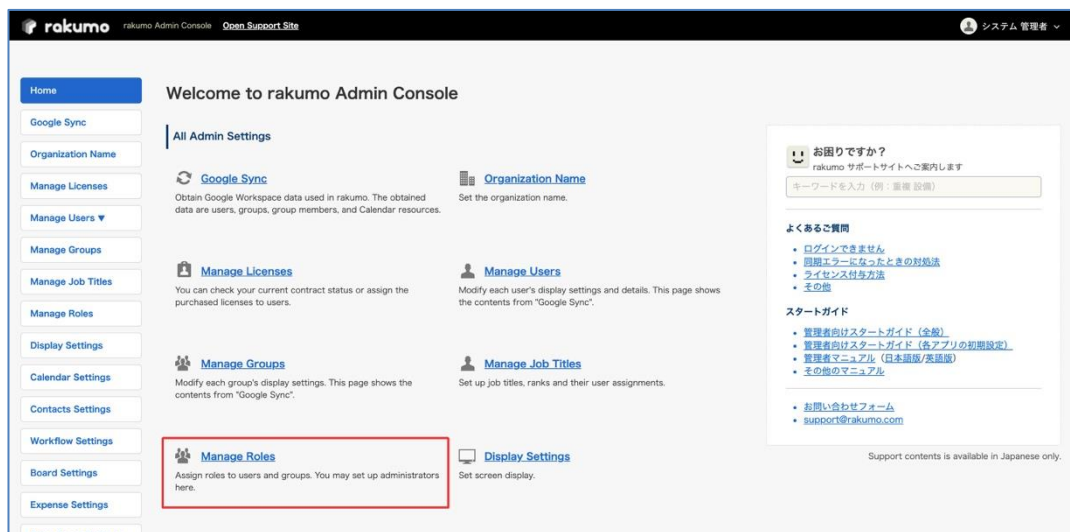
\* The functions may be available in the future.

\* Functions restricted on the rakumo Admin Console

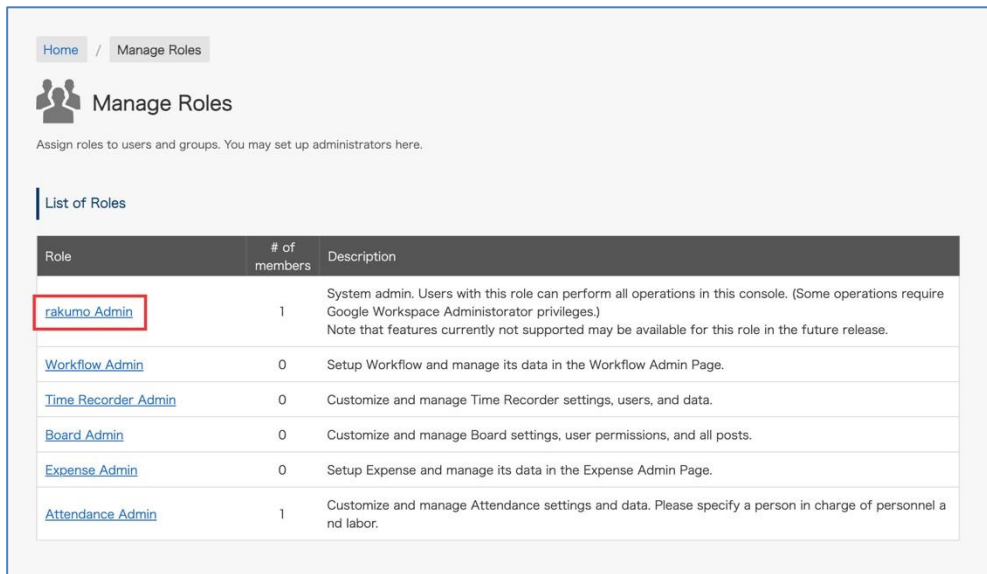
- Function to "Bulk Sync" on the Google Sync page
- Functions concerning privileges to access the Calendar (both users and facilities)

Home > Manage Roles

Click [\[Manage Roles\]](#) on the home page.



Click **[rakumo Admin]** on the **Manage Roles** page.



Home / Manage Roles

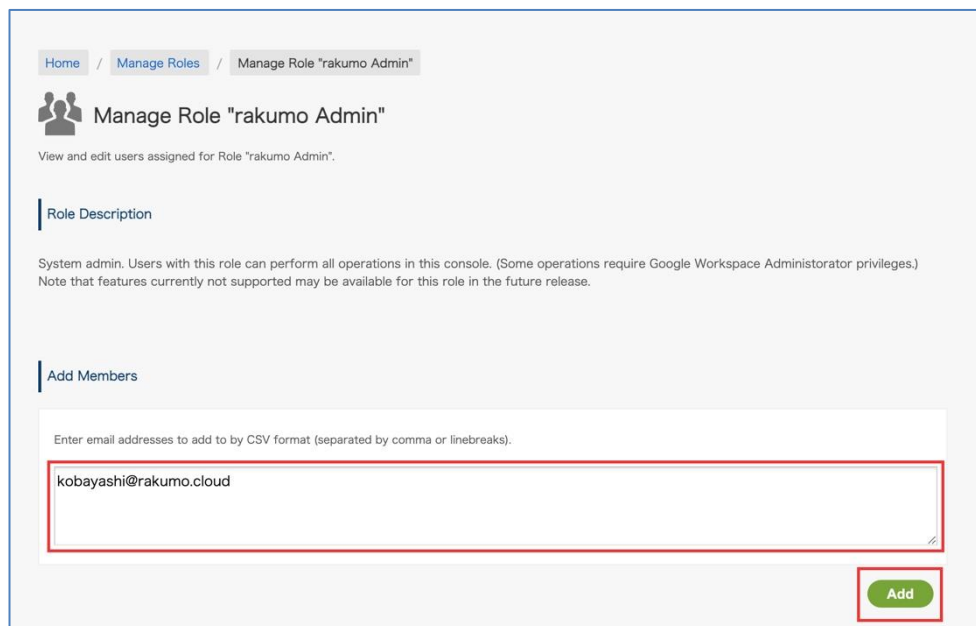
## Manage Roles

Assign roles to users and groups. You may set up administrators here.

### List of Roles

Role	# of members	Description
<a href="#">rakumo Admin</a>	1	System admin. Users with this role can perform all operations in this console. (Some operations require Google Workspace Administrator privileges.) Note that features currently not supported may be available for this role in the future release.
<a href="#">Workflow Admin</a>	0	Setup Workflow and manage its data in the Workflow Admin Page.
<a href="#">Time Recorder Admin</a>	0	Customize and manage Time Recorder settings, users, and data.
<a href="#">Board Admin</a>	0	Customize and manage Board settings, user permissions, and all posts.
<a href="#">Expense Admin</a>	0	Setup Expense and manage its data in the Expense Admin Page.
<a href="#">Attendance Admin</a>	1	Customize and manage Attendance settings and data. Please specify a person in charge of personnel and labor.

Enter addresses of users or groups to which administrative privileges are granted in the **[Add Member]** field by delimiting them with a comma or line break. Click **[Add]** after entering the users or groups.



Home / Manage Roles / Manage Role "rakumo Admin"

## Manage Role "rakumo Admin"

View and edit users assigned for Role "rakumo Admin".

### Role Description

System admin. Users with this role can perform all operations in this console. (Some operations require Google Workspace Administrator privileges.)  
Note that features currently not supported may be available for this role in the future release.



### Add Members

Enter email addresses to add to by CSV format (separated by comma or linebreaks).

**Add**

Check that they have been added to **the list**.

List of Members

Name	Delete
 吉沢 太郎 admin@rakumo.cloud	Delete
 小林 愛美 kobayashi@rakumo.cloud	Delete



## 11. Setting a logo and header link to the User page

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You can set a logo and header link to the rakumo User page.

\* This provides information on how to [set a logo and header link](#) only. To [set up the profile image display](#), see each administrator's manuals of [Calendar], and [Contacts].

### 11.1. How to set a logo

1. Log in to the Google Admin Console > go to the Home page > Account settings > Personalization. You can upload your custom logo.

For more information, please refer to the following Google support page.

▼ Add your logo to Google Workspace - Google Workspace Admin Help

<https://support.google.com/a/answer/96474?hl=en>

2. You can see the logo set at Step 1 when you access the screen settings page of the rakumo Admin Console after completing the settings at Step 1. Click [**Save Changes**] after selecting [**Use a custom logo**].

### 11.2. Set a header link

1. Set link display

Select [**Display link**] from the pull-down menu.

2. Set details

Enter in [**Link Title**] a name for a link you wish to display on rakumo user page. (E.g. email)

Enter a link target URL in [**Link URL**]. (E.g. <https://mail.google.com/a/xxx.co.jp>)

3. Click the [**Save Changes**] button at the end after the settings are complete.

---

## 12. Frequently asked questions

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### ■ You cannot log in to the rakumo Admin Console.

