



# CoCounsel Core 2.0

## データベースを管理



大量の書類を扱う際、ファイルを探す手間が発生します。  
作業効率を上げるには、これらを一元管理することが理想的です。



資料を 1 か所に  
まとめ



チーム専用の  
共有スペース



効率的な作業

CoCounselの「データベース」機能は、ファイルを効率的に扱うための  
専用スペースを提供するものです。

The screenshot shows the Thomson Reuters CoCounsel 2.0 application. At the top left is the logo and title "Thomson Reuters™ CoCounsel". On the right is a "New chat" button. The left sidebar contains a "Recent chats" list with items like "Summarizing Artificial Intelligen...", "Supply Agreement Review", "Contract Playbook", "Creating a Checklist from a Contr...", "Criminology", "Contract review", and "Jurisprudence". Below this is a "View all chats" link. Further down are sections for "Knowledge Search" (with "Databases" highlighted by a red box), "Favorites", "Plugins", "Admin settings", "Support", "Legal information", and "Account". At the bottom of the sidebar is the copyright notice "© 2024 Thomson Reuters. All rights reserved." The main content area starts with "CoCounsel 2.0" and a welcome message "Welcome, Vana". It asks "What would you like to do today?". Below this is a "Your CoCounsel skills" section with four cards: "Research" (Get answers about legal authorities or the content of your databases), "Review" (Pinpoint key information in documents and contracts), "Summarize" (Condense critical information in any kind of document), and "Draft" (Write letters, emails, memos, questions for investigative projects, and more). There is also a "Show all skills" link. At the bottom is a search bar with "Ask CoCounsel about a legal task or topic..." and a "Upload" button. The footer states "CoCounsel 2.0. Your data is private and secure".

CoCounselのホーム画面から、「Database」にアクセスします。



The screenshot shows the 'Databases' page in the Thomson Reuters CoCounsel platform. The left sidebar includes 'Recent chats' (Summarizing Artificial Intelligen..., Supply Agreement Review, Contract Playbook, Creating a Checklist from a Contr..., Criminology, Contract review, Jurisprudence, View all chats), 'Knowledge Search' (Databases selected), 'Favorites', 'Plugins', 'Admin settings', 'Support', 'Legal information', and 'Account'. The main area displays a table of databases with the following data:

Name	Created by	Date added	Files	Type	Size	Status	Shared with	Action
<a href="#">Test Database Creation SRE</a>		08/08/25, 12:06 PM	2	Standard	160.63 KB	Complete		⋮
<a href="#">Project T</a>		08/07/25, 11:23 PM	3	Standard	2.52 MB	Complete		⋮
<a href="#">Test - Derivatives</a>		08/07/25, 6:12 PM	0	Standard	0 Bytes	Not applicable		⋮
<a href="#">Test Database Creation SRE</a>		08/07/25, 9:21 AM	2	Standard	160.63 KB	Complete		⋮
<a href="#">Share Purchase Agreement</a>		08/06/25, 6:46 PM	9	Standard	9.25 MB	Complete		⋮
<a href="#">#SSB CoCounsel Privacy Law Analysis</a>		08/06/25, 12:49 PM	4	Standard	1.54 MB	Complete		⋮
<a href="#">#SSB Wrongful Dismissal Case</a>		08/06/25, 10:53 AM	3	Standard	2.72 MB	Complete		⋮
<a href="#">Side Letters Database</a>		08/06/25, 1:10 AM	0	Standard	0 Bytes	Not applicable		⋮
<a href="#">#SSB Blackadder Hypo</a>		08/05/25, 3:49 PM	7	Standard	758.71 KB	Complete		⋮
<a href="#">ZIG - HighQ Database</a>		08/05/25, 3:26 PM	1	Standard	269.52 KB	Complete		⋮

Below the table, there are navigation controls for 'Page 1 of 16', 'Go to page:', and 'Items per page' (25). The status bar at the bottom indicates '(Showing 1 to 25 of 390)'.

「Databases」画面では、組織内で作成・共有されたデータベースの表示、管理、または新規作成ができます。

# データベースを作成する

---

Thomson Reuters™ CoCounsel

Recent chats New ▾

- Summarizing Artificial Intelligen...
- Supply Agreement Review
- Contract Playbook
- Creating a Checklist from a Contr...
- Criminology
- Contract review
- Jurisprudence

[View all chats](#)

Knowledge Search

**Databases**

Manage your organization's databases and who has access to them.

