

# ESKO ID 作成方法 Share & Approve使用準備

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## はじめに

- ・本資料は ESKO ID 作成方法とShare & Approve使用準備及びShare & Approveを使用するという内容の資料となります。下記の内容に従って下さい。

① ESKO ID を初めて作成する。または別のESKO IDを作成する。

→ 1.ESKO IDを作成するに進んでください。

② ESKO IDを取得済みでShare & Approveを使用する場合。

→ 2.Share & Approveの使用準備に進んでください。

③ ①と②が完了

→ 3.Share & Approveを使用するに進んでください。

# 1.ESKO IDを作成する

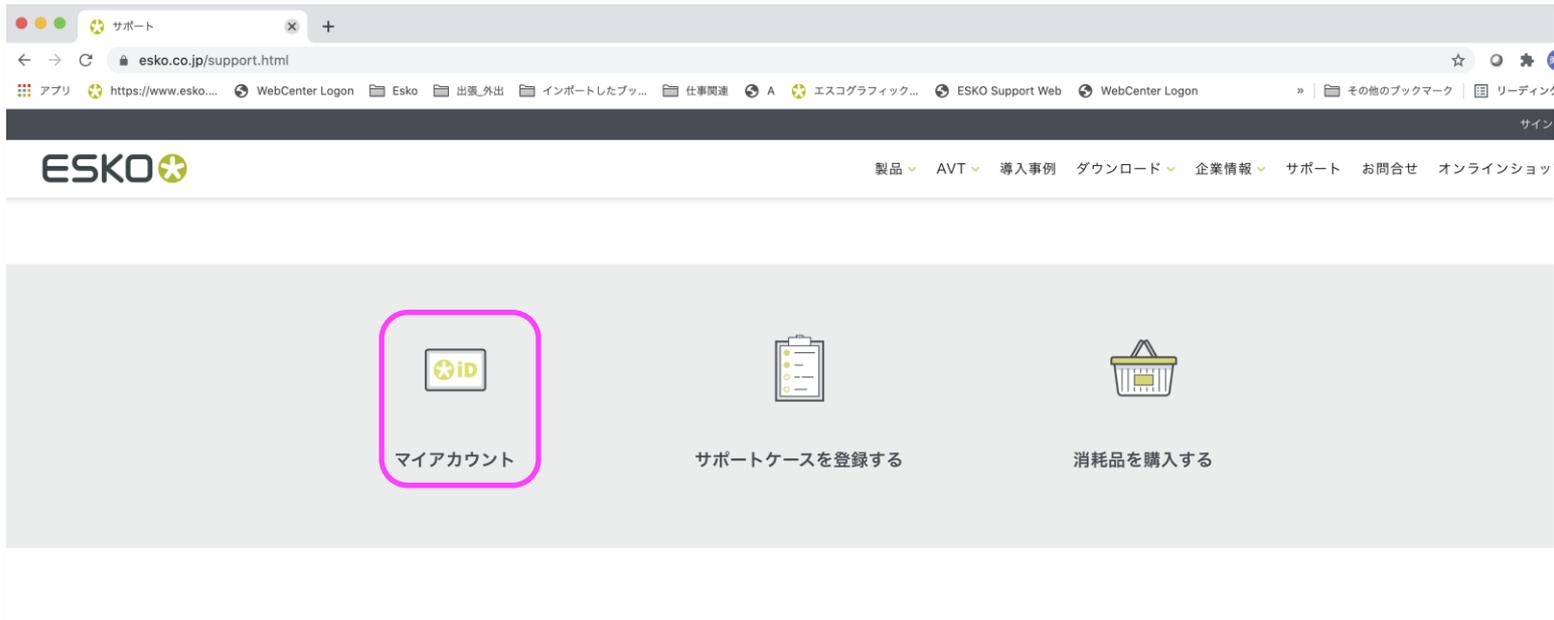
# ESKO IDの登録 1-1

<https://esko.co.jp/> へアクセスして表示されている画面を下にスクロールし「ポータル」→「サポート」→「詳細をご覧ください」をクリック。

The screenshot shows a web browser window with the URL <https://esko.co.jp/>. The browser's address bar and tabs are visible at the top. The website's header features the ESKO logo on the left and a navigation menu on the right with items: 製品, AVT, 導入事例, ダウンロード, 企業情報, サポート, お問い合わせ, and オンラインショップ. The main content area is titled "ポータル" (Portal) and contains a "サポート" (Support) section. This section includes a gear icon and a button labeled "詳細をご覧ください" (Please click here for details), which is highlighted with a pink rectangular border. At the bottom of the page, there is a dark grey footer containing the ESKO logo, the text "詳細情報" (Detailed Information), a sub-header "詳しい情報をご希望の方は、お気軽にお問い合わせください。" (If you would like more detailed information, please feel free to contact us.), and a yellow button labeled "お問い合わせ" (Contact Us).

