

2021

CCH Tagetik トレーニング
申込手順について



Wolters Kluwer

CCH[®] *Tagetik*
education

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トレーニング申込フロー概要



Tagetik WEBサイトトレーニング申込手順

- 下記の CCH Tagetik WEBサイトのAcademy ページのURLをブラウザへ入力します
- <https://www.tagetik.com/en/services/academy> (英語)

※本資料と同内容の英語版の登録マニュアルPDFはサイトからダウンロード可能です

- <https://www.tagetik.com/jp/services/academy> (日本語)

※レジストレーションページについては英語表示となります



日本開催のトレーニングを検索

- 下にスクロールし、アカデミーワールドワイドスケジュール [Academy Worldwide Schedule]の[Filters]より、検索します

アカデミー・ワールドワイド・スケジュール
ニーズに応じて最適なコースを選択してください。

CCH Tagetik アカデミー2021グローバルカレンダーには、さまざまな拠点で開催されるあらゆる内容をカバーするトレーニングコースが満載です。
すべてのオプションが表示されるまで少々お待ちください。

Filter by

Hide unavailable events

Search events: Enter search criteria

Date range: Select date range

Country: Select a Country

Event type: Select Event Type

Delivered by (Provider): Select Delivered by (

Delivered in (Language): Select Delivered in (L

Delivered by (Provider): 「Academy Japan」を選択してください



受講希望のトレーニングコースのレジストレーション

- 検索結果より、ご希望のトレーニングコース を選択して登録します

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ソリューション サービス お客様 リソース イベント&ニュース 企業情報 ソリューションを探す

Data Model

Learn the basics of system dimensionality: data model definition and maintenance, aggregation structures.

Please note that the *registration close date* is 7 days before the training course start date, if not already stated.

Delivered by (Provider): Academy Japan

Delivered in (Language): Japanese

10 remaining

Wednesday, 3rd February 2021

09:30 - 17:30

Register

Output Reporting

Learn how to design reports using CCH® Tagetik reporting features.

Please note that the *registration close date* is 7 days before the training course start date, if not already stated.

Delivered by (Provider): Academy Japan

Delivered in (Language): Japanese

11 remaining

Thursday, 4th February 2021

09:30 - 17:30

Register

Data Collection

Learn the basics of the application process setup and the main features for collecting data.

Please note that the *registration close date* is 7 days before the training course start date, if not already stated.

Delivered by (Provider): Academy Japan

Delivered in (Language): Japanese

12 remaining

Friday, 5th February 2021

09:30 - 17:30

Register

この図例は 2/3(水) DataModel
コースの場合のサンプルです

ご希望のコースの
「Register」ボタンを
押下します

トレーニング実施の7日前まで
お申込み及びキャンセルが可能です



登録情報の入力①

- 各種メールアドレスを入力して[CONTINUE]を押下します

CCH® Tagetik | ACADEMY

Welcome Attendee Information Agenda Approval Additional Attendees Registration Record

Data Model

Training delivery:
Remote and Scheduled

Description:
Learn the basics of system dimensionality: data model definition and maintenance, aggregation structures.
Please note that the *registration close date* is 7 days before the training course start date, if not already stated.
Delivered by (Provider): Academy Japan
Delivered in (Language): Japanese

Audience:
Administrators and Implementers

Objectives:
This training course covers the basics of system dimensionality: data model definition and maintenance, aggregation structures and relevant information for each dimension.

Topics:

- CCH® Tagetik architecture
- Familiarization
- Aggregation structures
- Interface navigation
- Data model design
 - Periods
 - Scenarios
 - Currencies
 - Categories
 - Entities
 - Accounts (including control groups and FST's)
 - Custom dimensions

Please check that all requirements are met before registering.

Warning: By entering your information in the registration form and submitting the form, you will be deemed to have acknowledged and accepted the terms and conditions described in the [Notice on Personal Information](#). Please make sure that you read the said Notice before submitting the registration form.