+ Create new database Refresh

Search  Filters (Showing 1 to 25 of 390)

Name ↑	Created by	Date added ↓	Files ↑↓	Type ↑↓	Size	Status	Shared with	Action
<a href="#">Test Database Creation SRE</a>		08/08/25, 12:06 PM	2	Standard	160.63 KB	Complete		⋮
<a href="#">Project T</a>		08/07/25, 11:23 PM	3	Standard	2.52 MB	Complete		⋮
<a href="#">Test - Derivatives</a>		08/07/25, 6:12 PM	0	Standard	0 Bytes	Not applicable		⋮
<a href="#">Test Database Creation SRE</a>		08/07/25, 9:21 AM	2	Standard	160.63 KB	Complete		⋮
<a href="#">Share Purchase Agreement</a>		08/06/25, 6:46 PM	9	Standard	9.25 MB	Complete		⋮
<a href="#">#SSB CoCounsel Privacy Law Analysis</a>		08/06/25, 12:49 PM	4	Standard	1.54 MB	Complete		⋮
<a href="#">#SSB Wrongful Dismissal Case</a>		08/06/25, 10:53 AM	3	Standard	2.72 MB	Complete		⋮
<a href="#">Side Letters Database</a>		08/06/25, 1:10 AM	0	Standard	0 Bytes	Not applicable		⋮
<a href="#">#SSB Blackadder Hypo</a>		08/05/25, 3:49 PM	7	Standard	758.71 KB	Complete		⋮
<a href="#">ZIG - HighQ Database</a>		08/05/25, 3:26 PM	1	Standard	269.52 KB	Complete		⋮

Page 1 of 16 Go to page: Items per page

< Previous Next >  Go (Showing 1 to 25 of 390) 25 ▾

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「+ Create new database」をクリックします。

## Create new database

X

Start by choosing a database type and providing some basic details.

### 1. Name new database

### 2. Share permissions (optional)

Invite by name or email

 View only ▾

User	Permissions
Vana Nguyen	Owner
Anyone at org	No Access ▾

Create new database

Cancel

「Name new database」でデータベース名を入力します。

## Create new database

X

Start by choosing a database type and providing some basic details.

### 1. Name new database

Contract templates for Japan

### 2. Share permissions (optional)

Invite by name or email

 View only

User	Permissions
Vana Nguyen	Owner
Anyone at org	No Access

Create new database

Cancel

作成されるデータベースを他のユーザーへ共有することもできます。

## Create new database

X

Start by choosing a database type and providing some basic details.

### 1. Name new database

### 2. Share permissions (optional)

Invite by name or email

View only

View & upload

View only ▾

User	Permissions
Vana Nguyen	Owner
Anyone at org	No Access ▾

Create new database

Cancel

共有する相手のメールアドレスを入力して、アクセスレベルを設定します。  
「View only」は閲覧のみ。 「View & Upload」は閲覧とアップロードの権限です。

## Create new database

X

Start by choosing a database type and providing some basic details.

### 1. Name new database

Contract templates for Japan

### 2. Share permissions (optional)

Invite by name or email

Eva Gjerde X

User

Vana Nguyen

Anyone at org

View only

View & upload

No access

No Access

Create new database

Cancel

データベースは、組織内のすべてのCoCounselユーザーと共有することも可能です。

## Create new database

X

Start by choosing a database type and providing some basic details.

### 1. Name new database

Contract templates for Japan

### 2. Share permissions (optional)

Invite by name or email

Eva Gjerde X

User

Vana Nguyen

Anyone at org

View only

View & upload

No access

No Access

Create new database

Cancel

デフォルトは「アクセス権なし」に設定されていますが、組織内の全ユーザーに対して  
「閲覧のみ」または「閲覧・アップロード可能」の権限に変更できます。

## Create new database

X

Start by choosing a database type and providing some basic details.

### 1. Name new database

### 2. Share permissions (optional)

Invite by name or email

 View only ▾

User	Permissions
Vana Nguyen	Owner
Anyone at org	No Access ▾

Cancel

最後に、「Create new database」をクリックすると、新しいデータベースが作成されます。

# データベースに ファイルを追加する

---

## Contract templates for Japan :

No files have been uploaded to this database

Databases let you organize large sets of documents for use with  
CoCounsel skills.

[Upload files](#)

 [Upload from external DMS](#)

[Database guide](#) 

データベースが作成された後、この画面が表示されます。

## Contract templates for Japan :

No files have been uploaded to this database

Databases let you organize large sets of documents for use with  
CoCounsel skills.

[Upload files](#)

[!\[\]\(115eff7009a76771e6b7adb966005e4c\_img.jpg\) Upload from external DMS](#)

[Database guide ↗](#)

デバイスからファイルをアップロードするため、「Upload files」をクリックします。

## Contract templates for Japan

### Upload files

You may only upload 200 files at one time.

Choose "Select files" or drag files into this space.

Select files

Supported file types: TXT, HTM, HTML, RTF (file size limit 20MB)  
Supported file types: PDF, DOC, DOCX, EML, MSG, WPD, ZIP (file size limit 500MB)

Cancel

Done

同時にアップロードできるのは200ファイルまでです。  
アップロード可能なファイル : TXT、HTM、HTML、RTF（最大20MB）  
PDF、DOC、DOCX、EML、MSG、WPD、ZIP（最大500MB）

## Contract templates for Japan :

No files have been uploaded to this database

Databases let you organize large sets of documents for use with  
CoCounsel skills.