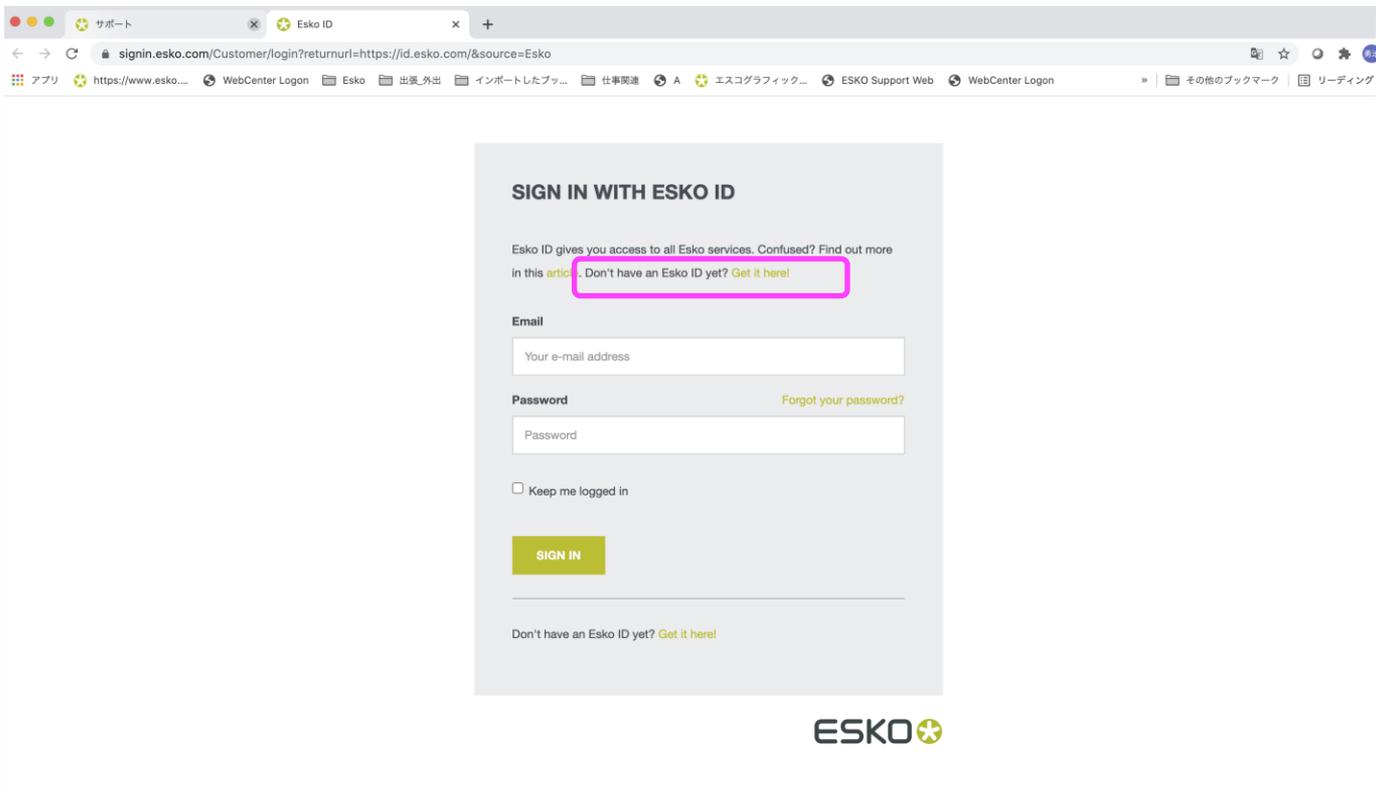
# ESKO IDの登録 1-2

「マイアカウント」の項目をクリックする。



# ESKO IDの登録 1-3

「SIGN IN WITH ESKO ID」のサイトで「Don't have ESKO ID yet? Get it here!」の「[Get it here!](#)」をクリックする。



The screenshot shows a web browser window with the URL `signin.esko.com/Customer/login?returnurl=https://id.esko.com/&source=Esko`. The page content includes the heading "SIGN IN WITH ESKO ID" and a paragraph: "Esko ID gives you access to all Esko services. Confused? Find out more in this [article](#). Don't have an Esko ID yet? [Get it here!](#)". The link "Get it here!" is highlighted with a pink rectangle. Below this is a login form with fields for "Email" (Your e-mail address) and "Password", a "Forgot your password?" link, a "Keep me logged in" checkbox, and a "SIGN IN" button. At the bottom of the form area, there is another link: "Don't have an Esko ID yet? [Get it here!](#)". The ESKO logo is visible at the bottom center of the page.

# ESKO IDの登録 1-4

①記載された内容に従って入力する。

## CREATE YOUR ESKO ID

To make the most of Esko products and services, you need an Esko ID. Esko ID gives you access to Trials, Support Cases, our Forums, Downloads, Licenses, the Esko Store and Learning Resources. [Find out more](#)

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Name \*

E-mail address \*

  
Your e-mail address will be your Esko ID. Use your corporate e-mail address to avoid authorization problems.  

Password \* ⓘ

Re-type password \*



②過去または現在ESKO商品をご利用したことがあるのであれば Company Codeを記入する。したことが無ければ1-5へ進む。

### Company Information

Select the option that applies to your company:

The organization I work for is an existing Esko customer. Please give me access to my company-specific information and resources.

CompanyCode \*

[Where can I find my company code?](#)

The organization I work for has never purchased Esko products before.

※ Company Codeが判らない場合は [「ESKO お問い合わせページ」](#)までご連絡ください。

# ESKO IDの登録 1-5.1

「The organization I work for has never purchased Esko products before.」 チェックを入れ記載された内容に従って入力する。

The organization I work for has never purchased Esko products before.

**Are you sure?**  
By choosing this option, your Esko ID will not be linked to any existing customer information. If you believe your company already has Esko products, software, or licenses, please provide your Company Code instead.  
If that is not the case, and you are indeed a new customer, please complete the company information below.

**COMPANY BILLING INFORMATION**

Company Name (Individuals/Non-business customers can provide personal name) \*  
半角英数字

VAT Number (optional)  
[ ]

Address \*  
住所 (半角英数字)  
[ ]  
[ ]

ZIP / Postal Code \*  
郵便番号 (半角数字)  
[ ]

City \*  
半角英字 (市町村)  
[ ]

Country \*  
プルダウンより選択

Phone \*  
半角数字 (ハイフンなし)  
[ ]

Use this address for deliveries.

