

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

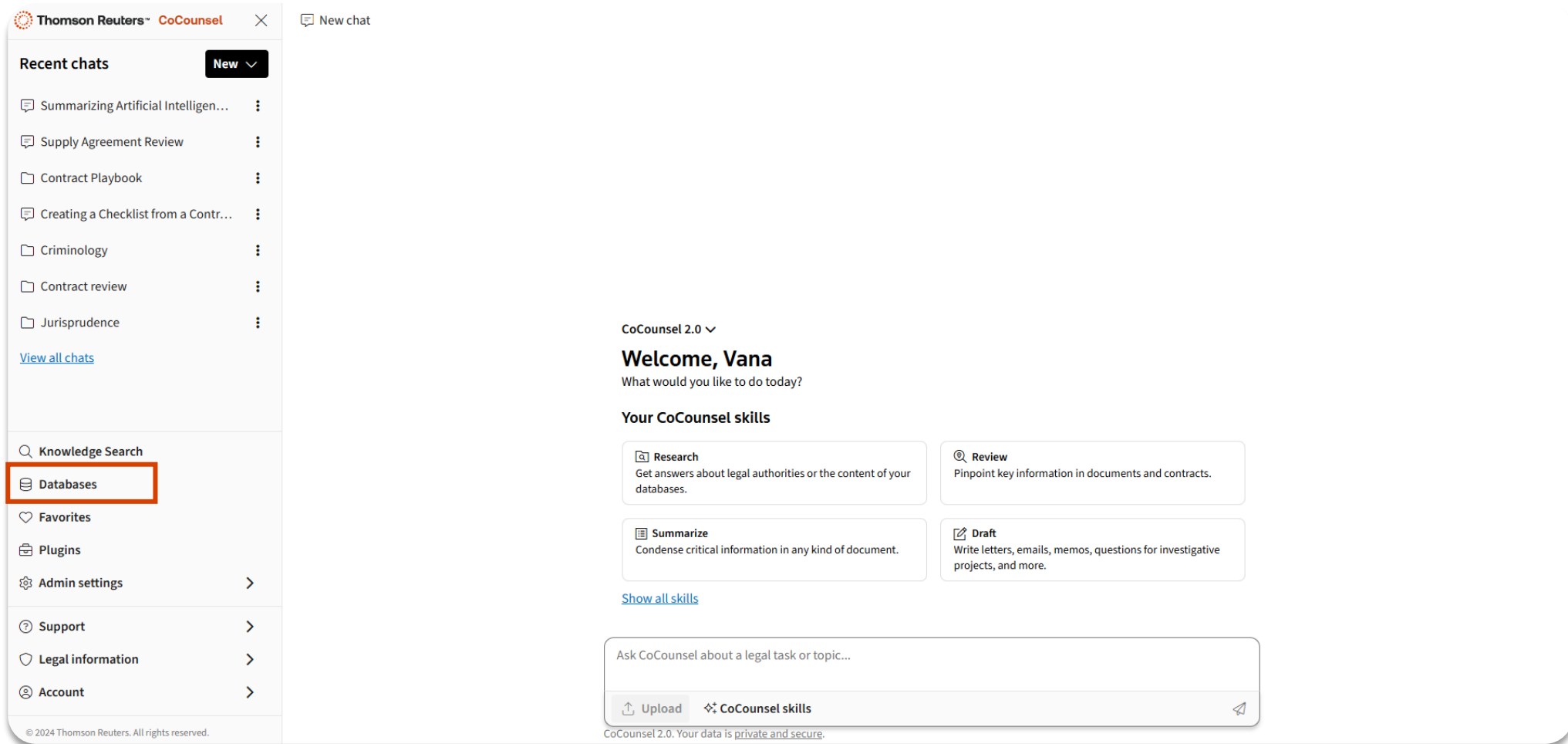


チーム専用の
共有スペース



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。



CoCounselのホーム画面から、「Database」にアクセスします。

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Databases

Databases

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

+ Create new database

Refresh

Search

Filters

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

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「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。

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「+ Create new database」をクリックします。

Databases /

Create new database

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。

Databases /

Create new database

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

| 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



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。

Databases /

Create new database

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

| User | |
|---------------|----------------------------------|
| Vana Nguyen | <input type="button" value="v"/> |
| Anyone at org | <input type="button" value="v"/> |

View only

View & upload

No access

No Access

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。

Databases /

Create new database

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。

Databases /

Create new database

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

| 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

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。

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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
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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。