[Upload files](#)

[Upload from external DMS](#)

[Database guide](#)

追加オプションとして、SharePointやHighQなどの外部システムと連携し、ファイルを直接アップロードすることも可能です。この機能には別途料金が発生します。

## Contract templates for Japan :

No files have been uploaded to this database

Databases let you organize large sets of documents for use with  
CoCounsel skills.

[Upload files](#)

[Upload from external DMS](#)

[Database guide](#)

貴社のSharepoint、HighQなどからファイルをアップロードする際、  
「Upload from external DMS」をクリックします。

The screenshot shows the Thomson Reuters CoCounsel interface. On the left, there's a sidebar with 'Recent chats', 'Knowledge Search', and a 'Databases' section which is currently selected. Below that are 'Favorites', 'Plugins', 'Admin settings', 'Support', 'Legal information', and 'Account'. At the bottom of the sidebar is a copyright notice: '© 2024 Thomson Reuters. All rights reserved.' The main area displays a 'Select connector' dialog box. This dialog has a header 'Select connector' and a table with three columns: 'Connector', 'Name', and 'Authorization Status'. The 'Authorization Status' column contains buttons labeled 'Authorize' or 'Re-Authorize'. One row for 'HighQ' is highlighted with a red box around its 'Authorize' button, indicating it is already authorized. Other rows for 'CloudiManage', 'Sharepoint', 'iManage', 'NetDocuments', 'HighQ A&F', and '1015464-integration-lof' are shown as not authorized.

Connector	Name	Authorization Status
<input type="radio"/> CloudiManage	Cloud iManage	Not authorized
<input type="radio"/> HighQ	HighQ Master Collaborate I...	Not authorized
<input type="radio"/> Sharepoint	Thomson Reuters SharePoint	Not authorized
<input checked="" type="radio"/> HighQ	TR AEM HighQ Collaborate	Authorized
<input type="radio"/> HighQ	HighQ bishopcarter instance	Not authorized
<input type="radio"/> iManage	iManage on Prem	Not authorized
<input type="radio"/> NetDocuments	NetDocuments	Not authorized
<input type="radio"/> HighQ	HighQ A&F	Not authorized
<input type="radio"/> HighQ	1015464-integration-lof	Not authorized

Cancel **Select connector**

DMSから初めてファイルをアップロードする際は、  
「Authorize」ボタンをクリックしてログインしてください。

Thomson Reuters™ CoCounsel X

Databases / Contract templates for Japan

Recent chats

New ▾

Summarizing A...

Supply Agree...

Contract Playbo...

Creating a Chec...

Criminology

Contract review...

Jurisprudence

[View all chats](#)

Knowledge Sea...

**Databases**

Favorites

Plugins

Admin settings

Support

Legal informati...

Account >

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### Select connector

Connector	Name	Authorization Status	Action
<input type="radio"/> CloudiManage	Cloud iManage	Not authorized	<a href="#">Authorize</a>
<input type="radio"/> HighQ	HighQ Master Collaborate I...	Not authorized	<a href="#">Authorize</a>
<input type="radio"/> Sharepoint	Thomson Reuters SharePoint	Not authorized	<a href="#">Authorize</a>
<input checked="" type="radio"/> HighQ	TR AEM HighQ Collaborate	Authorized	<a href="#">Re-Authorize</a>
<input type="radio"/> HighQ	HighQ bishopcarter instance	Not authorized	<a href="#">Authorize</a>
<input type="radio"/> iManage	iManage on Prem	Not authorized	<a href="#">Authorize</a>
<input type="radio"/> NetDocuments	NetDocuments	Not authorized	<a href="#">Authorize</a>
<input type="radio"/> HighQ	HighQ A&F	Not authorized	<a href="#">Authorize</a>
<input type="radio"/> HighQ	1015464-integration-lof	Not authorized	<a href="#">Authorize</a>

**Powered by** Syncly

[Cancel](#) **Select connector**

接続されたサイトを選択し、「Select connector」をクリックします。

The screenshot shows the Thomson Reuters CoCounsel application interface. At the top, there's a navigation bar with 'Databases' and 'Contract templates for Japan'. On the left, a sidebar lists 'Recent chats', 'Recent sites' (which is currently selected and highlighted with a blue border), 'Favorite sites', and 'All'. Below these are links for 'View all chats', 'Knowledge Search', 'Databases' (which is also highlighted with a blue border), 'Favorites', 'Plugins', 'Admin settings', 'Support', 'Legal information', and 'Account'. A 'POWERED BY Syncly' logo is visible near the bottom left of the sidebar. The main content area displays a modal dialog titled 'Select folders/files from TR AEM HighQ Collaborate'. This dialog has a search bar at the top right. Below it is a table with columns for 'Name', 'Author', and 'Last accessed'. The table contains three rows: 'CoCounsel Demo Library', 'Contract Express Demonstration Materials', and 'My site'. The 'Upload' button at the bottom right of the dialog is highlighted with a red rectangle. The entire application window has a light gray background.