注意：登録フォームにあなたの情報を入力し、これを送信することにより、あなたは個人情報に関する通知に記載された条件を認識し承諾したものとみなされます。登録フォームを送信する前に、上記通知を必ずご確認ください。

Attendee business email*
Business email address of the person attending the training course

Confirm attendee business email*

Registrant business email*
Business email address of whom is filling and signing this form on behalf of customer

Customer Representative business email*
Business email address of the person who authorizes the payment and will receive the invoice

Voucher Code
If applicable

Please select from the following options: *

- Partners YEN70,000.00 [\[More Info\]](#)
- Customers YEN70,000.00 [\[More Info\]](#)
- Internal [\[More Info\]](#)

BACK CONTINUE

「個人情報に関する通知」を確認後
下記を入力します

- 出席者ビジネスメールアドレス
- 出席者ビジネスメールアドレス(再確認)
- 登録者のビジネスメールアドレス
- 請求書を受け取る方のビジネスメールアドレス
- クーポンコード
(※事前提示されている場合に限る)

以下の中から選択します

- パートナー
- カスタマー
- Tagetik社メンバ

赤の「*」が必須の入力項目になります



登録情報の入力②

- 受講者情報及び所属会社情報を入力して[CONTINUE]を押下します

The screenshot shows a web form with a blue header containing navigation tabs: 'Welcome', 'Attendee Information', 'Agenda', 'Approval', 'Additional Attendees', and 'Registration Record'. Below the header, there are three sub-sections: 'Attendee information', 'Prerequisites', and 'Terms & Conditions'. The 'Attendee information' section is highlighted with a yellow background. It contains a 'PERSONAL INFORMATION' section with a 'Preferred Pronoun' dropdown (options: He, She, They, Other), and text input fields for 'First Name', 'Last Name', 'Address Line 1', 'Address Line 2', 'Zip (Postal Code)', 'City', 'Country', and 'Mobile Phone'. Below this is a 'COMPANY INFORMATION' section with text input fields for 'Company', 'Job Title', 'Address Line 1', 'Address Line 2', 'Zip (Postal Code)', 'City', 'Country', and 'Work Phone'. At the bottom of the form are 'BACK' and 'CONTINUE' buttons. A red dashed box encloses the 'PERSONAL INFORMATION' and 'COMPANY INFORMATION' sections.

以下の必須情報を入力します

[代名詞の選択]

[受講者情報]

- ・氏名（英語）
- ・会社住所
- ・郵便番号
- ・都市名
- ・国名（JAPAN）

[会社情報]

- ・会社名（英語）
- ・役職
- ・会社住所
- ・郵便番号
- ・都市名
- ・国名（JAPAN）



登録情報の入力③

- トレーニング受講の受講要件チェックを行い[CONTINUE]を押下します

各コースの受講要件の内容を確認しチェックボックスにチェックします

- 知識要件
本コースを受講するために必要な知識を持っていること
- 環境要件
本コースの受講に必要なマシン環境、ネットワークを保有していること
- 接続確認
本コースを受講前に受講環境へのテスト接続を準備できること



登録情報の入力④

- 用語と規約について[HERE]のリンクより確認し[CONTINUE]を押下します

The screenshot shows the 'Terms & Conditions' section of the registration form. The page title is 'CCH® Tagetik | ACADEMY'. The navigation bar includes 'Welcome', 'Attendee Information', 'Agenda', 'Approval', 'Additional Attendees', and 'Registration Record'. The 'Attendee Information' tab is active, and the 'Terms & Conditions' sub-tab is highlighted in yellow, with a note '* - Required Field'. Below the sub-tab, the text reads: 'TERMS & CONDITIONS. PLEASE READ THE TERMS & CONDITIONS CAREFULLY AND THEN SELECT THE BOXES BELOW FOR ACCEPTANCE. PLEASE CLICK [HERE](#) TO DOWNLOAD THEM.' A red dashed box highlights a section titled 'Please select the box*' which contains a checkbox and the following text: 'Customer hereby executes by point-and-click and submits the Registration Form and the Terms and Conditions for Training Courses. Customer acknowledges and declares that the individual who executes by point-and-click and submits the Registration Form and the Terms and Conditions for Training Courses is duly-empowered to act in the name and on behalf of Customer.' At the bottom of this section are 'BACK' and 'CONTINUE' buttons.

PDFの内容を確認し
チェックボックスにチェックします

記載内容の概略和訳：
お客様は、このチェックにより、ト
レーニングコース利用規約を確
認して入力した登録フォームよ
り送信するものとします。

注) ①の入力後に30分以上経過しても完了しない場合は、タイムアウトとなります

Error - Your Registration Has Timed Out:

One of two conditions may have occurred:

1. The time allowed to enter your information has expired. [Click here](#) if you wish to restart the registration.
2. You clicked the back button after you had already completed your registration. [Click here](#) if you wish to register another person.