Hong Kong, China  
Hungary  
Iceland  
India  
Indonesia  
Iraq  
Ireland  
Islas Canarias  
Isle of Man  
Israel  
Italy  
Jamaica  
Japan  
Jordan  
Kazakhstan  
Kenya  
Kiribati  
Korea, South  
Kosovo  
Kuwait

住所記入例  
2-5-10 Aomi koto (江東区 青海 2-5-10)  
Flooor6 West Telecom Center (テレコムセンタービル西棟 6F)

# ESKO IDの登録 1-5.2

- ① PRIVACY POLICY にチェックを入れる。私はロボットではありませんにチェック入れる。全て完了したら「SUBMIT」をクリックする。

**PRIVACY POLICY**

By creating an Esko ID, I indicate that I agree to the terms in the Esko [privacy policy](#) and I allow Esko to contact me via phone and/or e-mail.

私はロボットではありません

reCAPTCHA  
プライバシー - 利用規約

**SUBMIT**

- ② 「SUBMIT」をクリックしたのち登録されたメールアドレスに確認のメールが自動配信される。「CONFIRM MY ESKO ID」をクリックし全て完了。

**ESKO**

**CONFIRM YOUR ESKO ID**

Dear Yuuji,

Thank you for creating an Esko ID. **Before you can use your Esko ID to sign in, you need to confirm it:**

**CONFIRM MY ESKO ID**

If the button above does not work, try pasting the following link in your browser:  
<http://signin.esko.com/Account/Activate?token=Ze-ti29GDZNGjpXl6zpWQ3MrAduEgB3D2nyvqWGHyeU1>

Your Esko ID username is:

Kind regards,  
The Esko ID team

**ESKO**

## 2.Share&Approveの使用準備

# Share&Approve使用準備 2-1

<https://esko.co.jp/> へアクセスして「製品」から「パッケージング管理」を選択しクリックする。

The screenshot shows the ESKO website interface. The browser address bar displays 'esko.co.jp/support.html'. The navigation menu at the top includes '製品' (Products), 'A/T', '導入事例' (Case Studies), 'ダウンロード' (Downloads), '企業情報' (Company Information), 'サポート' (Support), 'お問合せ' (Contact Us), and 'オンラインショップ' (Online Shop). The '製品' menu is expanded, showing 'パッケージング管理' (Packaging Management) highlighted in green, with a sub-menu item 'Share & Approve' also highlighted in green. Other sub-menu items include 'ArtiosCAD', 'Studio', 'Store Visualizer', 'ArtPro+', 'DeskPack', 'ArtPro', 'PackEdge', 'Dynamic Content', 'Plato', 'Imaging Engine', 'Automation Engine', 'Color Engine', 'Equinox', 'デジタルフレキシ' (Digital Flexi), 'CDI イメージャー', 'CDI Crystal', 'XPS Crystal', 'CDI Crystal XPS', 'Print Control Wizard', 'CDI Spark', 'Digital Flexo Suite', 'HD Flexo', and 'Full HD Flexo'. Below the navigation menu, there are sections for 'アカウント&組織を管理する' (Manage Account & Organization) and 'マイソフトウェア' (My Software).

# Share&Approve使用準備 2-2

「Click Start Trial and Sign In」 から「START TRIAL」 をクリックする。

Share & Approve comes with Esko's unique **packaging know-how** built-in, and provides all the relevant **quality control** and annotation tools to your approvers.

Start your **30-day free trial** today. You'll be up and running in minutes - this Cloud service requires no software installation or user training!

### 1. Click Start Trial and Sign In

Simply click the Start Trial button and sign in with your Esko ID, or register for a new Esko ID if you don't have one yet.

To find out more about Esko ID and why need one, [read this Knowledge Base article](#).

**START TRIAL**

### 2. Create your Site

After you have signed in with Esko ID, the Create Site wizard appears:

- 1 Choose **Create a New Cloud Account**.
- 2 Give your Cloud Account a descriptive **Account Name** and click **Next**.
- 3 Choose a **Site URL** and **Site Title**, and click **Finish**.
- 4 Your Share & Approve site appears!

Yes, that really is all there is to it. You can now start sharing files!

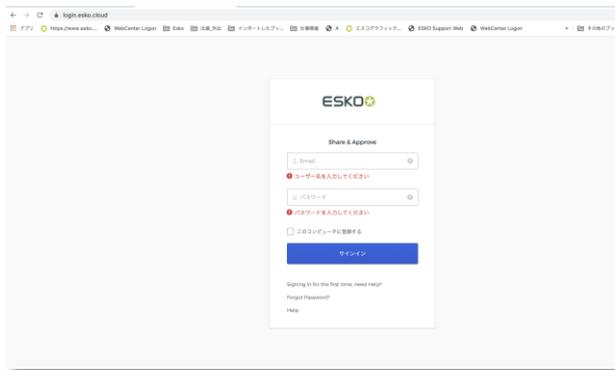
### 3. Start sharing!

- 1 **Drag-and-drop a file** that needs approval on to the Documents page to **upload** it.
- 2 Click **Setup Approval** next to the document you uploaded.
- 3 Click **Create and Invite User** in the Select Approvers list.
- 4 Fill in your approver's name and e-mail address and click **Create**.
- 5 Type a message to your approver, and click **Start Approval Cycle**.

All done! Your approver will receive an e-mail with instructions on how to view and approve the document.