必要なファイルを選択したうえ、「Upload」をクリックします。

Thomson Reuters™ CoCounsel

Recent chats

- Summarizing Artificial Intelligen...
- Supply Agreement Review
- Contract Playbook
- Creating a Checklist from a Contr...
- Criminology
- Contract review
- Jurisprudence

[View all chats](#)

Knowledge Search

Databases

Favorites

Plugins

Admin settings

Support

Legal information

Account

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Databases / Contract templates for Japan

## Contract templates for Japan

Search

Select all   (Showing 1 to 3 of 3)

Select	Name	File type	Uploaded by	Source	Size	Status	Date added	Actions
<input type="checkbox"/>	Summarize_3-中央大学国際情報学部-法律	PDF	Vana Nguyen	Uploaded from d...	787.51 KB	Complete	08/08/25, 4:53 PM	<input type="button" value=""/>
<input type="checkbox"/>	Summarize_2-人工知能の法学への応用-脳	PDF	Vana Nguyen	Uploaded from d...	508.6 KB	Complete	08/08/25, 4:53 PM	<input type="button" value=""/>
<input type="checkbox"/>	Summarize_1-UoC-Artificial Intelligence and	PDF	Vana Nguyen	Uploaded from d...	402.22 KB	Complete	08/08/25, 4:53 PM	<input type="button" value=""/>

Page 1 of 1 Go to page: < Previous Next >   Items per page (Showing 1 to 3 of 3) 25

アップロードされたファイルは直ちにデータベースに反映され、  
これでデータベースの作成は完了です。



# データベースを管理する

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The screenshot shows the 'Databases' page in the Thomson Reuters CoCounsel platform. The left sidebar includes 'Recent chats' (Summarizing Artificial Intelligen..., Supply Agreement Review, Contract Playbook, Creating a Checklist from a Contr..., Criminology, Contract review, Jurisprudence, View all chats), 'Knowledge Search' (Databases selected), 'Favorites', 'Plugins', 'Admin settings', 'Support', 'Legal information', and 'Account'. The main content area has a header 'Databases' with a sub-header 'Manage your organization's databases and who has access to them.' It features a 'Create new database' button, a 'Refresh' button, a search bar, and a 'Filters' button. A table lists 16 databases, showing columns for Name, Created by, Date added, Files, Type, Size, Status, Shared with, and Action. The table includes entries like 'Test Database Creation SRE', 'Project T', 'Test - Derivatives', and various legal documents. At the bottom, there are navigation links for 'Page 1 of 16', 'Go to page:', and 'Items per page' (set to 25).

Name ↑	Created by	Date added ↓	Files ↑↓	Type ↑↓	Size	Status	Shared with	Action ↑
<a href="#">Test Database Creation SRE</a>		08/08/25, 12:06 PM	2	Standard	160.63 KB	● Complete		⋮
<a href="#">Project T</a>		08/07/25, 11:23 PM	3	Standard	2.52 MB	● Complete		⋮
<a href="#">Test - Derivatives</a>		08/07/25, 6:12 PM	0	Standard	0 Bytes	○ Not applicable		⋮
<a href="#">Test Database Creation SRE</a>		08/07/25, 9:21 AM	2	Standard	160.63 KB	● Complete		⋮
<a href="#">Share Purchase Agreement</a>		08/06/25, 6:46 PM	9	Standard	9.25 MB	● Complete		⋮
<a href="#">#SSB CoCounsel Privacy Law Analysis</a>		08/06/25, 12:49 PM	4	Standard	1.54 MB	● Complete		⋮
<a href="#">#SSB Wrongful Dismissal Case</a>		08/06/25, 10:53 AM	3	Standard	2.72 MB	● Complete		⋮
<a href="#">Side Letters Database</a>		08/06/25, 1:10 AM	0	Standard	0 Bytes	○ Not applicable		⋮
<a href="#">#SSB Blackadder Hypo</a>		08/05/25, 3:49 PM	7	Standard	758.71 KB	● Complete		⋮
<a href="#">ZIG - HighQ Database</a>		08/05/25, 3:26 PM	1	Standard	269.52 KB	● Complete		⋮

「Databases」画面では、組織内で作成・共有されたデータベースの表示や管理することができます。

Thomson Reuters™ CoCounsel

Recent chats

New ▾

- Summarizing Artificial Intelligen... ▾
- Supply Agreement Review ▾
- Contract Playbook ▾
- Creating a Checklist from a Contr... ▾
- Criminology ▾
- Contract review ▾
- Jurisprudence ▾

[View all chats](#)

Knowledge Search

Databases

Favorites

Plugins

Admin settings >

Support >

Legal information >

Account >

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Databases

Manage your organization's databases and who has access to them.