1. Only "Google Workspace special administrators" or "rakumo administrators" can log in to the rakumo Admin Console. You can check whether the user is a Google Workspace special administrator by going to the Google Admin Console > "Users" > "Administrative Roles and Privileges" on the detailed user page.

If a Google Workspace special administrator has never logged in to Google Workspace, the user must log in to Google Workspace first. Then, log in to the rakumo Admin Console.

2. If a Google Workspace special administrator cannot log in, check the following settings:

Check if Provisioning API is enabled.

For how to check the settings, see the "**2. Configuring the initial settings on the Google Admin Console.**"

3. Even if SSO is used, enter the email address and password for Google Workspace when logging in to the rakumo administrator's control panel.

### ■ When do I synchronize Google Workspace?

You need to synchronize whenever a change has been made to the users, groups, or resources on the Google Workspace side.

### ■ I want to display the groups in hierarchy on rakumo, but I do not know how to do it.

To hierarchically display groups on rakumo, you need to configure the settings on Google Groups. For instance, to hierarchically display groups under the categories of head office and branches, register a Google group of branches <branchoffice@xxxx.jp> in the Google group of head offices <headoffice@xxxx.jp>. For how to create a Google group, see **2.4 Create a new group**.

### ■ Is it possible to have two or more header links displayed?

We are sorry. You can have only one header link displayed.

---

- **Is it possible to grant a privilege to log in to the rakumo Admin Console to administrative users other than Google Workspace special administrators?**

Users other than ones with Google Workspace administrative privileges can log in to the rakumo Admin Console. See the **Role Settings** page of this manual for more details.

- **Is it possible to log in to the Admin Console from devices other than PCs, such as smartphones and tablets, and configure the settings?**

We are sorry to inform you that you can only operate the rakumo Admin Console on PCs. Thank you for your understanding.

## Appendix 1: Registering Settings and Detailed Information Using a CSV File

Detailed information of users used by rakumo can be registered in a CSV file.

In addition, the following settings on the management screen can be set collectively using a CSV file.

- User Show / Hide Settings
- Set primary group
- Assign / delete a license
- Setting of job Titles

<Preparation in advance>

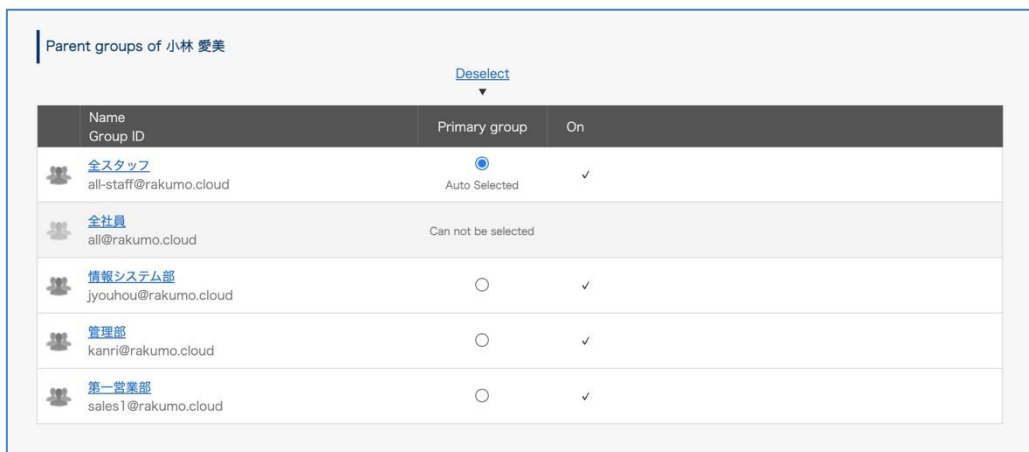
Before working with the CSV file, make sure that the user you want to output to the CSV file meets the output conditions.

Only users who satisfy the following two points are output to the CSV file.

- ✓ The display status of the user is [Displayed]
- ✓ You belong to a group, and the display status of the group to which you belong is [Displaying]

Users whose display status is [Hide], users who do not belong to a group, or users whose display group is hidden are not output to the CSV file.

→ You can check the group affiliation status by opening the detail screen of each user from rakumo Admin Console > Manage Users > Display Settings.



Name	Group ID	Primary group	On
全スタッフ	all-staff@rakumo.cloud	<input checked="" type="radio"/> Auto Selected	✓
全社員	all@rakumo.cloud	Can not be selected	
情報システム部	jyouhou@rakumo.cloud	<input type="radio"/>	✓
管理部	kanri@rakumo.cloud	<input type="radio"/>	✓
第一営業部	sales1@rakumo.cloud	<input type="radio"/>	✓

→ For details on the user display settings, refer to **6. Configuring the Display/Not display settings for users.**

→ For details on group display settings, refer to **7. Setting Group to Display/Not display and Set the**

## Priority of Group/User Display.

<Screen to operate>

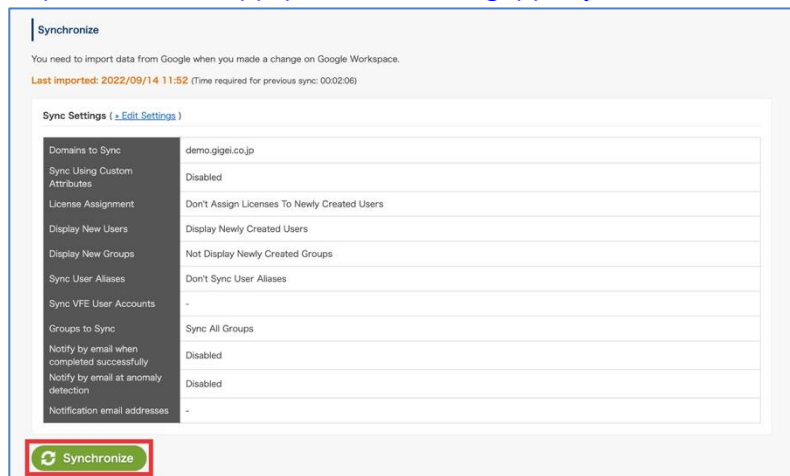
rakumo Administration Console > Manage Users > Detail Settings

<https://a-rakumo.appspot.com/admin/users/-/profiles>

<Operation method>

1. In advance, execute Google Sync on the rakumo Admin Console > Google Sync.

[https://a-rakumo.appspot.com/admin/gapps\\_sync](https://a-rakumo.appspot.com/admin/gapps_sync)

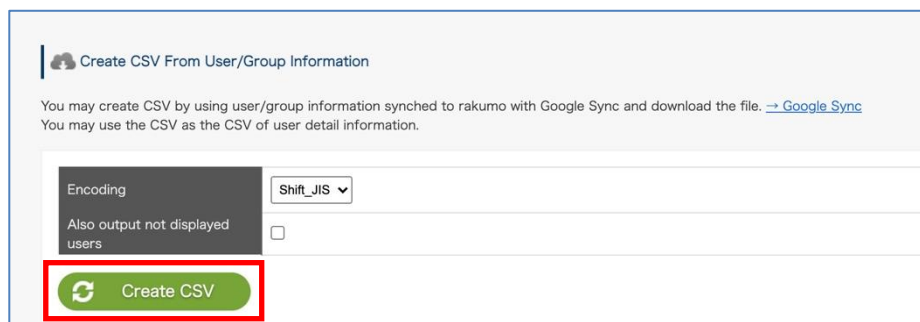


※ Be sure to click [Synchronize] button by Google Workspace's special administrators of the Google Workspace primary domain.

2. After completing the Google Sync, access the Manage User > Detail Settings.

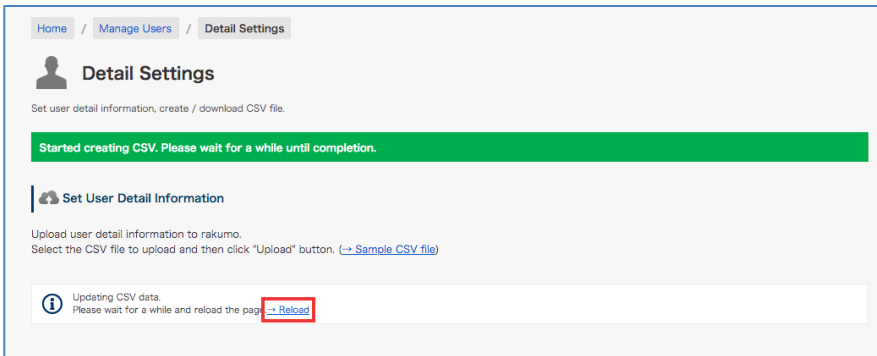
<https://a-rakumo.appspot.com/admin/users/-/profiles>

3. Click the [Create CSV] button at the bottom of the screen.



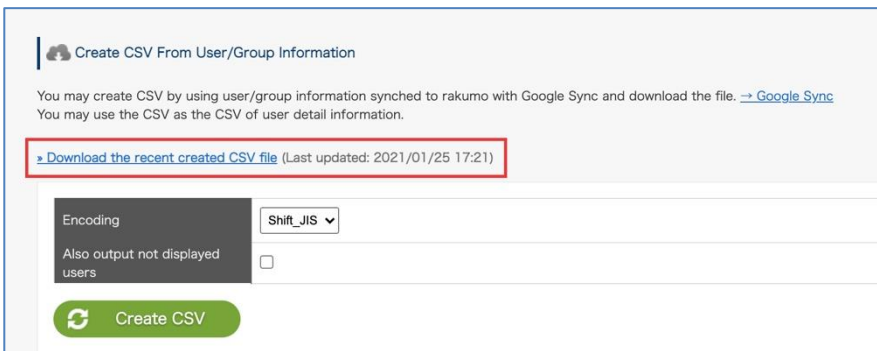
4. The message "**Started creating CSV. Please wait for a while until completion.**" Will be displayed.