# Share&Approve使用準備 2-3

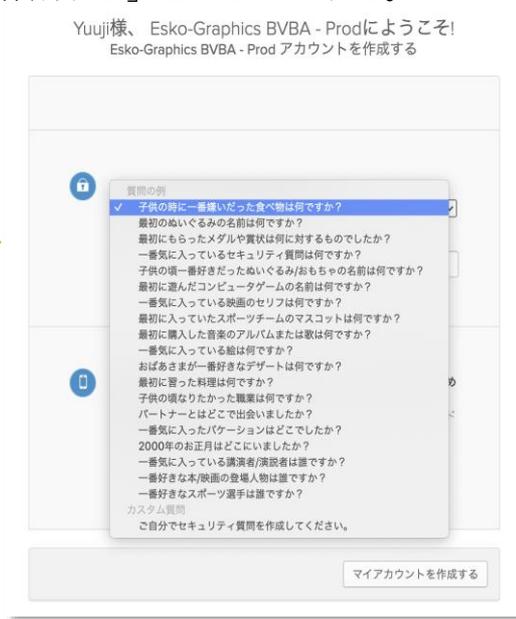
①登録したESKO IDとパスワードと入力し「ログイン」をクリックする。



②ログイン後「パスワードを忘れた場合の質問」を作成する。

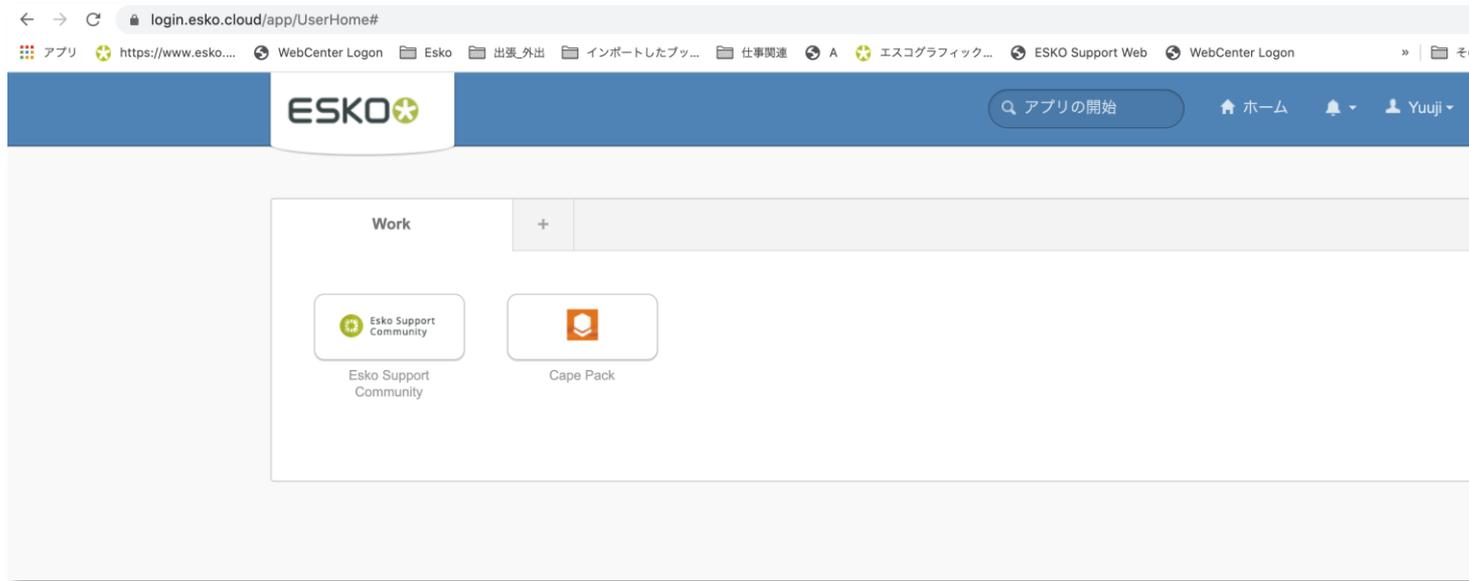


③プルダウンメニューから回答メニューを選択する。作成後「マイアカウントを作成する」をクリックする。



# Share&Approve使用準備 2-4

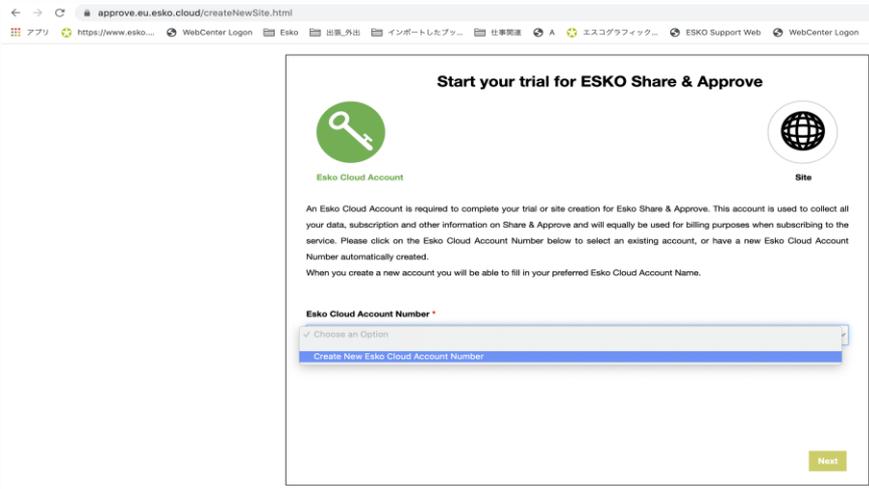
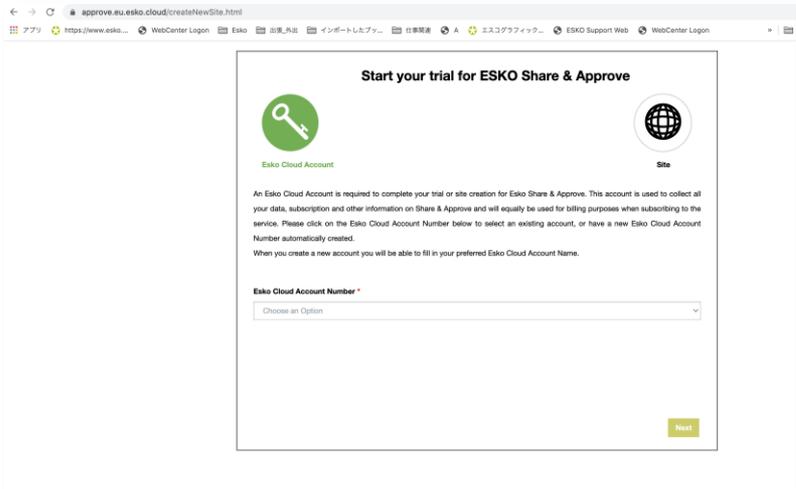
この画面が表示されたら準備は完了