+ Create new database Refresh

Search

Filters (Showing 1 to 25 of 390)

Name ↑	Created by	Date added ↓	Files ↑↓	Type ↑↓	Size	Status	Shared with	Action ↑
<a href="#">Test Database Creation SRE</a>		08/08/25, 12:06 PM	2	Standard	160.63 KB	● Complete		⋮
<a href="#">Project T</a>		08/07/25, 11:23 PM	3	Standard	2.52 MB	● Complete		⋮
<a href="#">Test - Derivatives</a>		08/07/25, 6:12 PM	0	Standard	0 Bytes	○ Not applicable		⋮
<a href="#">Test Database Creation SRE</a>		08/07/25, 9:21 AM	2	Standard	160.63 KB	● Complete		⋮
<a href="#">Share Purchase Agreement</a>		08/06/25, 6:46 PM	9	Standard	9.25 MB	● Complete		⋮
<a href="#">#SSB CoCounsel Privacy Law Analysis</a>		08/06/25, 12:49 PM	4	Standard	1.54 MB	● Complete		⋮
<a href="#">#SSB Wrongful Dismissal Case</a>		08/06/25, 10:53 AM	3	Standard	2.72 MB	● Complete		⋮
<a href="#">Side Letters Database</a>		08/06/25, 1:10 AM	0	Standard	0 Bytes	○ Not applicable		⋮
<a href="#">#SSB Blackadder Hypo</a>		08/05/25, 3:49 PM	7	Standard	758.71 KB	● Complete		⋮
<a href="#">ZIG - HighQ Database</a>		08/05/25, 3:26 PM	1	Standard	269.52 KB	● Complete		⋮

Page 1 of 16 Go to page: Items per page

< Previous Next > [ ] Go (Showing 1 to 25 of 390) 25 ▾

特定のデータベースを見つけるため、  
「Filters」でフィルタリングすることができます。

Thomson Reuters™ CoCounsel

Recent chats New ▾

- Summarizing Artificial Intelligen... ⋮
- Supply Agreement Review ⋮
- Contract Playbook ⋮
- Creating a Checklist from a Contr... ⋮
- Criminology ⋮
- Contract review ⋮
- Jurisprudence ⋮

[View all chats](#)

Knowledge Search

**Databases**

Manage your organization's databases and who has access to them.

+ Create new database Refresh

Search Filters (Showing 1 to 25 of 390)

Name ↑	Created by	Date added ↓	Files ↑↓	Type ↑↓	Size	Status	Shared with	Action ↑
<a href="#">Test Database Creation SRE</a>		08/08/25, 12:06 PM	2	Standard	160.63 KB	● Complete		⋮
<a href="#">Project T</a>		08/07/25, 11:23 PM	3	Standard	2.52 MB	● Complete		⋮
<a href="#">Test - Derivatives</a>		08/07/25, 6:12 PM	0	Standard	0 Bytes	○ Not applicable		⋮
<a href="#">Test Database Creation SRE</a>		08/07/25, 9:21 AM	2	Standard	160.63 KB	● Complete		⋮
<a href="#">Share Purchase Agreement</a>		08/06/25, 6:46 PM	9	Standard	9.25 MB	● Complete		⋮
<a href="#">#SSB CoCounsel Privacy Law Analysis</a>		08/06/25, 12:49 PM	4	Standard	1.54 MB	● Complete		⋮
<a href="#">#SSB Wrongful Dismissal Case</a>		08/06/25, 10:53 AM	3	Standard	2.72 MB	● Complete		⋮
<a href="#">Side Letters Database</a>		08/06/25, 1:10 AM	0	Standard	0 Bytes	○ Not applicable		⋮
<a href="#">#SSB Blackadder Hypo</a>		08/05/25, 3:49 PM	7	Standard	758.71 KB	● Complete		⋮
<a href="#">ZIG - HighQ Database</a>		08/05/25, 3:26 PM	1	Standard	269.52 KB	● Complete		⋮

Page 1 of 16 Go to page: Items per page

< Previous Next >  Go (Showing 1 to 25 of 390) 25 ▾

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「Search」にキーワードを入力し検索することで、データベース名で検索をかけることができます。

Thomson Reuters™ CoCounsel

Recent chats

New ▼

- Summarizing Artificial Intelligen... ⋮
- Supply Agreement Review ⋮
- Contract Playbook ⋮
- Creating a Checklist from a Contr... ⋮
- Criminology ⋮
- Contract review ⋮
- Jurisprudence ⋮

[View all chats](#)

Knowledge Search

Databases Selected

Favorites

Plugins

Admin settings ➤

Support ➤

Legal information ➤

Account ➤

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Databases

Manage your organization's databases and who has access to them.