- After waiting for a while, click [→ Reload](#).

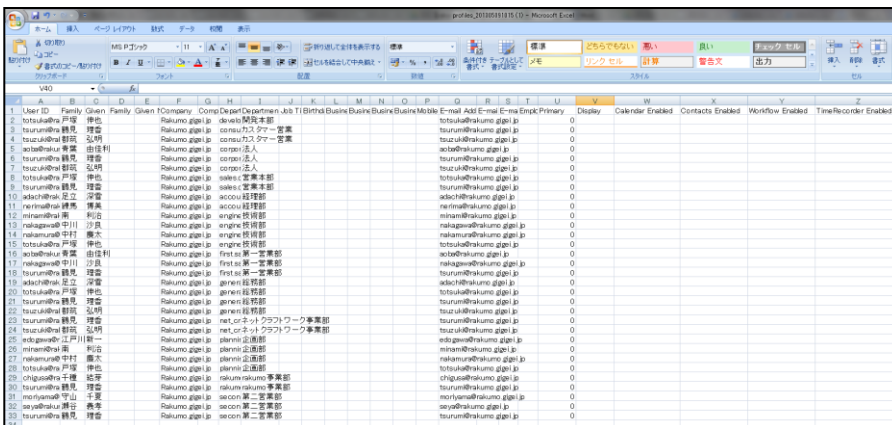


-When the creation process is complete, "**Successfully created CSV file.**" is displayed.

5. Click [» Download the recent created CSV file](#) to download the CSV file.



6. Edit the content of the downloaded CSV file and save it.



The columns used when performing batch settings using a CSV file are as follows.

- User Show / Hide Settings ... "Display" column
- Set primary group ... "Primary" column
- Assign / delete a license ... "... Enabled" column
- Setting of job Titles ... "Job Title Code" column
- ⊗ The latest setting status is output by downloading the CSV file after performing the "Create CSV"

operation.

In order to avoid unintended configuration changes, please be sure to download and edit the recent created CSV after performing "Create CSV".

※ For the content of CSV file and input value of each column, please refer to **Appendix 3: Setting of user information in rakumo, CSV file format.**

7. Click [Choose file] under "Set User Detail Information" and select 6 CSV files.

8. Click the [Update] button.

※ If you click the "Update" button, all the current registration contents will be deleted and the contents of the selected CSV file will be overwritten. However, the behavior is different for the "Job Title Code" column. For details, see **Appendix 3: Setting of user information in rakumo, CSV file format.**

9. The message "Saved user detail information temporarily. Please wait for a while until update completion." is displayed. Please wait a while and then click → [Reload](#).

If the update is complete, "Completed importing CSV data." is displayed.

This completes registration of user's detailed information using a CSV file.

## Appendix 2: Editing registered detailed user data

We will show you how to edit the detailed information of the user used in the rakumo workflow. The flow of operation is the same as the registration procedure.

<Screen to operate>

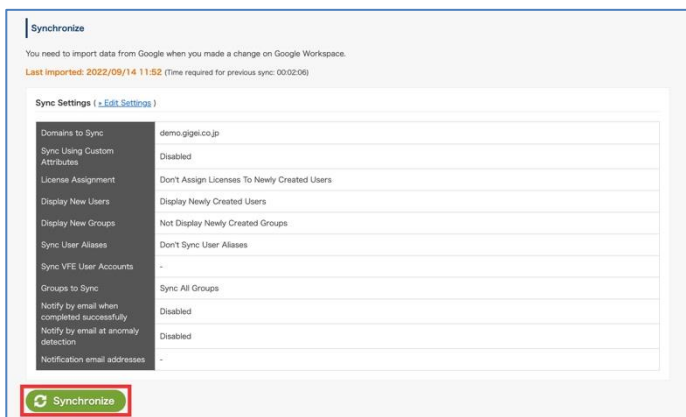
rakumo Admin Console > Manage User > Detail Settings

<https://a-rakumo.appspot.com/admin/users/-/profiles>

<Operation method>

1. In advance, execute Google Sync on the rakumo Admin Console > Google Sync.

[https://a-rakumo.appspot.com/admin/gapps\\_sync](https://a-rakumo.appspot.com/admin/gapps_sync)

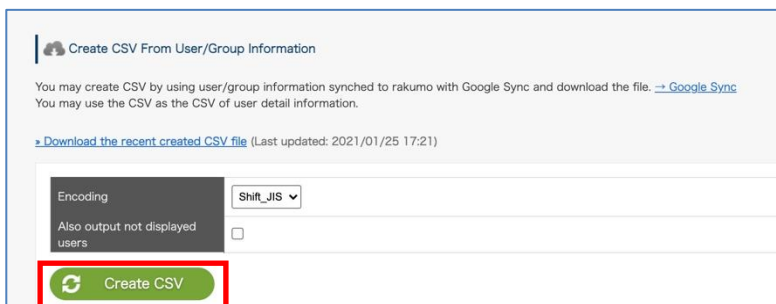


※ Be sure to click [Synchronize] button by Google Workspace's special administrators of the Google Workspace primary domain.

2. After completing the Google Sync, access the Manage User > Detail Settings.

<https://a-rakumo.appspot.com/admin/users/-/profiles>

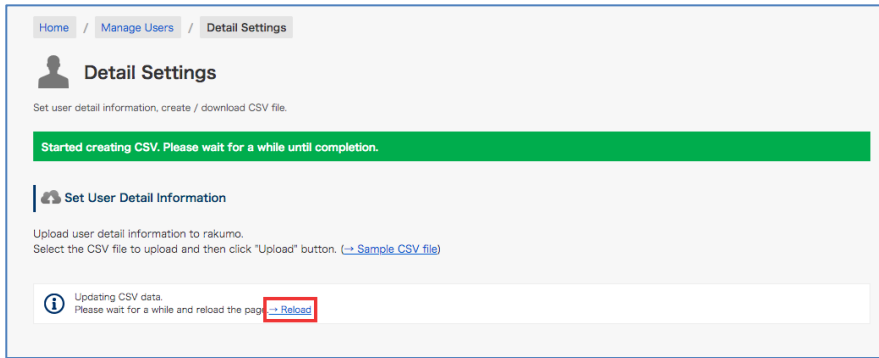
3. Click the [Create CSV] button at the bottom of the screen.



4. The message "**Started creating CSV. Please wait for a while until completion.**" Will be displayed.

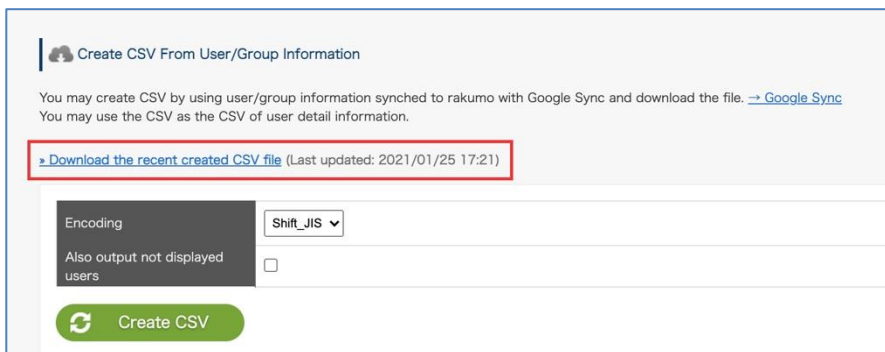


- After waiting for a while, click → [Reload](#).



-When the creation process is complete, "**Successfully created CSV file.**" is displayed.