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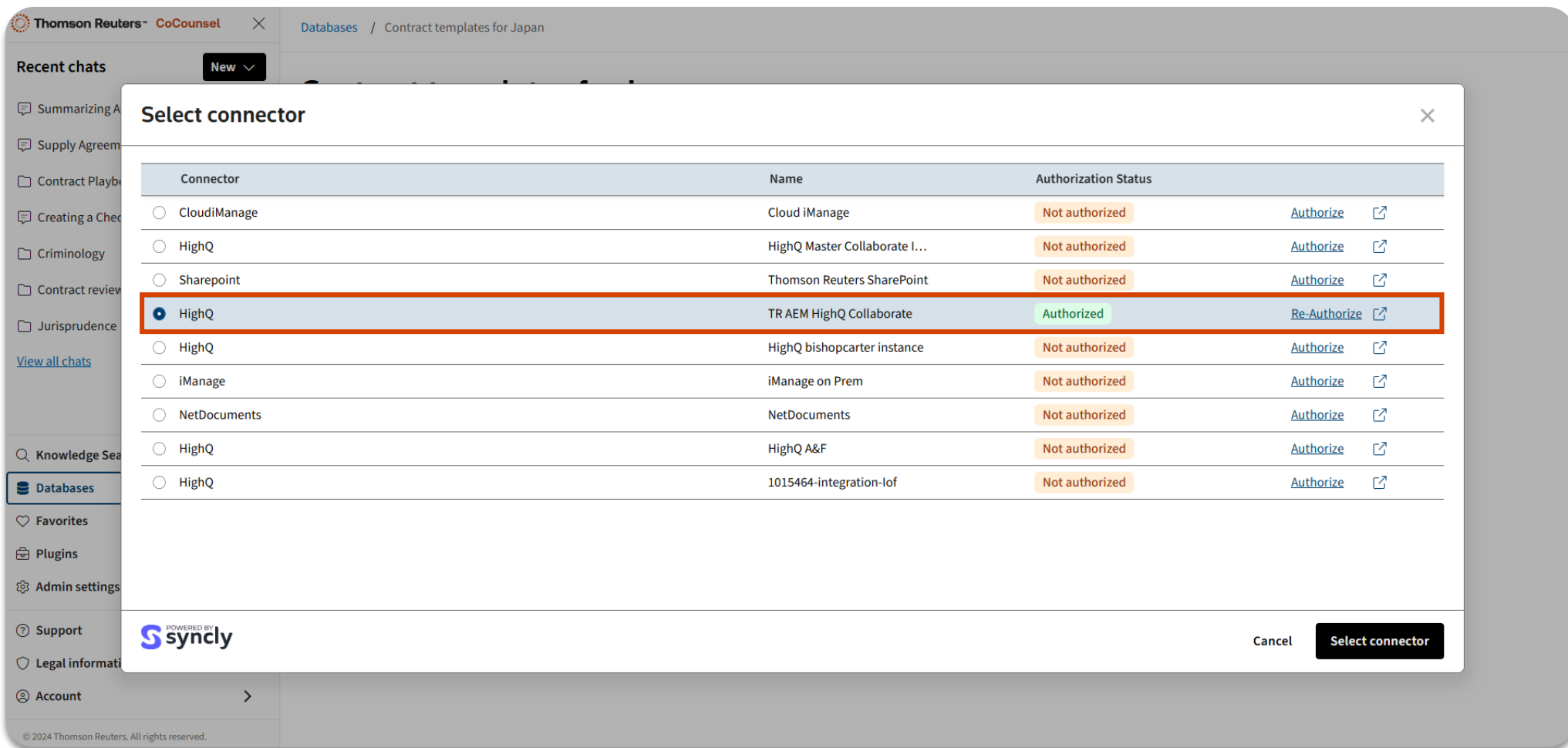
Select connector