+ Create new database Refresh

Search contract template × 🔍

Filters (Showing 1 to 1 of 1)

Name ↑	Created by	Date added ↓	Files ↑	Type ↑	Size	Status	Shared with	Action:
<a href="#">Contract templates for Japan</a>	Vana Nguyen	08/08/25, 2:30 PM	3	Standard	1.66 MB	Complete	1 person <span>▼</span>	<span>⋮</span>

Page 1 of 1 Go to page: Items per page

< Previous Next >  Go (Showing 1 to 1 of 1) 25 ▼

検索結果は画面に表示されます。  
データベース名、作成者、共有など、データベースの関連情報も確認できます。

Thomson Reuters™ CoCounsel

Recent chats

New

- Summarizing Artificial Intelligen...
- Supply Agreement Review
- Contract Playbook
- Creating a Checklist from a Contr...
- Criminology
- Contract review
- Jurisprudence

[View all chats](#)

Knowledge Search

Databases

Favorites

Plugins

Admin settings

Support

Legal information

Account

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## Databases

Manage your organization's databases and who has access to them.

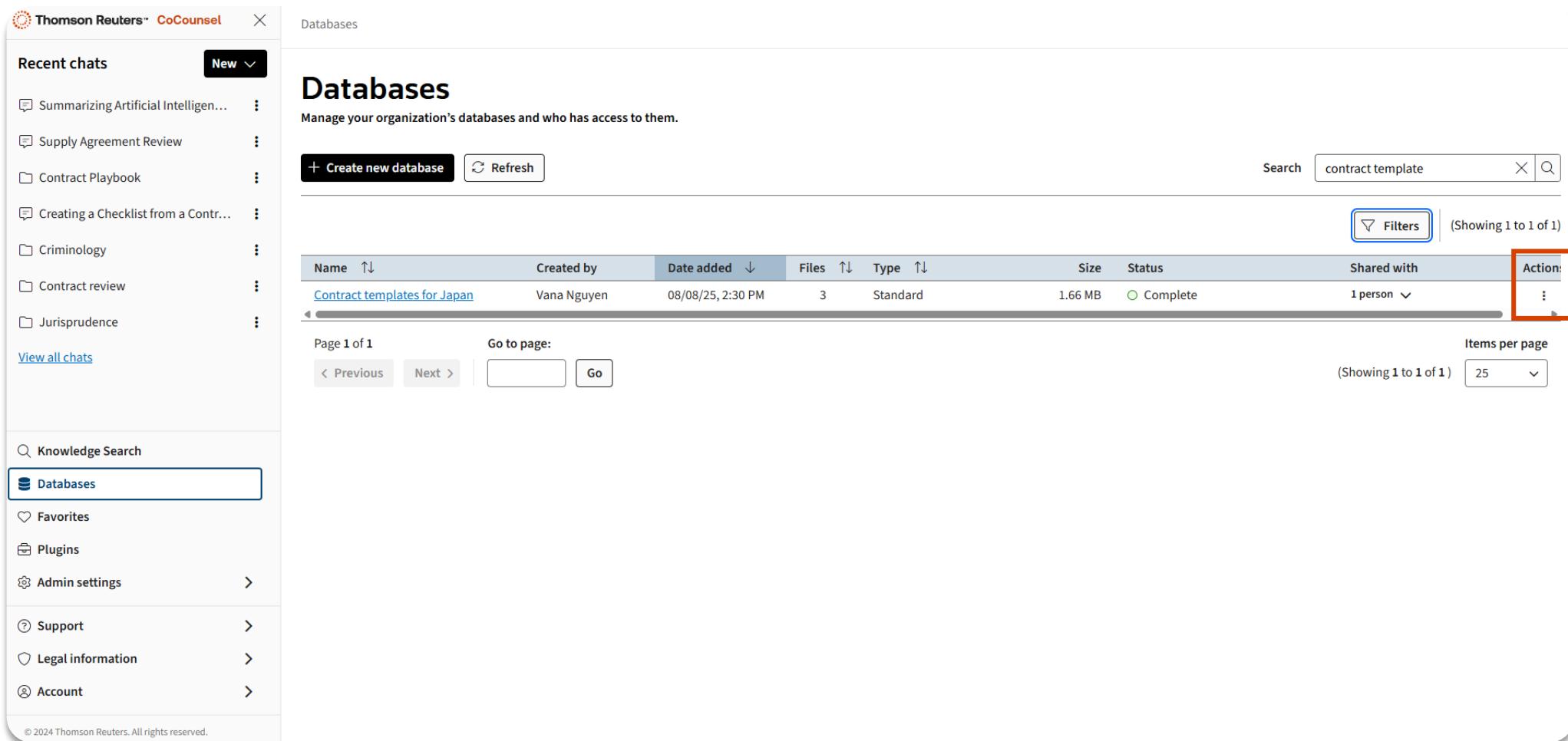
+ Create new database Refresh

Search contract template

Filters (Showing 1 to 1 of 1)

Name ↑	Created by	Date added ↓	Files ↑	Type ↑	Size	Status	Shared with	Action:
<a href="#">Contract templates for Japan</a>	Vana Nguyen	08/08/25, 2:30 PM	3	Standard	1.66 MB	Complete	1 person	:

Page 1 of 1 Go to page: < Previous Next > Go Items per page (Showing 1 to 1 of 1) 25



データベースの情報を変更するためには、「Action」の「:」をクリックします。

Databases

## Databases

Manage your organization's databases and who has access to them.