5. Click → [Download the recent created CSV file](#) to download the CSV file.



6. Edit the content of the downloaded CSV file and save it.

User ID	Family	Given	Family	Given	Company	Company	Department	Birth	Business	Business	Business	Mobile	E-mail	Add E-mail	E-mail	Primary	Display	Calendar	Enabled	Contacts	Enabled	Workflow	Enabled	TimeRecorder	Enabled
1	totsuka@rakumo	律也	Rakumo	algei.jp	obseai	研究所本部							totsuka@rakumo.algei.jp				0								
2	tsurumi@rakumo	眞見	Rakumo	algei.jp	consu	カスタマー営業							tsurumi@rakumo.algei.jp				0								
3	totsuka@rakumo	眞見	Rakumo	algei.jp	consu	カスタマー営業							totsuka@rakumo.algei.jp				0								
4	acoba@rakumo	由佳利	Rakumo	algei.jp	corpro	法人							acoba@rakumo.algei.jp				0								
5	tsurumi@rakumo	眞見	Rakumo	algei.jp	corpro	法人							tsurumi@rakumo.algei.jp				0								
6	totsuka@rakumo	眞見	Rakumo	algei.jp	corpro	法人							totsuka@rakumo.algei.jp				0								
7	totsuka@rakumo	眞見	Rakumo	algei.jp	corpro	法人							totsuka@rakumo.algei.jp				0								
8	totsuka@rakumo	眞見	Rakumo	algei.jp	sales	営業本部							totsuka@rakumo.algei.jp				0								
9	tsurumi@rakumo	眞見	Rakumo	algei.jp	sales	営業本部							tsurumi@rakumo.algei.jp				0								
10	adachi@rakumo	立立	Rakumo	algei.jp	accou	経理部							adachi@rakumo.algei.jp				0								
11	nerima@rakumo	理馬	Rakumo	algei.jp	accou	経理部							nerima@rakumo.algei.jp				0								
12	mitsuda@rakumo	利達	Rakumo	algei.jp	engine	技術部							mitsuda@rakumo.algei.jp				0								
13	nakagawa@rakumo	中川	Rakumo	algei.jp	engine	技術部							nakagawa@rakumo.algei.jp				0								
14	nakamura@rakumo	中村	Rakumo	algei.jp	engine	技術部							nakamura@rakumo.algei.jp				0								
15	totsuka@rakumo	眞見	Rakumo	algei.jp	engine	技術部							totsuka@rakumo.algei.jp				0								
16	acoba@rakumo	由佳利	Rakumo	algei.jp	first	第一営業部							acoba@rakumo.algei.jp				0								
17	nakagawa@rakumo	中川	Rakumo	algei.jp	first	第一営業部							nakagawa@rakumo.algei.jp				0								
18	tsurumi@rakumo	眞見	Rakumo	algei.jp	first	第一営業部							tsurumi@rakumo.algei.jp				0								
19	adachi@rakumo	立立	Rakumo	algei.jp	genen	経営部							adachi@rakumo.algei.jp				0								
20	totsuka@rakumo	眞見	Rakumo	algei.jp	genen	経営部							totsuka@rakumo.algei.jp				0								
21	tsurumi@rakumo	眞見	Rakumo	algei.jp	genen	経営部							tsurumi@rakumo.algei.jp				0								
22	totsuka@rakumo	眞見	Rakumo	algei.jp	genen	経営部							totsuka@rakumo.algei.jp				0								
23	tsurumi@rakumo	眞見	Rakumo	algei.jp	net	ネットワーク事業部							tsurumi@rakumo.algei.jp				0								
24	totsuka@rakumo	眞見	Rakumo	algei.jp	net	ネットワーク事業部							totsuka@rakumo.algei.jp				0								
25	edo@rakumo	江戸川	Rakumo	algei.jp	planni	企画部							edo@rakumo.algei.jp				0								
26	mitsuda@rakumo	利達	Rakumo	algei.jp	planni	企画部							mitsuda@rakumo.algei.jp				0								
27	nakamura@rakumo	中村	Rakumo	algei.jp	planni	企画部							nakamura@rakumo.algei.jp				0								
28	totsuka@rakumo	眞見	Rakumo	algei.jp	planni	企画部							totsuka@rakumo.algei.jp				0								
29	ohigashi@rakumo	高橋	Rakumo	algei.jp	rakum	rakumo事業部							ohigashi@rakumo.algei.jp				0								
30	tsurumi@rakumo	眞見	Rakumo	algei.jp	rakum	rakumo事業部							tsurumi@rakumo.algei.jp				0								
31	moriyama@rakumo	山	Rakumo	algei.jp	secon	第二営業部							moriyama@rakumo.algei.jp				0								
32	sewafusa@rakumo	瀬尾	Rakumo	algei.jp	secon	第二営業部							sewafusa@rakumo.algei.jp				0								
33	tsurumi@rakumo	眞見	Rakumo	algei.jp	secon	第二営業部							tsurumi@rakumo.algei.jp				0								

### About Users Output to CSV File at Update

If you have uploaded a CSV file to rakumo even once, the newly created and downloaded CSV file from the "Create CSV" button contains the following data:

(1) A user whose detailed information is registered in a CSV file (The same as the data contents that can

be downloaded from "[> Download user detail information](#)")

(2) Users newly imported into rakumo and users newly added to the group

(1) For users whose detailed information has already been registered in a CSV file, the A column "Update" in the CSV file is blank.

Even for the user corresponding to (1), "D" is output to the A column "Update" in the CSV file for the following users.

Users deleted from affiliation group, Users who were already in a deleted group, Users who have already been deleted, Users who are not originally in rakumo

(2) "A" is output in the "Update" column in the CSV file for users newly imported into rakumo or newly added to a group by Google Sync.

Please update and edit this user's information on the CSV file. As "A" is a mark to the last, delete it and "Update"

The column should be blank.

#### **[About the handling of the user line described as "D" in the "Update" column in the CSV file]**

The data described as "D" in the "Update" column when uploading a CSV file is not imported into rakumo. If you do not need user data in the "D" line, leave the user data in the "D" line on the CSV as it is, or delete the user data in the "D" line and upload.

If you want to keep the user data of "Update" column "D" on CSV, leave "Update" column blank, add "Protected" column newly in CSV, enter "1" and upload please. The next time you create a CSV, the "Update" column will output blanks, not "D".


\* The latest user display / non-display, priority organization, and license allocation status are output only to the CSV file downloaded by performing the "Create CSV" operation. To avoid unintentional setting changes, be sure to download the last CSV created after executing "Create CSV" and edit it.

\* However, for the "Job Title Code" column, "Contents uploaded last time in CSV" is always output. The latest job title setting information cannot be output to the "Job Title Code" column.

7. Click [Choose file] under "Set User Detail Information" and select 6 CSV files.


8. Click the [Update] button.

※ If you click the "Update" button, all the current registration contents will be deleted and the contents of the selected CSV file will be overwritten. However, the behavior is different for the "Job Title Code" column. For details, see **Appendix 3: Setting of user information in rakumo, CSV file format.**

 Set User Detail Information

Upload user detail information to rakumo.  
Select the CSV file to upload and then click "Upload" button. ([↔ Sample CSV file](#))


CSV file	<input type="text" value="ファイルを選択 profiles_202011130851 (1).csv"/>
Encoding	<input type="text" value="Shift_JIS"/>

 • If the user detail information exists, they will be replaced with newly uploaded information.  
• If a user takes up two or more positions, please separate row.

9. The message " **Saved user detail information temporarily. Please wait for a while until update completion.**" is displayed.


Please wait a while and then click [→ Reload](#).

[Home](#) / [Manage Users](#) / [Detail Settings](#)


 **Detail Settings**

Set user detail information, create / download CSV file.

**Saved user detail information temporarily. Please wait for a while until update completion.**

 Set User Detail Information

Upload user detail information to rakumo.  
Select the CSV file to upload and then click "Upload" button. ([↔ Sample CSV file](#))

 Applying CSV data.  
Please wait for a while and reload the page [↔ Reload](#)

If the update is complete, "**Completed importing CSV data.**" is displayed.

This completes updating user details using a CSV file.

### Appendix 3 The format of the CSV file to set up user data in rakumo

Use a CSV format file to set user detailed information data. Please use spreadsheet software such as Microsoft Office Excel to edit the file.

Item name (Maximum number of characters that can be entered: 256)	Description
Update	Status updated by the synchronization of Google Workspace <b>*1</b>
User ID	<b>[Required]</b> The email addresses of the users registered with Google Workspace <b>*2</b>
Family Name	Last name
Given Name	First name
Family Name Yomi	Pronunciation of last name (Hiragana, Katakana)
Given Name Yomi	Pronunciation of first name (Hiragana, Katakana)
Company	Company Name <b>*3</b>
Company Yomi	Pronunciation of name of company (Hiragana, Katakana)
Department Email	<b>[Required]</b> Department Email <b>*2</b>
Department	Department
Job Title	Job Title
Birthday	Date of birth displayed in Contact <b>*4</b>
Business Address	Company address displayed in Contact <b>*4</b>
Business Phone	Company Phone Number displayed in Contact <b>*4</b>
Business Phone Extension	Business Phone: Extension Number displayed in Contact <b>*4</b>
Business Fax	Business Fax Number displayed in Contact <b>*4</b>
Mobile Phone	Mobile Phone Number displayed in Contact <b>*4</b>
E-mail Address	Email address displayed in Contact <b>*4</b>
E-mail 2 Address	Email address displayed in Contact <b>*4</b>
E-mail 3 Address	Email address displayed in Contact <b>*4</b>
Employee Number	Employee Number
Primary	Settings for priority organization <b>*5</b>
Display	Configuring the display/not display settings for users <b>*6</b>
Calendar Enabled	Calendar license assignment <b>*7</b>

Contacts Enabled	Contact license assignment *7
Workflow Enabled	Workflow license assignment *7
Board Enabled	Board license assignment *7
Expense Enabled	Expense license assignment *7
Attendance Enabled	Attendance license assignment *7
Protected	Set whether to keep user data of the row of "D" in "Update" column in CSV. *8
Job Title Code	Job Titles Code of [Manage Job Titles] *9

**\*1 A** (Added): Users that are newly imported into rakumo and users that are newly added to groups  
**D** (Deleted): Users deleted from their groups, users who were members of already deleted groups, already deleted users, and users who have never existed in rakumo.  
**Blank**: Users whose detailed data are already registered in the CSV file other than blank, A, and D  
You can also upload files by deleting Column Update.