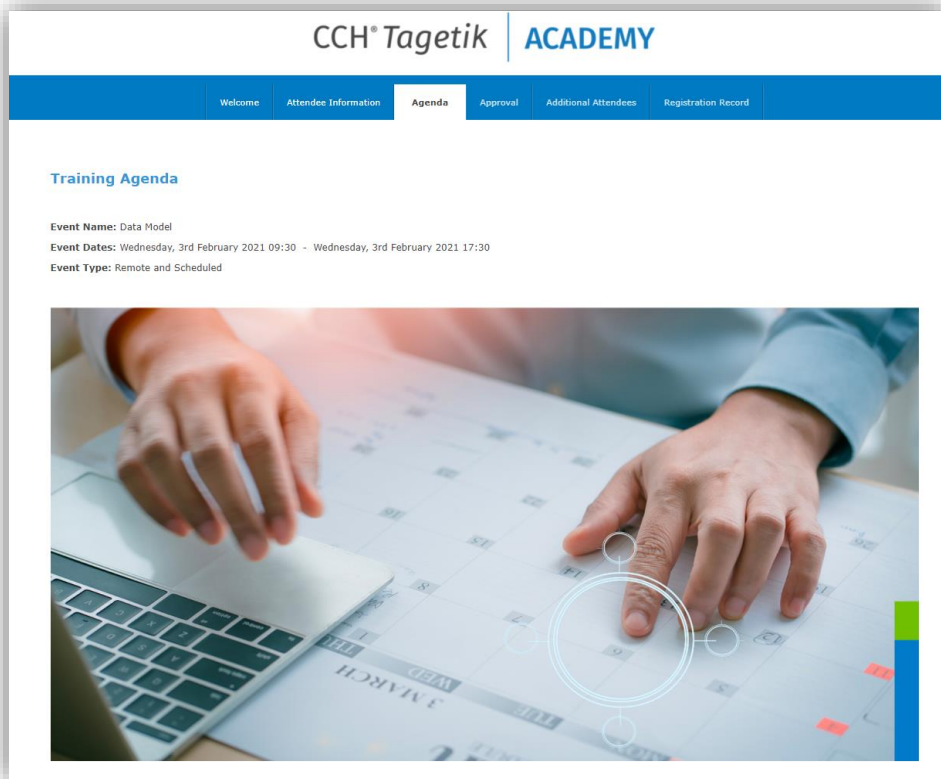
We apologize for the inconvenience.