The screenshot shows a list of databases. A single database entry is selected, and a context menu is open over it. The context menu includes options: Share, Rename, and Delete. The 'Delete' option is highlighted with a red box. The database details shown are:

↑	Created by	Date added	Files	Type	Size	Status	Shared with	Action
<a href="#">act templates for Japan</a>	Vana Nguyen	08/08/25, 2:30 PM	3	Standard	1.66 MB	Complete	1 person	<span style="border: 1px solid #ccc; padding: 2px;">⋮</span>

Below the table, there are navigation links for 'Page 1 of 1', 'Go to page:', and 'Items per page' (set to 25). There are also 'Previous' and 'Next' buttons.

「Share」：共有先を変更。 「Rename」：データベース名を変更。

「Delete」：データベースを削除。

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## Databases

Manage your organization's databases and who has access to them.

+ Create new database Refresh

Search contract template X 🔍

Filters (Showing 1 to 1 of 1)

Name ↑	Created by	Date added ↓	Files ↑	Type ↑	Size	Status	Shared with	Action:
Contract templates for Japan	Vana Nguyen	08/08/25, 2:30 PM	3	Standard	1.66 MB	Complete	1 person <span>⋮</span>	<span>⋮</span>

Page 1 of 1 Go to page: Items per page

< Previous Next >  Go (Showing 1 to 1 of 1) 25 ⋮

データベース名をクリックすると、中身のファイルが確認できます。

## Contract templates for Japan

 Upload

 Upload from external DMS

 Refresh

Search



Select all

 Delete

 Filters

(Showing 1 to 3 of 3)

Select	Name ↑	File type ↑	Uploaded by	Source	Size ↑	Status	Date added ↓	Actions
<input type="checkbox"/>	<a href="#">Summarize_3 - 中央大学国際情報学部 - 法律</a>	PDF	Vana Nguyen	Uploaded from d...	787.51 KB	 Complete	08/08/25, 4:53 PM	
<input type="checkbox"/>	<a href="#">Summarize_2 - 人工知能の法学への応用 - 背</a>	PDF	Vana Nguyen	Uploaded from d...	508.6 KB	 Complete	08/08/25, 4:53 PM	
<input type="checkbox"/>	<a href="#">Summarize_1 - UoC - Artificial Intelligence and</a>	PDF	Vana Nguyen	Uploaded from d...	402.22 KB	 Complete	08/08/25, 4:53 PM	

Page 1 of 1

Go to page:

< Previous

Next >

Go

Items per page

(Showing 1 to 3 of 3)

25

アップロードされたファイルの一覧が確認できます。

## Contract templates for Japan

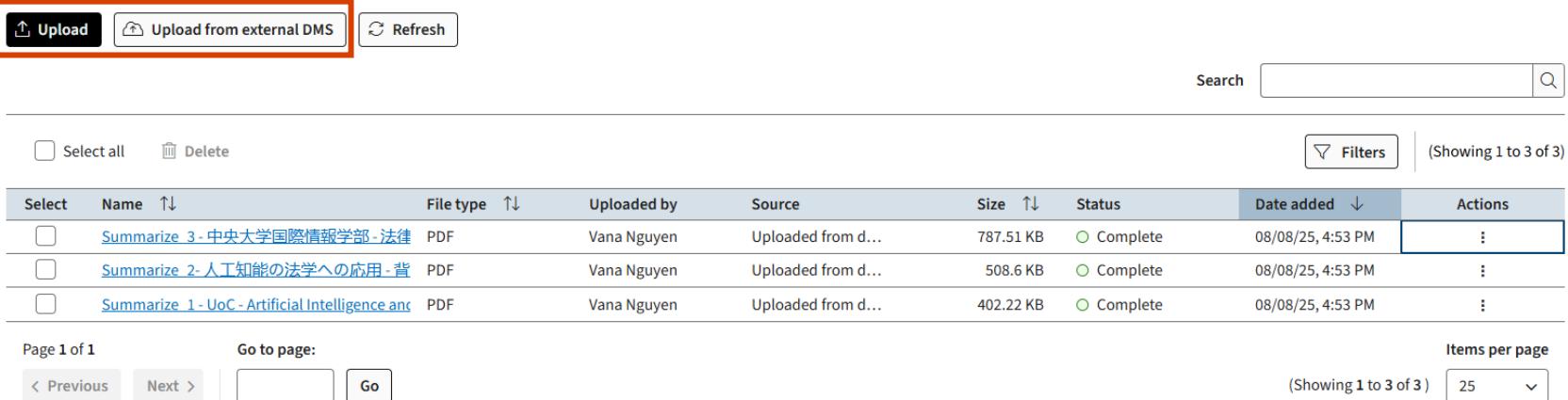
Select all  (Showing 1 to 3 of 3)