# Share&Approve使用準備 2-5

① [Share&Approve使用準備 2へ戻る。](#)

② 「Esko Cloud Account Number」をプルダウンメニューから「Create New Esko cloud Account Number」を選択。



# Share&Approve使用準備 2-6

- ① 「Esko Cloud Account Number」はShare & ApproveサイトのURLの最後の部分になる。  
この名前は、文字数や長さに制限がありますのでご注意ください。（全て半角英数字を使用する。）  
後からこの名前を変更することはできません。
- ② 次に、「Esko Cloud Account Name」はサイトのタイトルを入力します。このタイトルは、サイトのヘッダーに表示され投稿者や承認者への電子メールでも使用されます。このタイトルは、後でSetupメニューから変更することができます。

Start your trial for ESKO Share & Approve

**Esko Cloud Account** **Site**

An Esko Cloud Account is required to complete your trial or site creation for Esko Share & Approve. This account is used to collect all your data, subscription and other information on Share & Approve and will equally be used for billing purposes when subscribing to the service. Please click on the Esko Cloud Account Number below to select an existing account, or have a new Esko Cloud Account Number automatically created.

When you create a new account you will be able to fill in your preferred Esko Cloud Account Name.

**Esko Cloud Account Number \***

Create New Esko Cloud Account Number

**Esko Cloud Account Name \***

Yuuji Mori

Next



Start your trial for ESKO Share & Approve

**Esko Cloud Account** **Site**

An Esko Cloud Account is required to complete your trial or site creation for Esko Share & Approve. This account is used to collect all your data, subscription and other information on Share & Approve and will equally be used for billing purposes when subscribing to the service. Please click on the Esko Cloud Account Number below to select an existing account, or have a new Esko Cloud Account Number automatically created.

When you create a new account you will be able to fill in your preferred Esko Cloud Account Name.

**Esko Cloud Account Number \***

Create New Esko Cloud Account Number

**Esko Cloud Account Name \***

Yuuji Mori

Please wait while your Esko Cloud Account is being created.  
This may take a few minutes.

Next

# Share&Approve使用準備 2-7

全て正常に完了すると「Welcome to ESKO Share & Approve」と表示される。「Go to XXXXX」をクリックする。

**Welcome to ESKO Share & Approve**

TEST was created successfully!