**\*2** Make sure to register the "User ID" column and the "Department Email" column in lower case letters.

**\*3** The value set as the organization name is output in the "Comopany" column.  
For details, please refer to **5. Set the organization name in Organization Name.**

**\*4** For details, refer to the "**rakumo Contact Administrator Manual**".

**\*5** Check the "Department Email" column and enter "1" in the "Primary" column of the user row of the primary group, enter "0" in the "Primary" column of the user row of the non-primary group. Then, you can overwrite the preferred organization set in **8. Set user's primary group.**

For users who belong to multiple groups, only one group can be set as the primary group. For users who belong to multiple groups (displayed in rakumo), the same number of user rows as the number of affiliated groups will be output, but the settings of the user rows set in the primary group will be applied.

\* The latest primary group specification status is output only to the CSV file downloaded by performing the "Create CSV" operation. To avoid unintentional change of primary group, be sure to download, edit, and upload the last created CSV after executing "Create CSV".

**\*6** By entering "1" (Display) or "0" (Hide) in the cell and uploading it, you can overwrite the contents set in **6. Configuring the Display/Not display settings for users.**

However, it is not possible to control the user's display / non-display state for each group, such as Taro Yamada being displayed in the sales department and hidden in the general affairs department. Enter the

same value on the same user line.

**\*7** Only columns corresponding to the application under contract are output. **Please enter "1" in the line of the user to assign the license. Enter "0" in the user line that does not assign (delete) a license.**

Once uploaded, you can overwrite the settings set in **8. Assign a license to a user.**

※ The latest setting status is output by downloading the CSV file after performing the "Create CSV" operation.

In order to avoid unintended configuration changes, please be sure to download and edit the recent created CSV after performing "Create CSV".

**\*8** To leave the user data in Row D, Column Update in the CSV file, enter "1."

You can also upload files by deleting Column Protected.

**\*9** "Manage Job Titles" is a function mainly used in Workflow and Attendance. Please check the following notes when performing job title operations using the "Job Title Code" column.

#### ■ About the output of the "Job Title Code" column

-The "Job Title Code" column does not exist in the CSV file in the initial state. This column is used by manually adding when editing CSV when batch assignment of job titles is performed in a CSV file. (The position of the column at the time of addition does not matter. For the sake of clarity, we recommend that you add it to the end of the existing column.)

-If you add the "Job Title Code" column, the "Job Title Code" column will be output when you create a CSV file. However, if the "Job Title Code" column is deleted and uploaded, the "Job Title Code" column will not be output when creating a CSV file.

-The value output in the "Job Title Code" column is always the "Job title code specified in the previously uploaded CSV file".

#### ■ What you can do in the "Job Title Code" column

In the "Job Title Code" column, you can perform two types of operations using the job title code.

##### A. Creating and assigning new job titles:

By entering a job title code that is not registered in "Manage Job Titles", you can "Create a new job title + Assign a new job title to the user who entered the job title code".

For newly created positions in the "Job Title Code" column, "Job title" and "Job title" are not set.

After uploading the CSV file, open the (untitled) job title edit screen from the "Job title and job title

settings" screen, and change the name and specify the job title.

B. Bulk assignment of existing job titles:

By entering the registered job title code in "Manage Job Titles", you can "Replace the existing job title assignment status with the registered contents of the CSV file".

If you specify a registered job title code, all user assignments for that job title will be replaced by the definitions in the CSV.

(Example: If you upload a CSV file that specifies Mr. D and Mr. E as the "manager" when the assignment status of the existing position "manager" is Mr. A, Mr. B, and Mr. C, the "manager" is Mr.

D. Only Mr. E.)

If you upload a CSV that does not have the "Job Title Code" column, or if you upload a CSV that has all the values in the "Job Title Code" column blank, the user assignment of the job title will not change.

■ **What you can't do in the "Job Title Code" column**

The following operations cannot be performed in the "Job Title Code" column. Please note.

✗ Output the job title setting status at the time of CSV file creation in the "Job Title Code" column.

When creating a CSV file, the "Job Title Code" column contains the "Job title code specified in the previous CSV file".

It is output as a value. The latest setting status cannot be output.

To prevent unintentional setting changes, please consider performing one of the following operations.

- a) Job titles should be assigned using CSV files, and manual assignment should not be performed.
- b) Please use it after confirming that the job title assignment status on the CSV file matches the current job title setting status.

✗ Leave all "Job Title Code" columns blank to reset the job title assignment status.

For positions where the position code does not appear in the CSV file, the position assignment status will not be changed.

If you want to reset the assignment status of all job titles, please cancel the assignment manually from the management screen.

Also, if there is a job title that is no longer needed, delete it from the management screen or cancel the user assignment.

### ■ About "Job Title Code" and job title display in contact

The source of the job title information displayed in the "Job title" column of the contacts in the organization changes depending on the description status of the CSV file. The sources of information for each status are as follows.

1. When "Job Title" column is blank and "Job Title Code" is specified in "Job Title Code" column  
→ "Job Title" specified in "Job Title Code" (Created in "Manege Role") for "Job Title" in the contact in the organization is displayed.
2. When "Job Title" is described in the "Job Title" column, and "Job Title Code" is described in the "Job Title Code" column.  
→ The "Job Title" in the "Job Title" column is displayed in the "Job Title" of the contact in the organization.
3. When "Job Title" is described in the "Job Title" column and the "Job Title Code" column is blank(Or the "Job Title Code" column does not exist in the CSV file).  
→ The "Job Title" column of the contact in the organization shows the "Job Title" described in the "Job Title" column.

**When creating a CSV, do not change the system-defined items (items other than custom items) in the first row.**

---



## Appendix 4 A quick reference to what a user with administrative privileges can do

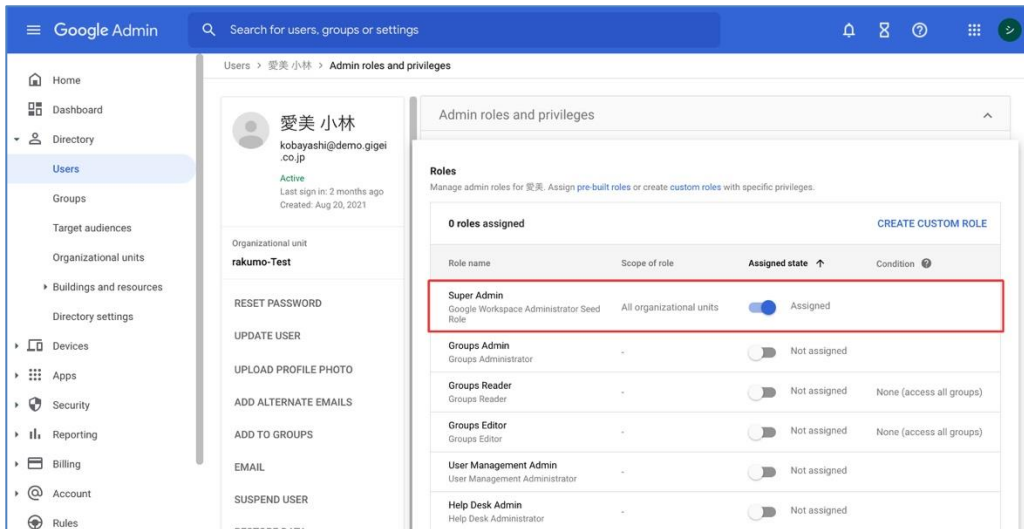
Introducing the operations that can be performed when any authority is assigned in Google Workspace or rakumo.

- Whether you can perform the operations required to use rakumo with the Google Admin Console. You need a Google Workspace Super Admin role (or a role that can perform each operation). You cannot use or operate various setting menus on the Google Admin Console in each role set in "Administrator Settings" of rakumo.

○: Possible, ×: Impossible

	Super Admin	Groups Admin	User Management Admin	Services Admin	rakumo Admin
Access the Google Admin Console	○	○	○	○	×
Create / update / delete users	○	×	○	×	×
Create / update / delete groups	○	○	×	×	×
API control	○	×	×	×	×
Creating building resources	○	×	×	○	×

- The role of Google Workspace administrator who can set rakumo on the rakumo management screen  
Only "Super Admin" can set rakumo on the rakumo management screen \* 1,2



The "Super Admin" can perform both the setting operations on the Google Admin Admin and the operations on the rakumo administration screen, which are necessary to use rakumo.