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

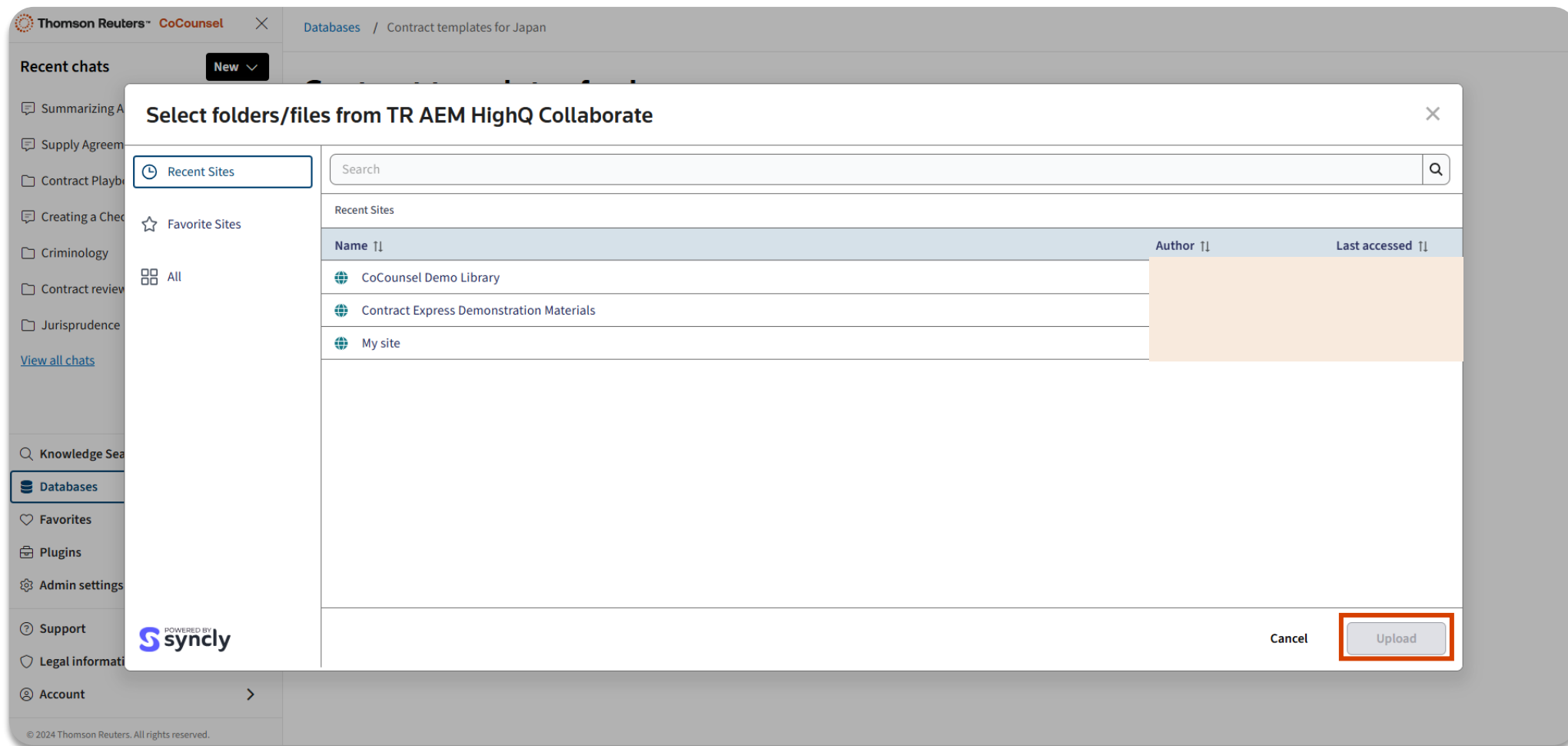
POWERED BY **syncly**

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。



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



必要なファイルを選択したうえ、「Upload」をクリックします。

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Databases / Contract templates for Japan

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Refresh

Search

Select all

Delete

Filters

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| 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="checkbox"/> | Summarize 2- 人工知能の法学への応用 - 背 | PDF | Vana Nguyen | Uploaded from d... | 508.6 KB | Complete | 08/08/25, 4:53 PM | |
| <input type="checkbox"/> | Summarize 1 - UoC - Artificial Intelligence an... | PDF | Vana Nguyen | Uploaded from d... | 402.22 KB | Complete | 08/08/25, 4:53 PM | |

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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。

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「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。

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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。

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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。

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| 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 | |

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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。

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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。

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Databases

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

[+ Create new database](#) [Refresh](#)

Search

[Filters](#) (Showing 1 of 1)

| ↕ | Created by | Date added ↓ | Files ↕ | Type ↕ | Size | Status | Shared with | Actions |
|---|-------------|-------------------|---------|----------|---------|----------|-------------|--|
| act templates for Japan | Vana Nguyen | 08/08/25, 2:30 PM | 3 | Standard | 1.66 MB | Complete | 1 person | <div>Share Rename Delete</div> |

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(Showing 1 to 1 of 1) Items per page:

「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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|------------------------------|-------------|-------------------|-------|----------|---------|----------|-------------|--------|
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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](#)

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| 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="checkbox"/> | Summarize_2-人工知能の法学への応用-背 | PDF | Vana Nguyen | Uploaded from d... | 508.6 KB | Complete | 08/08/25, 4:53 PM | : |
| <input type="checkbox"/> | Summarize_1-UoC-Artificial Intelligence an | PDF | Vana Nguyen | Uploaded from d... | 402.22 KB | Complete | 08/08/25, 4:53 PM | : |

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▼

アップロードされたファイルの一覧が確認できます。

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| Select | Name ↑↓ | File type ↑↓ | Uploaded by | Source | Size ↑↓ | Status | Date added ↓ | Actions |
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

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▼

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 :




 Upload  Upload from external DMS  Refresh

Search

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| Select | Name ↑↓ | File type ↑↓ | Uploaded by | Source | Size ↑↓ | Status | Date added ↓ | Actions |
|--------------------------|--|--------------|-------------|--------------------|-----------|----------|-------------------|---|
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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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まとめ



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
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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
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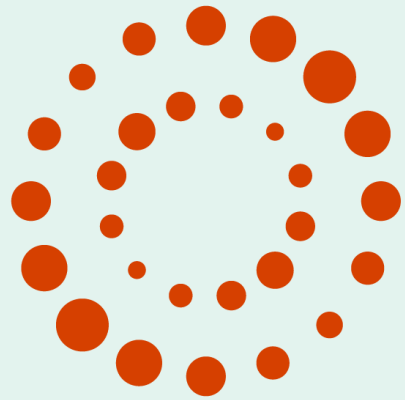
チーム専用の
共有スペース



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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。

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