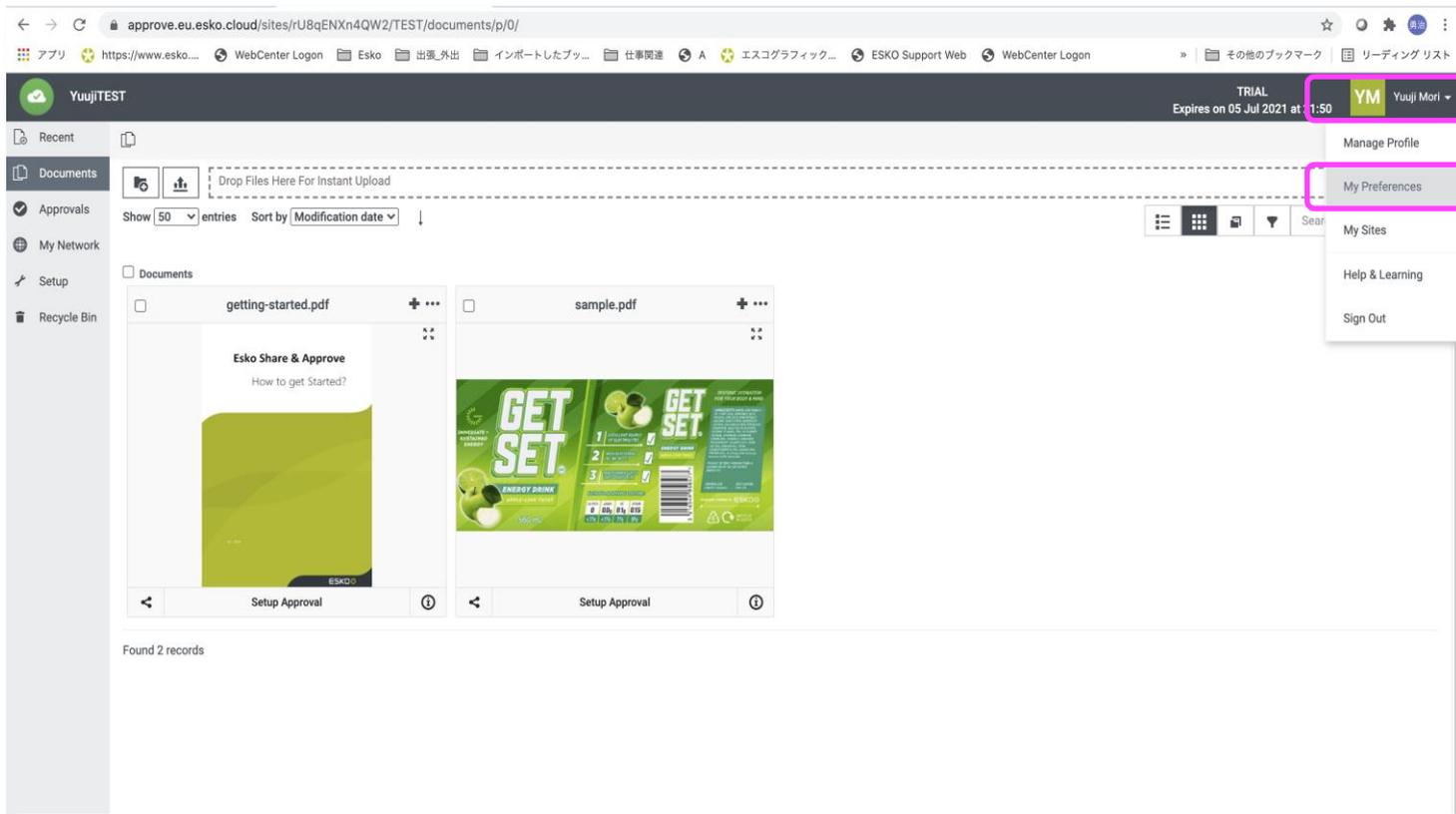


**Esko ID :**  
**Company :** QF6230  
**Account Number :** a-p-1003-0000-0006-8911  
**Account Name :** Yuuji Mori  
**Site URL :** <https://approve.eu.esko.cloud/sites/rU8qENXn4QW2/TEST>  
**Site Title :** YuujiTEST  
**Subscription :** 30 days Trial

[Go to TEST](#)

# Share&Approve使用準備 2-8

初期設定では言語環境が英語であるため、言語環境を日本語へ変更する。画面右上に使用者の名前が表示されているので、プルダウンメニューから「My Preferences」を選択する。



# Share&Approve使用準備 2-9

「My Preferences」から「User Language」のプルダウンメニューより「Japanese (jp-JP)」を選択し「Save」をクリックする。

The screenshot shows the 'My Preferences' page in a web browser. The browser address bar shows 'approve.eu.esko.cloud/sites/rU8qENXn4QW2/TEST/documents/p/0'. The page header includes 'YuujTEST', 'TRIAL Expires on 05 Jul 2021 at 21:50', and the user 'YM Yuuji Mori'. The left sidebar contains navigation options: Recent, Documents, Approvals, My Network, Setup, and Recycle Bin. The main content area is titled 'My Preferences' and contains the following settings:

- User Language: A dropdown menu is open, showing a list of languages. 'Japanese (jp-JP)' is highlighted with a pink rectangle. Other visible options include Deutsch (de-DE), English (en-US), Español (es-ES), Français (fr-FR), Italiano (it-IT), Nederlands (nl-NL), and Português (pt-BR).
- Notification Time Zone: A dropdown menu.
- Landing Page: A dropdown menu.
- Default Documents View: Radio buttons for 'List' and 'Grid' (selected).
- Do not send E-mails for: A text input field with 'Enter Mail Types' and a dropdown arrow.

At the bottom of the form are 'Save' and 'Cancel' buttons.

# Share&Approve使用準備 2-10

成功「ユーザー設定を正常に追加しました」の表示がされたら「OK」をクリックする。

The screenshot shows a web browser window displaying the '環境設定' (Environment Settings) page in the Share&Approve application. The page is for user 'YuujiTEST' and is in a trial mode. The settings are as follows:

- ユーザー言語: Japanese (jp-JP)
- 通知タイムゾーン: (UTC+9:00) Osaka, Sapporo, Tokyo
- ランディングページ: ドキュメント
- デフォルトのドキュメント表示:  グリッド
- 以下に電子メールを送信しない: Enter Mail Types

Buttons for '保存' (Save) and 'キャンセル' (Cancel) are visible. A success message dialog box is displayed in the center of the screen:

成功  
ユーザー設定を正常に追加しました  
OK

# Share&Approve使用準備 2-11

画面表示が日本語で表示されている事を確認する。

The screenshot shows a web browser window displaying the ESKO Share & Approve interface. The address bar shows the URL: `approve.eu.esko.cloud/sites/rU8qENXn4QW2/TEST/documents/p/0/`. The browser's address bar includes several tabs and bookmarks, such as "WebCenter Logon", "Esko", "出外\_外出", "インポートしたブ...", "仕事関連", "A", "エスコグラフィック...", "ESKO Support Web", and "WebCenter Logon".

The interface header includes the "YuujjTEST" logo on the left and a trial notice on the right: "トライアル Expires on 05 Jul 2021 時間 21:50".

The main content area is titled "ドキュメント" (Documents) and features a dashed box for file uploads with the instruction: "すぐにアップロードするには、ファイルをここにドロップ" (To upload immediately, drop files here). Below this, there are navigation options: "表示 50" (Display 50), "エントリー" (Entries), and a sort dropdown menu set to "ソートの基準 [Modification date (変更日)]" (Sort by [Modification date (Change date)]).

Two document thumbnails are visible:

- getting-started.pdf**: A document titled "Esko Share & Approve How to get Started?" with a green background.
- sample.pdf**: A document titled "GET SET. ENERGY DRINK" featuring a green and white design with a barcode and a list of instructions.

At the bottom of the interface, a message states: "2レコードが見つかりました" (2 records found).