但し、同一のメールアドレスで再登録する場合は、前回の入力情報が保存されている場合があります

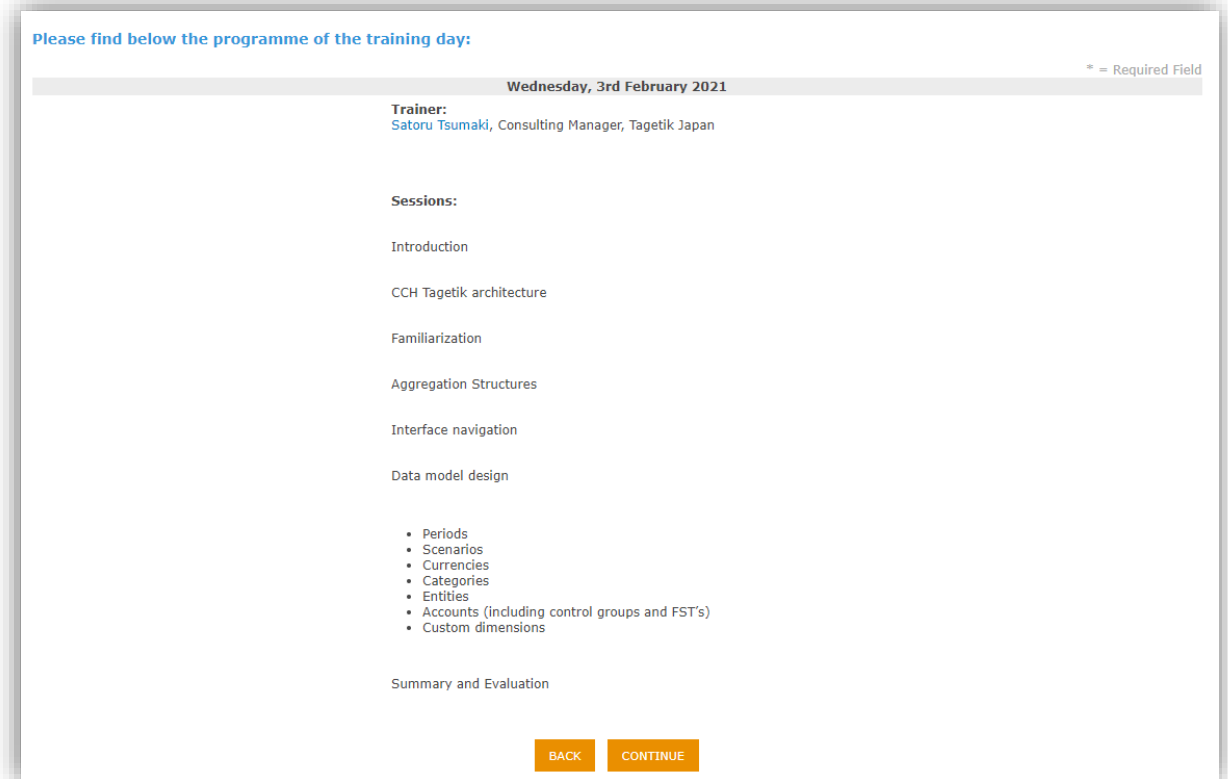


トレーニングアジェンダの確認

- 表示されるアジェンダを確認し[CONTINUE]を押下します



The screenshot shows the 'CCH Tagetik ACADEMY' interface. The top navigation bar includes 'Welcome', 'Attendee Information', 'Agenda', 'Approval', 'Additional Attendees', and 'Registration Record'. The 'Agenda' tab is active. Below the navigation bar, the page title is 'Training Agenda'. The event details are: 'Event Name: Data Model', 'Event Dates: Wednesday, 3rd February 2021 09:30 - Wednesday, 3rd February 2021 17:30', and 'Event Type: Remote and Scheduled'. A large image shows hands interacting with a calendar on a laptop screen, with a circular diagram overlaid on the calendar.



The screenshot shows the 'Please find below the programme of the training day:' page. The date is 'Wednesday, 3rd February 2021'. The trainer is 'Satoru Tsumaki, Consulting Manager, Tagetik Japan'. The sessions listed are: 'Introduction', 'CCH Tagetik architecture', 'Familiarization', 'Aggregation Structures', 'Interface navigation', 'Data model design', and 'Summary and Evaluation'. The 'Data model design' session includes a list of topics: 'Periods', 'Scenarios', 'Currencies', 'Categories', 'Entities', and 'Accounts (including control groups and FST's)', and 'Custom dimensions'. At the bottom, there are 'BACK' and 'CONTINUE' buttons.



同トレーニングへ他の方の申込を行う場合

- 続けて同トレーニングへ他の受講者の申込を実施可能(代理で入力する場合など)です

CCH® Tagetik | ACADEMY

Welcome Attendee Information Agenda **Additional Attendees** Registration Record

Please select "yes" if you would like to register another person for this training.

Will you be registering any other attendees for this event?*

Yes No

* = Required Field

BACK CONTINUE

ご本人のみの申込の場合は
「NO」を選択します



お支払情報の登録

- 受講費用を確認後、請求書PDFの送付情報を入力して「FINALIZE REGISTRATION」を押下します

The screenshot displays the registration process on the CCH Tagetik ACADEMY platform. The left sidebar shows navigation tabs: Attendee Information, Agenda, Approval, Additional Attendees, and Registration Record. The main content area is titled "Thank you for registering for Data Modell" and includes a "PRINT SUMMARY" button. Below this, there are sections for "Attendee Information", "Personal Information", "Company Information", and "Selection".

The right-hand side of the form shows a summary table:

Selection		Cost
Attendee Category	Partners	YEN70,000.00
Thursday, 4th February 2021		
Total		YEN70,000.00

Below the table, there is a "Date" and "Transaction Type" section:

Date	Transaction Type	
Wednesday, 6th January 2021	Grand Total Amount	YEN70,000.00
Balance		YEN70,000.00

The "Please select your method of payment" section is highlighted with a red dashed box. It shows the "Invoice" option selected. The billing information is as follows:

- Billing Company: * TGK JAPAN
- Billing Address: * Otemachi
- Billing Address 2: [Empty]
- Billing Address 3: [Empty]
- Billing City: * Tokyo
- Billing State/Province: [Empty]
- Billing Zip: * 1000001
- Billing Country: * Japan
- PO Number: [Empty]

Below the payment section, there are links for "Cancellation Policy" and "Privacy Policy". At the bottom, there are two buttons: "BACK" and "FINALIZE REGISTRATION".