We recommend that you assign the "Super Admin" role to the person in charge of managing rakumo.

\* 1 Users who do not have the administrator role of "Super Admin" can also set rakumo except for some operations by separately setting the role on rakumo in "Manage Roles" on the rakumo management screen.

\* 2 Even if you set the role on rakumo in "Manage Roles" on the rakumo management screen, there are some settings that require Super Admin privileges for operation.

- Operations that can be performed for each role of the administrator on rakumo

The various setting menus of rakumo that can be used by Super Admin of Google Workspace and users with each role set in "Manage Roles" of rakumo are as follows.

○ : Possible, △ : Can be operated conditionally, × : Impossible

	Google Workspace Super Admin	rakumo Admin	Workflow Admin	Operator of application category	Board Admin	Expense Admin	Attendance Admin
Access the rakumo Admin Console	○	○	○	×	○	○	○
Google Sync	○	×	×	×	×	×	×
Organization Name	○	○	×	×	×	×	×
Manage Licenses	○	○	×	×	×	×	×
Manage Users	○	○	×	×	×	×	×
Manage Groups	○	○	×	×	×	×	×
Manage Job Titles	○	○	×	×	×	×	×
Manage Roles	○	○	×	×	×	×	×
Display Settings	○	○	×	×	×	×	×
{Product name} settings * 1	○	○	○	×	○	○	○
Change calendar sharing settings	○	×	×	×	×	×	×
Access the Workflow Admin Console	×	○	○	△*3	×	×	△*4
Access the Expense Admin Page	○	○	×	×	×	○	×
Displaying the Attendance management menu	△*5	△*5	×	×	×	×	○
Gadgets	○	○	×	×	×	×	×

\* 1 Google Workspace Super Admin / rakumo admin can set all products under contract, and {product name} administrator can set only matching products. (Example: If you are a workflow administrator, you can only set the workflow)

\* 2 To use the Workflow Admin Console, Google Privileged Administrator users must assign {product name} administrator privileges and a license for the target product. If you want to use the expense charge screen or the Kintai management menu, you need to assign a license for the target product.

\* 3 "Operator of application category" has management authority for the application category set as the person in charge of operation.

On the Workflow Admin Console, you can operate only for the target application category.

\* 4 The "Attendance Admin" has the authority of the person in charge of operations for the application category "rakumo Attendance application".

On the Workflow Admin Console, you can only operate the application category "rakumo Attendance Application".

\* 5 Only when one or more "Attendance Admin" is set, the Google Workspace Super Admin and rakumo administrator can display the Attendance management menu.

\* 6 This table summarizes whether or not the operation can be performed as of January 2022. Due to specification changes, there is a possibility that the operations that can be performed by each administrator will increase. Please note.

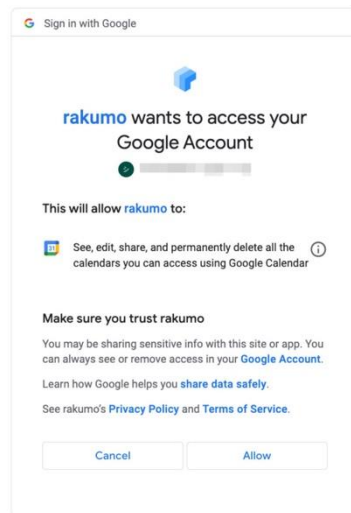
## Appendix 5: Controlling API access from rakumo with domain-wide delegation

We will introduce the procedure to allow API access from rakumo for the entire domain in advance. Please use it when you want to omit the user's own account access request permission operation, or when you want to omit the trouble of the administrator explaining to the user in advance and responding to inquiries.

- Authentication relationship between Google Workspace and rakumo.

You need a Google Workspace Super Admin role (or a role that can perform each operation).

You cannot use or operate various setting menus on the Google Admin Console in each role set in "Administrator Settings" of rakumo.



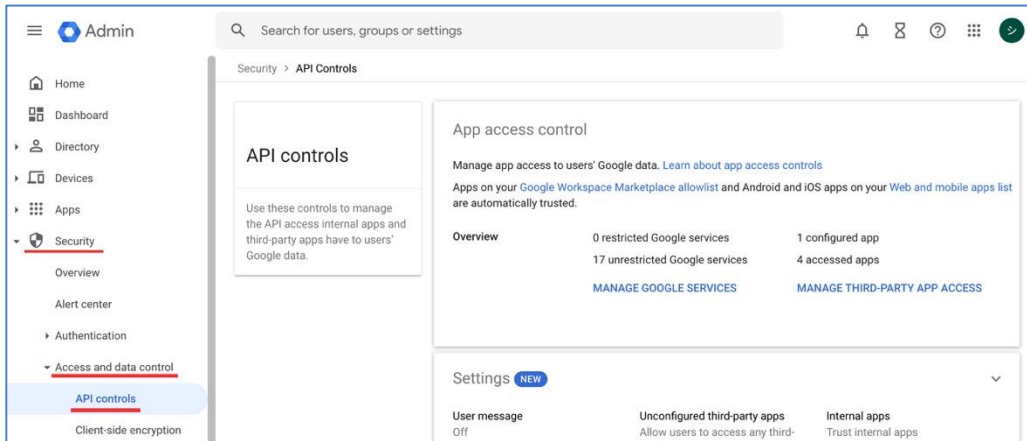
You can omit the display of such a dialog and the work of "permission"

- Privileges required for configuration

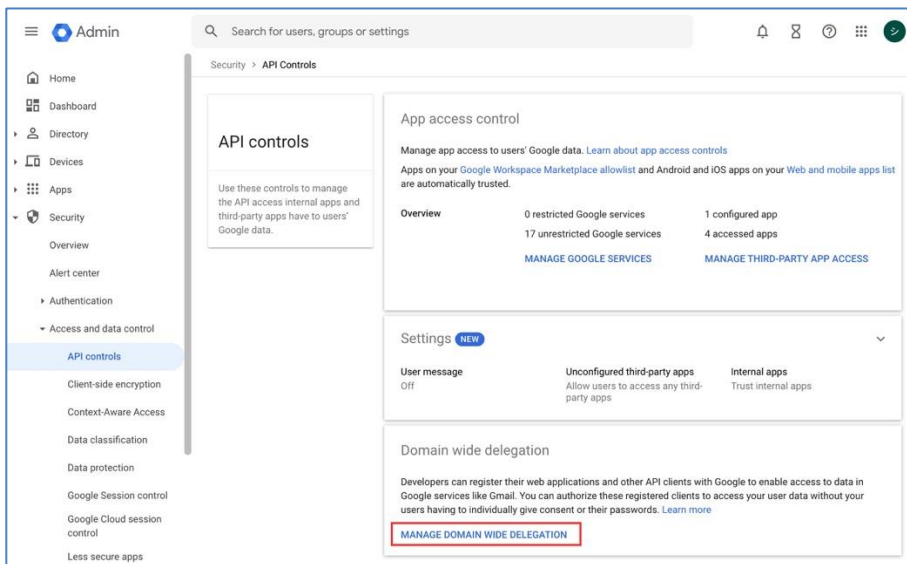
You need an account with the Super Admin role in Google Workspace.

- Setting procedure

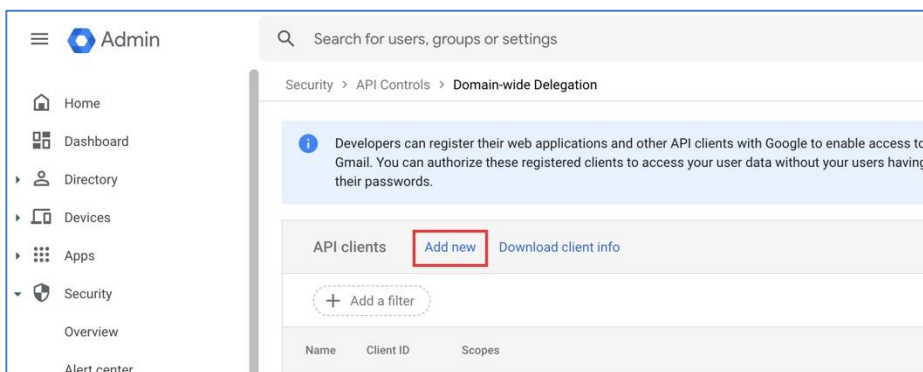
1. Access the Google Admin Console (<https://admin.google.com/>) with a Super Admin account.
2. On the sitebar, go to Security > Access and data control > API controls.