# 3.Share&Approveを使用する

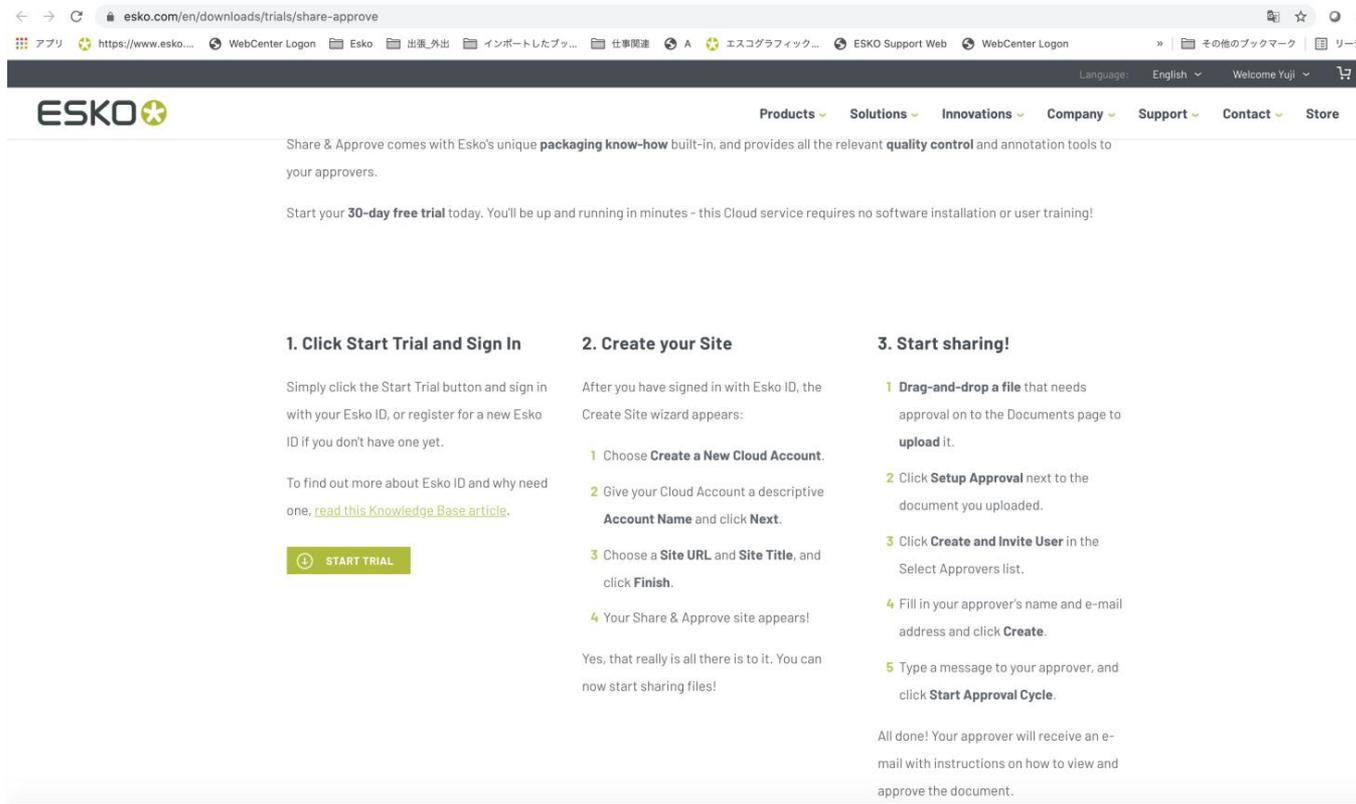
# Share&Approveを使用する3-1

<https://esko.co.jp/> へアクセスして「製品」から「パッケージング管理」→「Share&Approve」をクリックする。

The screenshot shows the Esko website's support page. The browser address bar displays [esko.co.jp/support.html](https://esko.co.jp/support.html). The page features the Esko logo and a navigation menu with categories like '製品' (Products), 'AVT', '導入事例' (Case Studies), 'ダウンロード' (Downloads), '企業情報' (Company Information), 'サポート' (Support), 'お問合せ' (Contact Us), and 'オンラインショップ' (Online Shop). A sidebar menu on the right lists various product categories, with 'パッケージング管理' (Packaging Management) expanded to show 'Share & Approve' and 'WebCenter'. The main content area includes a 'FAQ=よくある質問' (FAQ) link, a section for 'アカウント&組織を管理する' (Manage Account & Organization) with a sub-section for 'アカウントの確認や Esko ID プロファイルの更新をし... 管理者は Esko ID メンバーシップや組織の設定を管理できます。' (Check account or update Esko ID profile... Admins can manage Esko ID membership and organization settings), and a 'マイソフトウェア' (My Software) link. At the bottom, there are icons for 'Esko ID' and a clipboard.

# Share&Approveを使用する3-2

「Click Start Trial and Sign In」 から「START TRIAL」をクリックする。



The screenshot shows a web browser window with the URL <https://www.esko.com/en/downloads/trials/share-approve>. The page features the Esko logo and a navigation menu with items: Products, Solutions, Innovations, Company, Support, Contact, and Store. The main content area includes a description of the service, a 30-day free trial offer, and a three-step process for getting started.

Share & Approve comes with Esko's unique **packaging know-how** built-in, and provides all the relevant **quality control** and annotation tools to your approvers.

Start your **30-day free trial** today. You'll be up and running in minutes - this Cloud service requires no software installation or user training!

### 1. Click Start Trial and Sign In

Simply click the Start Trial button and sign in with your Esko ID, or register for a new Esko ID if you don't have one yet.

To find out more about Esko ID and why need one, [read this Knowledge Base article](#).