Select	Name ↑	File type ↑	Uploaded by	Source	Size ↑	Status	Date added ↓	Actions
<input type="checkbox"/>	<a href="#">Summarize_3-中央大学国際情報学部-法律</a> PDF	Vana Nguyen	Uploaded from d...	787.51 KB	<span style="color: green;">Complete</span>	08/08/25, 4:53 PM	<input type="button" value="::"/>	
<input type="checkbox"/>	<a href="#">Summarize_2-人工知能の法学への応用-背</a> PDF	Vana Nguyen	Uploaded from d...	508.6 KB	<span style="color: green;">Complete</span>	08/08/25, 4:53 PM	<input type="button" value="::"/>	
<input type="checkbox"/>	<a href="#">Summarize_1-UoC-Artificial Intelligence anc</a> PDF	Vana Nguyen	Uploaded from d...	402.22 KB	<span style="color: green;">Complete</span>	08/08/25, 4:53 PM	<input type="button" value="::"/>	

Page 1 of 1Go to page:  Items per page  (Showing 1 to 3 of 3)

大量のファイルが入っている際、「Filters」でフィルタリングしたり、「Search」でファイル検索したりすると、より速くファイルを見つけられます。

## Contract templates for Japan



The screenshot shows a list of uploaded files. At the top, there are three buttons: 'Upload' (highlighted with a red box), 'Upload from external DMS' (highlighted with a red box), and 'Refresh'. Below the buttons is a search bar and a 'Filters' button. A table lists three files: 'Summarize\_3 - 中央大学国際情報学部 - 法律' (PDF, 787.51 KB, Complete, 08/08/25, 4:53 PM), 'Summarize\_2 - 人工知能の法学への応用 - 背' (PDF, 508.6 KB, Complete, 08/08/25, 4:53 PM), and 'Summarize\_1 - UoC - Artificial Intelligence anc' (PDF, 402.22 KB, Complete, 08/08/25, 4:53 PM). The table includes columns for Select, Name, File type, Uploaded by, Source, Size, Status, Date added, and Actions. At the bottom, there are navigation links for 'Page 1 of 1', 'Go to page:', and 'Items per page' (25).

Select	Name ↑	File type ↑	Uploaded by	Source	Size ↑	Status	Date added ↓	Actions
<input type="checkbox"/>	<a href="#">Summarize_3 - 中央大学国際情報学部 - 法律</a>	PDF	Vana Nguyen	Uploaded from d...	787.51 KB	Complete	08/08/25, 4:53 PM	<span>⋮</span>
<input type="checkbox"/>	<a href="#">Summarize_2 - 人工知能の法学への応用 - 背</a>	PDF	Vana Nguyen	Uploaded from d...	508.6 KB	Complete	08/08/25, 4:53 PM	<span>⋮</span>
<input type="checkbox"/>	<a href="#">Summarize_1 - UoC - Artificial Intelligence anc</a>	PDF	Vana Nguyen	Uploaded from d...	402.22 KB	Complete	08/08/25, 4:53 PM	<span>⋮</span>

ファイルを追加アップロードする際、「Upload」や「Upload from external DMS」機能を利用できます。

以上、CoCounsel上のデータベース作成、管理機能をご紹介しました。



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チーム専用の  
共有スペース



効率的な作業

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資料を 1 か所に  
まとめ



チーム専用の  
共有スペース

チーム専用のファイル共有スペースをCoCounsel上作成することができます。



資料を 1 か所に  
まとめ



チーム専用の  
共有スペース

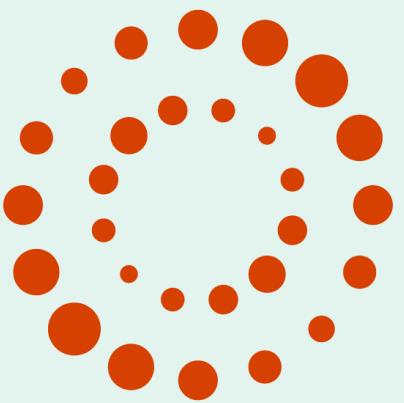


効率的な作業

「データベース検索」など、CoCounselで作業することで、  
ファイルから素早く洞察を導き出し、業務の効率化が可能です。

生成AIリーガルアシスタント

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