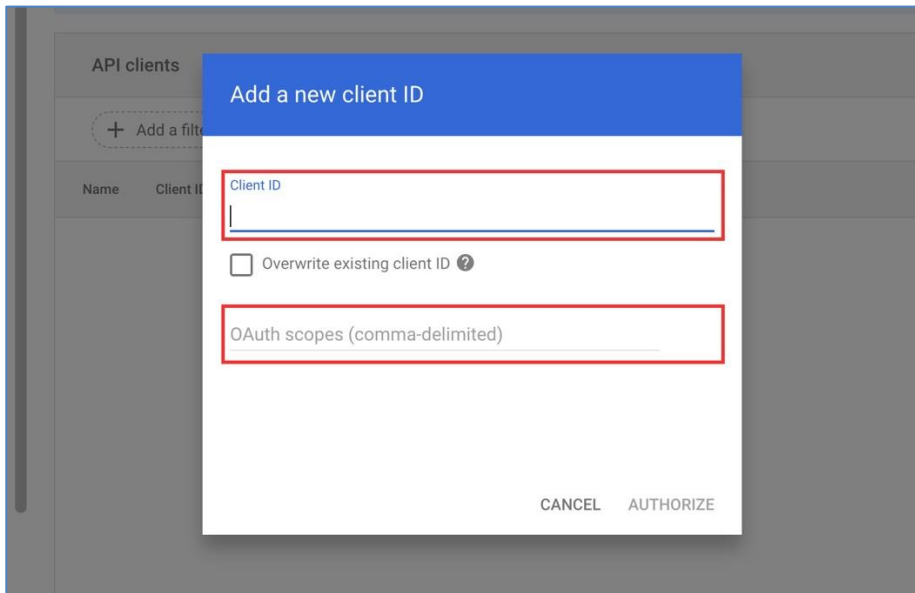
3. Click [MANAGE DOMAIN WIDE DELEGATION] under Domain wide delegation.



4. Click [Add new].



5. Enter the Client ID, OAuth Scopes.

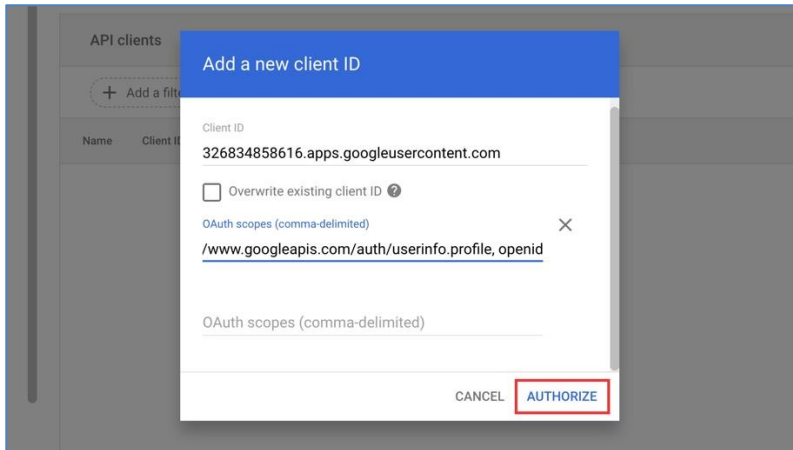


The client ID and OAuth scopes to be entered here are as follows.

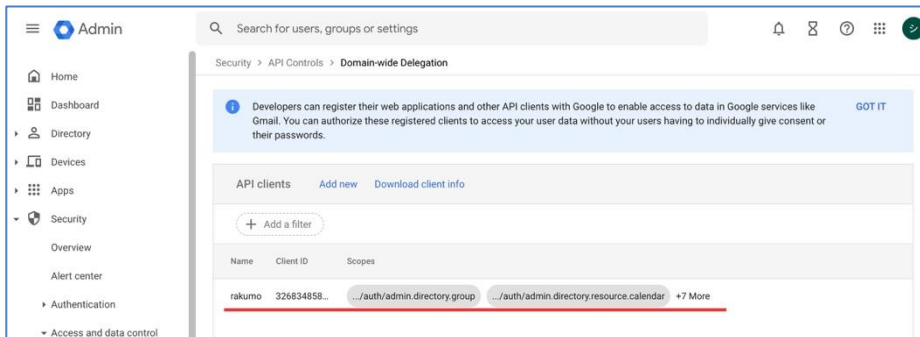
Where to input	What to input
client ID	326834858616.apps.googleusercontent.com
OAuth scopes	https://www.googleapis.com/auth/admin.directory.group, https://www.googleapis.com/auth/admin.directory.resource.calendar, https://www.googleapis.com/auth/admin.directory.user, https://www.googleapis.com/auth/calendar, https://www.googleapis.com/auth/drive, https://www.googleapis.com/auth/spreadsheets, https://www.googleapis.com/auth/userinfo.email, https://www.googleapis.com/auth/userinfo.profile, openid

\* Paste the entire value of the above entry at once when entering the OAuth scopes.

6. Click [Approve].



7. Please confirm that the client with the name "rakumo" has been added.



This completes the settings.



## Appendix 6: Registering User Information Using "Custom Attributes" in Google User Profiles.

By using "Custom Attributes" in the Google user profile and including "Custom Attributes" in the synchronization targets of Google Sync, the settings for rakumo users set in the Custom Attributes can be reflected in rakumo.

Some of the rakumo user settings that had to be set in a CSV file etc. after synchronization is completed can now be set on the Google Workspace side and reflected on the rakumo side collectively by Google sync processing.

Please consider using it if you want to save labor in rakumo user settings.

- What can be set by synchronizing using "Custom Attributes"

- ✓ Assigning and releasing product licenses to users
- ✓ Setting User's display state
- ✓ Setting the Preferred Organization for Concurrent Employee
- ✓ Setting User Display Priority
- ✓ Assigning or remove roles to users

- What are "Custom Attributes" in Google User Profiles?

This is a function that allows you to register organization-specific values in Google user profiles.

Registration and editing of custom attributes can only be performed by privileged administrators, and must be done via the Google user profile screen or via the Directory API.

Registration/editing by uploading a CSV file on the Google Admin Console is not possible.

For details, please refer to the following Google Workspace help page.

<https://support.google.com/a/answer/6208725?hl=en>

- Flow of use

1. Setting Custom Attributes in Google User Profiles
2. Enable "Sync Using Custom Attributes" on the rakumo Admin Console
3. Run Google Sync

After the first use, if you change the custom attribute on the Google side, the setting change will be reflected in rakumo by executing Google sync.

---

- Flow of use

You can set "custom attributes" in Google user profiles for users in your domain in the following ways:  
For the actual registered contents, please refer to the **Specification of custom attributes used in rakumo** described later.

A) Edit directly from the Google Admin Console

The easiest way. It is necessary to register one user at a time, so it is not suitable for large numbers of people.

For details, please refer to the following Google help page.

<https://support.google.com/a/answer/6208725?hl=en>

B) Using Google Apps Manager (GAM)

This is a registration method using an open source and free command line tool that can operate the Directory API.

For details, please refer to the following Google help page.

<https://support.google.com/a/answer/10014088?hl=en>

C) Using Google Cloud Directory Sync (GCDS)

This is a method using genuine tools that can synchronize Active Directory (AD) and LDAP servers with Google accounts.

It has the ability to set custom attributes with information retrieved from AD or LDAP servers.

For details, please refer to the following Google help page.

<https://support.google.com/a/answer/106368?hl=en>

D) Manipulate the Directory API

You can either operate the API directly or register using a software product that supports the Directory API.

(Example) Using Google Apps Script from Google Spreadsheet, etc.

\* Please note that the use of tools used to register user profiles and custom attributes in Google Workspace and the use of the Directory API are out of the scope of rakmo's standard support. Please understand this in advance.

● Specification of custom attributes used in rakumo

Please set the custom attribute in the following format specified by rakumo. \*1, \*2

Category	Name	Info type	Number of values	meaning	Input example	remarks
rakumo	{app}-enabled	True/False	Single value	Assigning and releasing product licenses to users	True	Replace {app} with your provided application name. calendar contacts workflow board expense attendance
	display	True/False	Single value	User show/hide settings	True	
	display-priority	Whole number	Single value	Setting the Preferred Organization for Concurrent Employee *3	100	
	primary-group-id	Text	Single value	Setting User Display Priority	group@example.com	Please list the group address of the preferred organization.
	job-title-code	Text	Multi-value	Assigning and removing roles from users	1001 1001:group@example.com	<ul style="list-style-type: none"> <li>• If you do not specify an organization = Code only.</li> <li>• When specifying an organization = Concatenate the code and the group address of the organization with a colon.</li> </ul>

\*1 Default user profile items cannot be reused.

\*2 Synchronization using custom attributes can be used with only some custom attributes. It is not necessary to register all the above attributes, for example, it is possible to use "only use license assignment/release" or "use only user display/hide setting".

\*3 Only one display priority can be set for each user. Therefore, if you want to set a different display priority for each group you belong to, set it from the rakumo Admin Console or the rakumo user details CSV file.