**START TRIAL**

### 2. Create your Site

After you have signed in with Esko ID, the Create Site wizard appears:

- 1 Choose **Create a New Cloud Account**.
- 2 Give your Cloud Account a descriptive **Account Name** and click **Next**.
- 3 Choose a **Site URL** and **Site Title**, and click **Finish**.
- 4 Your Share & Approve site appears!

Yes, that really is all there is to it. You can now start sharing files!

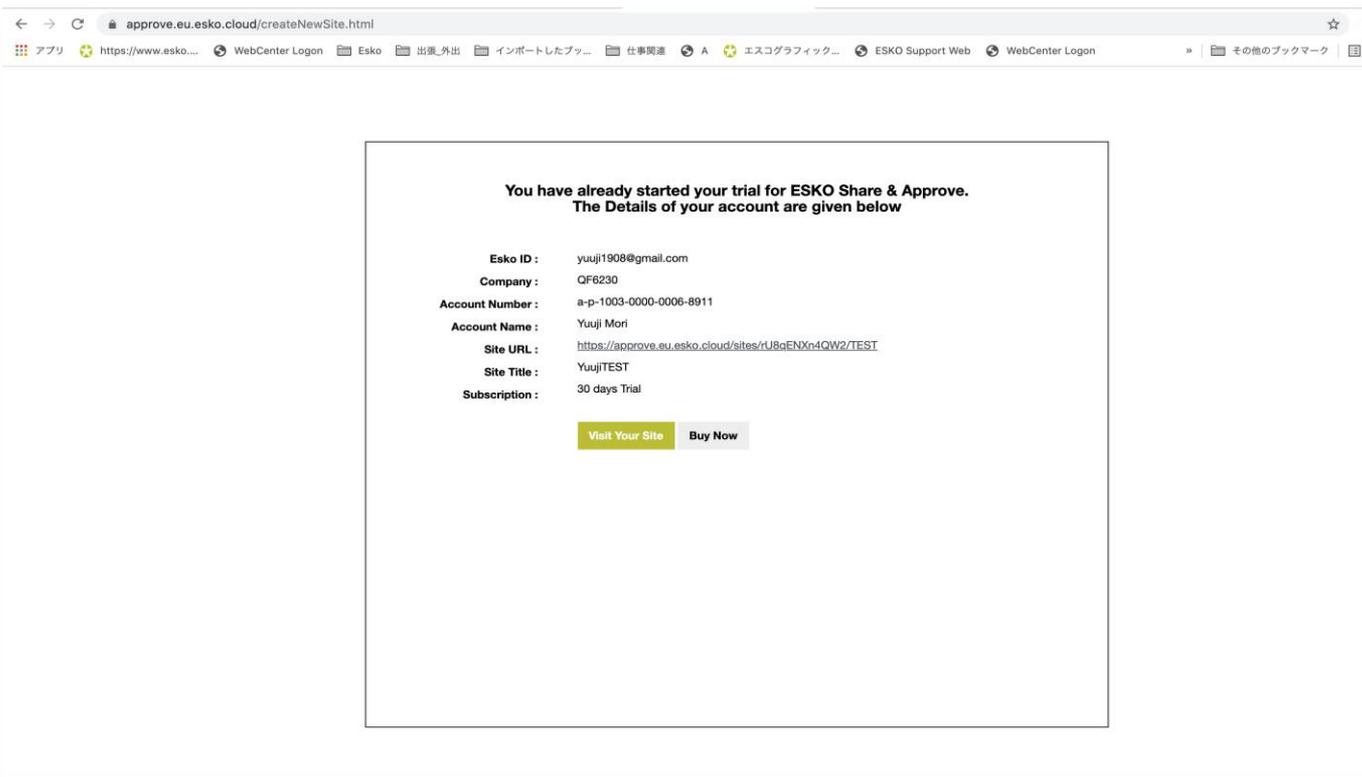
### 3. Start sharing!

- 1 **Drag-and-drop a file** that needs approval on to the Documents page to **upload** it.
- 2 Click **Setup Approval** next to the document you uploaded.
- 3 Click **Create and Invite User** in the Select Approvers list.
- 4 Fill in your approver's name and e-mail address and click **Create**.
- 5 Type a message to your approver, and click **Start Approval Cycle**.

All done! Your approver will receive an e-mail with instructions on how to view and approve the document.

# Share&Approveを使用する3-3

30日間のトライアル期間中は下記の表示がされるので「Visit Your Site」をクリックし次へ進んでください。  
詳細な設定に関しては、別資料「Share&Approveスタートアップガイド」を確認してください。



The screenshot shows a web browser window with the address bar displaying "approve.eu.esko.cloud/createNewSite.html". The browser's tab bar shows several open tabs, including "https://www.esko...", "WebCenter Logon", "Esko", "出張\_外出", "インポートしたブ...", "仕事関連", "A", "エスログラフィック...", "ESKO Support Web", and another "WebCenter Logon".

The main content area of the browser displays the following text:

**You have already started your trial for ESKO Share & Approve.  
The Details of your account are given below**

<b>Esko ID :</b>	yuuji1908@gmail.com
<b>Company :</b>	QF6230
<b>Account Number :</b>	a-p-1003-0000-0006-8911
<b>Account Name :</b>	Yuuji Mori
<b>Site URL :</b>	<a href="https://approve.eu.esko.cloud/sites/rU8gENXn4QW2/TEST">https://approve.eu.esko.cloud/sites/rU8gENXn4QW2/TEST</a>
<b>Site Title :</b>	YuujjTEST
<b>Subscription :</b>	30 days Trial

At the bottom of the content area, there are two buttons: a green button labeled "Visit Your Site" and a grey button labeled "Buy Now".

ESKO\*