現状は請求書による銀行振込みのみに対応となります

将来的にはクレジットカード等への対応を予定しています



登録完了/登録情報の確認

- 登録情報ページの内容を確認、メールをチェックします

CCH® Tagetik | ACADEMY

Attendee Information Agendas Approval Additional Attendees Payment Registration Record

Thank you for registering for Output Reporting!
Thursday, 4th February 2021 09:30 - Thursday, 4th February 2021 17:30

The Attendee will receive a Registration Creation email as a summary of this registration. The approval email will be sent accordingly with the registration close date. Do not forget to check the spam or junk folder of your email.
Please note that all communications will be sent to the Attendee ONLY. Registrant and Customer representative will not receive any further communication. If you are registering on behalf of the attendee, you can save or print the summary by clicking on the button.

PRINT SUMMARY

Attendee Information

Reference Number	219354709
Attendee business email	satoru.tsumaki@wolterskluwer.com
Business email address of the person attending the training course	satoru.tsumaki@wolterskluwer.com
Registrant business email	satoru.tsumaki@wolterskluwer.com
Business email address of whom is filling and signing this form on behalf of customer	
Customer Representative business email	satoru.tsumaki@wolterskluwer.com
Business email address of the person who authorizes the payment and will receive the invoice	

Personal Information

Preferred Pronoun	He
First Name	ICHIRO
Last Name	SUZUKI
Address Line 1	Otemachi
Zip (Postal Code)	1000001
City	Tokyo
Country	Japan

Company Information

Company	TKG JAPAN
Job Title	Consultant
Company Address Line 1	Otemachi
Company Zip (Postal Code)	1000001
Company City	Tokyo
Company Country	Japan

	Selection	Cost
Attendee Category	Partners	YEN70,000.00
Thursday, 4th February 2021		
	Total	YEN70,000.00

Date	Transaction Type	
Wednesday, 6th January 2021	Grand Total Amount	YEN70,000.00
	Balance	YEN70,000.00

Payment Instructions

All prices are net of VAT and other applicable taxes and do not include travel and accommodation expenses for Provider's trainers in case of Training Courses held at Customer's premises, which shall be reimbursed separately to Provider by Customer.

■登録アドレスにメールが届きません（※迷惑メールに振り分けられる可能性もあります）

変更/キャンセルする際に必要な「ReferenceNumber : 」を確認します

ご登録後は、受講承認の連絡をお待ちください（※秘密保持契約の確認等を実施します）



Registration Creation

Dear ICHIRO,

Thank you for your registration for the Data Model training. This training will be a Remote and Scheduled session.

If you wish to modify, cancel or simply view your registration, please click [here](#) and use your Reference Number: 219354647.

You can download the Notice under Personal Information Protection Act (Privacy Policy) by clicking [here](#).

Your registration needs to be approved by CCH Tagetik.

Once approved, you will receive an email to confirm your booking. Do not forget to check the spam or junk folder of your email.

Please note, the payment will only be processed AFTER your registration is approved.

Meanwhile, you can check your registration summary [here](#).

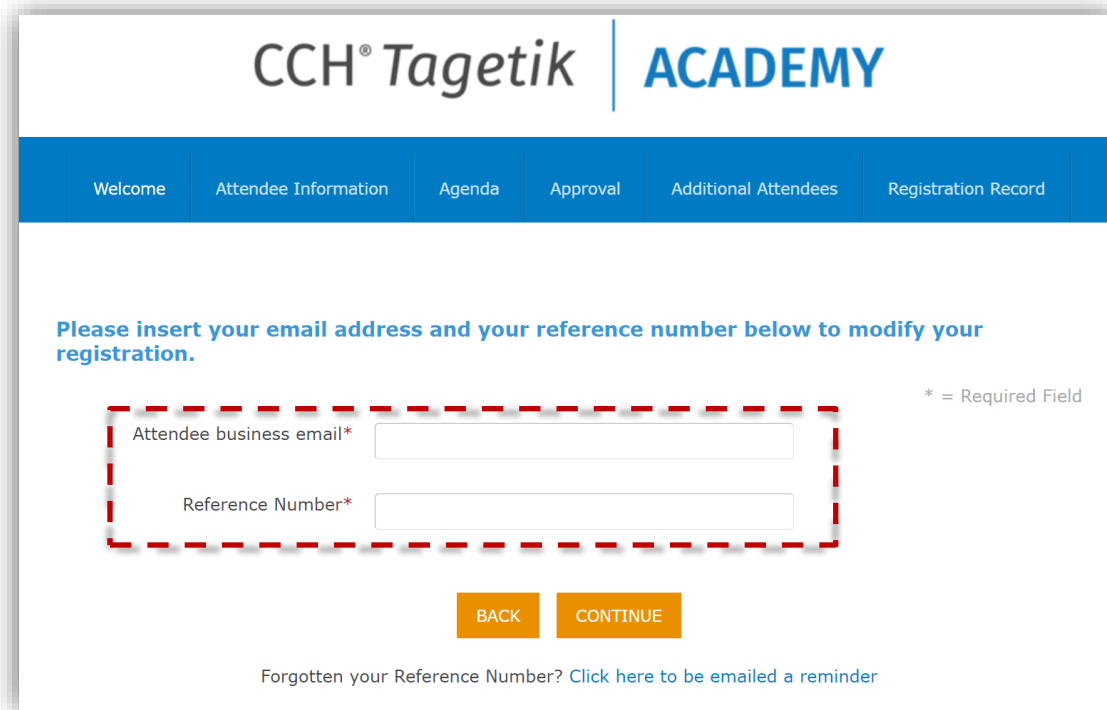
Please contact us if you have any questions:

tgk-dl-academy.japan@wolterskluwer.com



キャンセルの実施手順（登録内容の変更も同様）

- 前頁のメールの[here](#)のリンクよりWEBサイトにアクセスし「出席者メールアドレス」と「ReferenceNumber」を入力します



The screenshot shows the CCH® Tagetik ACADEMY website interface. At the top, the logo "CCH® Tagetik | ACADEMY" is displayed. Below the logo is a navigation menu with the following items: Welcome, Attendee Information, Agenda, Approval, Additional Attendees, and Registration Record. The main content area contains the instruction: "Please insert your email address and your reference number below to modify your registration." Below this instruction are two input fields: "Attendee business email*" and "Reference Number*", both marked with an asterisk to indicate they are required. A red dashed box highlights these two fields. To the right of the fields, a legend states "* = Required Field". At the bottom of the form, there are two buttons: "BACK" and "CONTINUE". Below the buttons, there is a link: "Forgotten your Reference Number? [Click here to be emailed a reminder](#)".



キャンセルの実施

- ①「CANCEL REGISTRATION」ボタンを押下します
- ②「SUBMIT CANCELLATION」ボタンを押下します

Please check that all requirements are met before registering.

WARNING: BY ENTERING YOUR INFORMATION IN THE REGISTRATION FORM AND SUBMITTING THE FORM, YOU WILL BE DEEMED TO HAVE ACKNOWLEDGED AND ACCEPTED THE TERMS AND CONDITIONS OF THE NOTICE ON PERSONAL INFORMATION. PLEASE MAKE SURE THAT YOU READ THE SAID NOTICE BEFORE SUBMITTING THE REGISTRATION FORM.

注意：登録フォームにあなたの情報を入力し、これを送信することにより、あなたは個人情報に関する通知に同意し承諾したものとみなされます。登録フォームを送信する前に、上記通知を必ずご確認ください。

Attendee business email*

Business email address of the person attending the training course

Confirm attendee business email*

Registrant business email*

Business email address of whom is filling and signing this form on behalf of customer

Customer Representative business email*

Business email address of the person who authorizes the payment and will receive the invoice

CONTINUE

① **CANCEL REGISTRATION**

CCH® Tagetik | ACADEMY

Welcome | **Attendee Information** | Additional Attendees | Registration Record

Cancellation Confirmation: ICHIRO SUZUKI

Are you sure you want to cancel this registration?

BACK **SUBMIT CANCELLATION** ②

This attendee has been cancelled

Attendee Information

Reference Number	219354647
Attendee business email	satoru.tsumaki@wolterskluwer.com Business email address of the person attending the training course
Registrant business email	satoru.tsumaki@wolterskluwer.com Business email address of whom is filling and signing this form on behalf of customer
Customer Representative business email	satoru.tsumaki@wolterskluwer.com Business email address of the person who authorizes the payment and will receive the invoice

Personal Information

Preferred Pronoun	He
First Name	ICHIRO
Last Name	SUZUKI
Address Line 1	Otemachi
Zip (Postal Code)	1000001
City	Tokyo
Country	Japan

Company Information

Company	TGK JAPAN
Job Title	Consultant
Company Address Line 1	Otemachi
Company Zip (Postal Code)	1000001
Company City	Tokyo
Company Country	Japan
Status	Cancelled
Cancellation Date	Wednesday, 6th January 2021

Selection

Attendee Category	Internal
Wednesday, 3rd February 2021	