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- How to enable "Synchronize using custom attributes"

Please set the custom attribute in the following format specified by rakumo. \*1, \*2

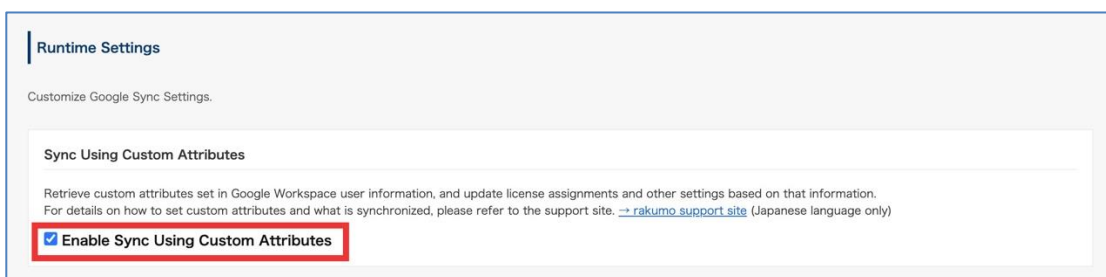
<Screen for setting>

Google sync setting screen in rakumo Admin Console

[https://a-rakumo.appspot.com/admin/gapps\\_sync/settings](https://a-rakumo.appspot.com/admin/gapps_sync/settings)

<Operation procedure>

1. Access the Google Sync Settings screen.
2. Check "Enable sync using custom attributes" in Runtime Settings.



Runtime Settings

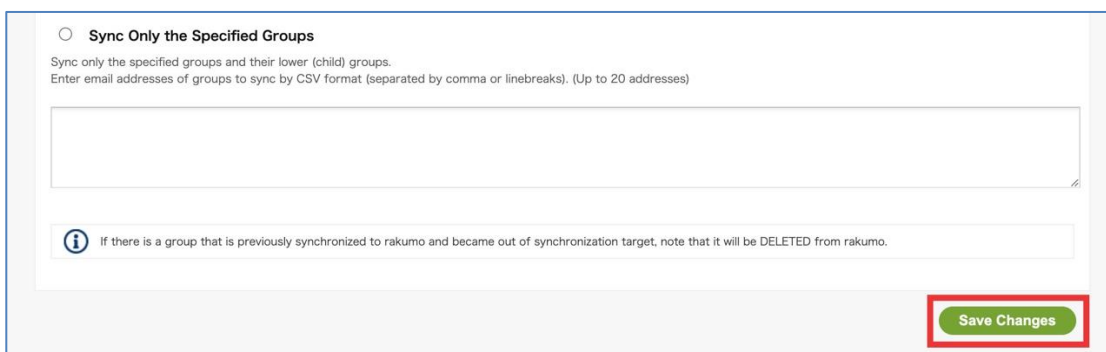
Customize Google Sync Settings.

Sync Using Custom Attributes

Retrieve custom attributes set in Google Workspace user information, and update license assignments and other settings based on that information. For details on how to set custom attributes and what is synchronized, please refer to the support site. → [rakumo support site](#) (Japanese language only)

Enable Sync Using Custom Attributes

3. Click "Save Changes" in Runtime Settings.



Sync Only the Specified Groups

Sync only the specified groups and their lower (child) groups.  
Enter email addresses of groups to sync by CSV format (separated by comma or linebreaks). (Up to 20 addresses)

**i** If there is a group that is previously synchronized to rakumo and became out of synchronization target, note that it will be DELETED from rakumo.

Save Changes

The settings are now complete.

<Notes>

- "Sync Using Custom Attributes" and "License Assignment" cannot be used together. Enabling "Sync Using Custom Attributes" automatically disables "License Assignment".

- Behavior after enabling "Sync Using Custom Attributes"

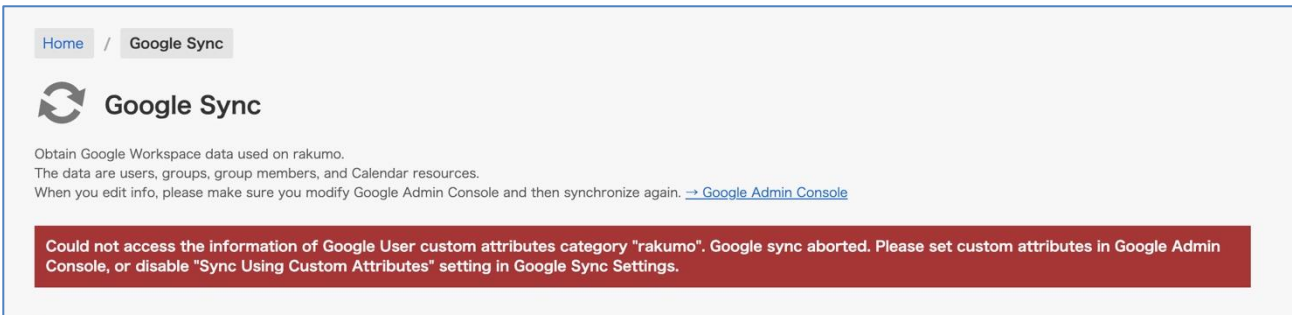
<Synchronous processing behavior>

- After activating "Sync Using Custom Attributes", in the following cases, error notification will not be performed and the relevant part will be skipped and synchronization processing will continue. At this time, the setting value is not updated or deleted, and the previous value is maintained.

- if no custom attributes are defined
- if the attribute value is empty
- If there is an error in the format of the attribute value

- If the "rakumo" category is not set in the custom attribute after enabling "Sync Using Custom Attributes", the Google sync process will be interrupted with an error. This applies to all synchronizations, not just custom attributes. In this case, an error will be displayed on the screen. Also, if you have set up email notifications, you will receive an error notification by email.

Example: Error content displayed on the screen



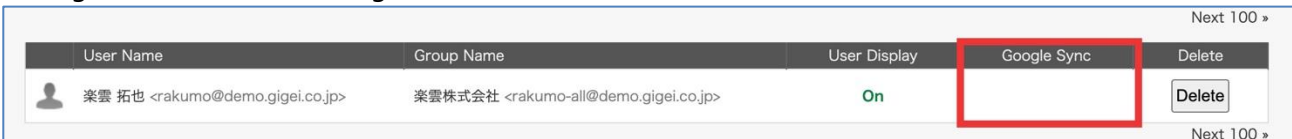
The screenshot shows the "Google Sync" settings page. At the top, there are navigation links for "Home" and "Google Sync". Below the title "Google Sync", there is a sub-header with a refresh icon. The main text explains that Google Workspace data is used on rakumo, listing users, groups, group members, and Calendar resources. A link to "Google Admin Console" is provided. A prominent red error message box is displayed, stating: "Could not access the information of Google User custom attributes category 'rakumo'. Google sync aborted. Please set custom attributes in Google Admin Console, or disable 'Sync Using Custom Attributes' setting in Google Sync Settings."

[Could not access the information of Google User custom attributes category "rakumo". Google sync aborted. Please set custom attributes in Google Admin Console, or disable "Sync Using Custom Attributes" setting in Google Sync Settings.]


<Screen change>

After enabling "Sync Using Custom Attributes", the "Google Sync" column will be added to the user list on the

Manage Job Titles > User Assignments.



The screenshot shows a table of user assignments. The table has columns for "User Name", "Group Name", "User Display", "Google Sync", and "Delete". The "Google Sync" column is highlighted with a red box. The first row shows a user named "楽雲 拓也" with the email "rakumo@demo.gigei.co.jp" and a group named "楽雲株式会社" with the email "rakumo-all@demo.gigei.co.jp". The "User Display" column shows "On". The "Delete" column has a "Delete" button. The table is paginated with "Next 100" links on both sides.

User Name	Group Name	User Display	Google Sync	Delete
 楽雲 拓也 <rakumo@demo.gigei.co.jp>	楽雲株式会社 <rakumo-all@demo.gigei.co.jp>	On		Delete

If the "Google Sync" column is checked, it is a role user set by synchronizing the "Custom Attribute" value of the Google user profile. When editing or canceling job titles, change the value of "Custom Attributes". If the "Google Sync" column is not checked, it is a role user set on rakumo using manual registration or a CSV file.

- Restrictions

- Only one display priority can be set for each user when synchronizing using custom attributes.

Therefore, if you want to set a different display priority for each group you belong to, set it from rakumo Admin Console or the user details CSV file.

- "Sync Using Custom Attributes" and "License Assignment" cannot be used together.  
Enabling "Sync Using Custom Attributes" automatically disables "License Assignment".

- Notes

- Three methods are provided for assigning and removing licenses, showing/hiding users, setting the display priority of users, setting the priority organization of concurrent users, and assigning and removing job titles to users: "Synchronizing custom attributes," "Setting from the administration screen," and "Setting by uploading a user details CSV file. Although they will be provided, the setting methods themselves do not have priority, so they will basically be overridden by settings executed later.

- Since settings by custom attributes and CSV files are intertwined, it is recommended to consolidate settings by one or the other.

- Please note that the use of tools used to register user profiles and custom attributes in Google Workspace and the use of the Directory API are out of the scope of rakmo's standard support. Please understand this in advance.