



# ALKOO User's manual for WEB inputers

ver 1.0

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### **【Attention】**

- You need your ID and password issued by the office.
- Your nickname and the team you belong to cannot be changed after registration.

### Corresponding browsers

- InternetExplorer11
- Safari(mac)
- Microsoft Edge
- Chrome

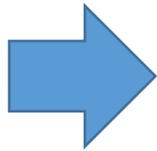
# ① Log in to see the top page



The Website URL :  
<https://sudachi.walkingapp.navitime.jp/login/>

**Enter your ID and password then click on “Log in”.**

※After your registration, your ID and password will be sent to you via e-mail from the office after early March.



You can specify the target period.

The graph that shows your footsteps is posted.

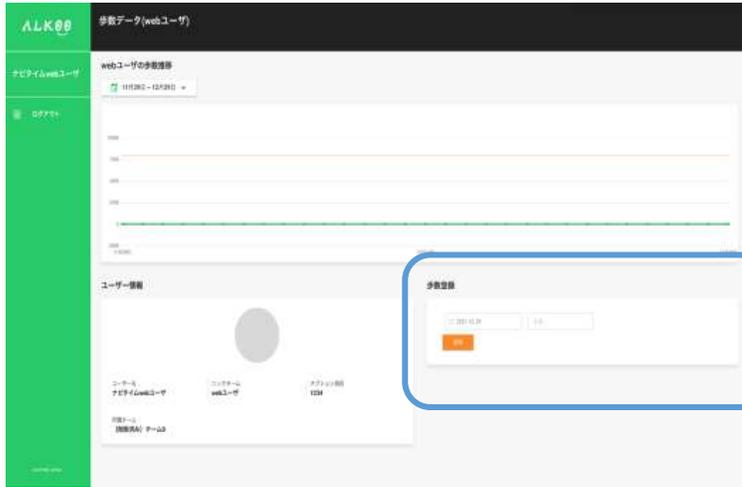
• Your team  
 • Your nickname are displayed.

In the input box for step reporting, you can enter your steps by selecting the date you wish to report.  
 (See section2, “register your steps”)

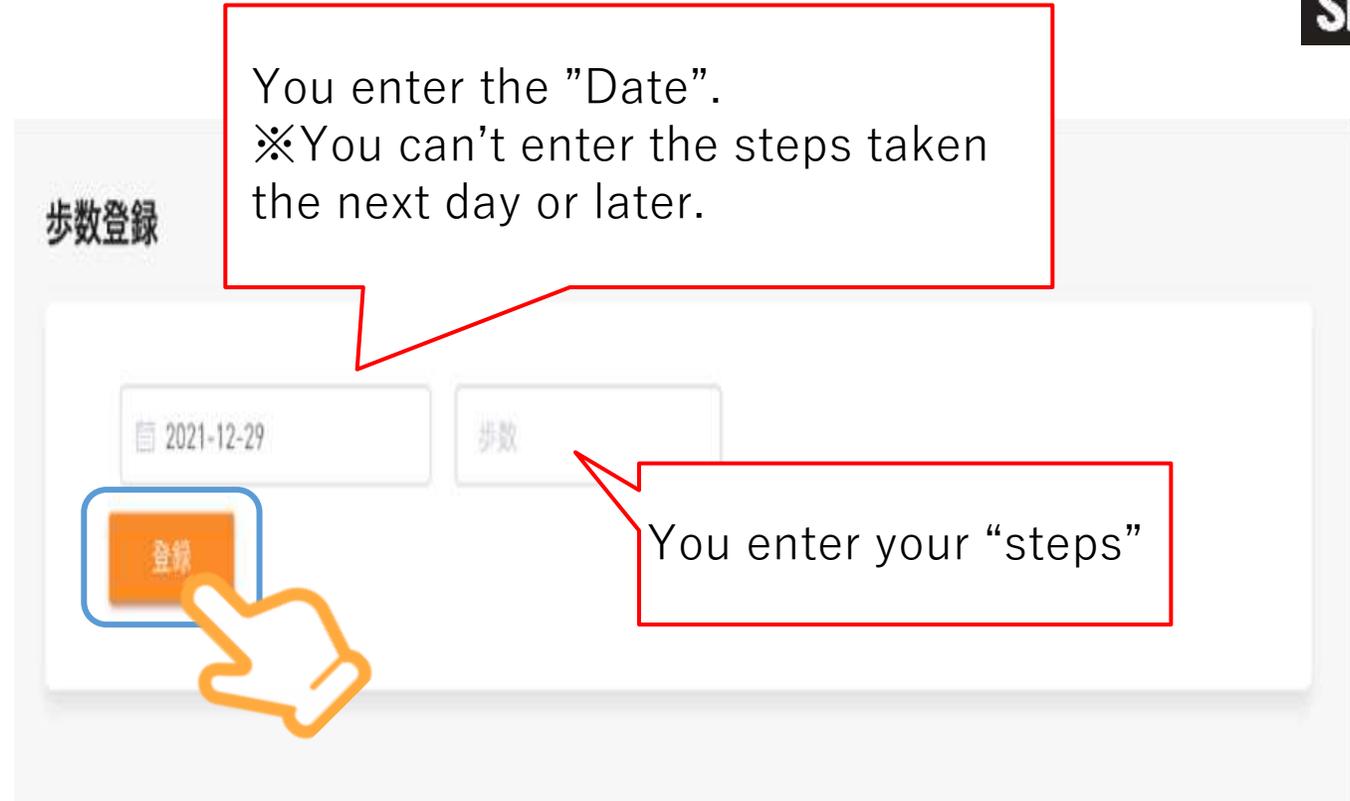
The ranking  
 LEFT : all members / RIGHT : all teams are displayed.  
 (See section 4, “You see rankings”)

**After logging in, the top page is displayed.**

## ② Register your steps



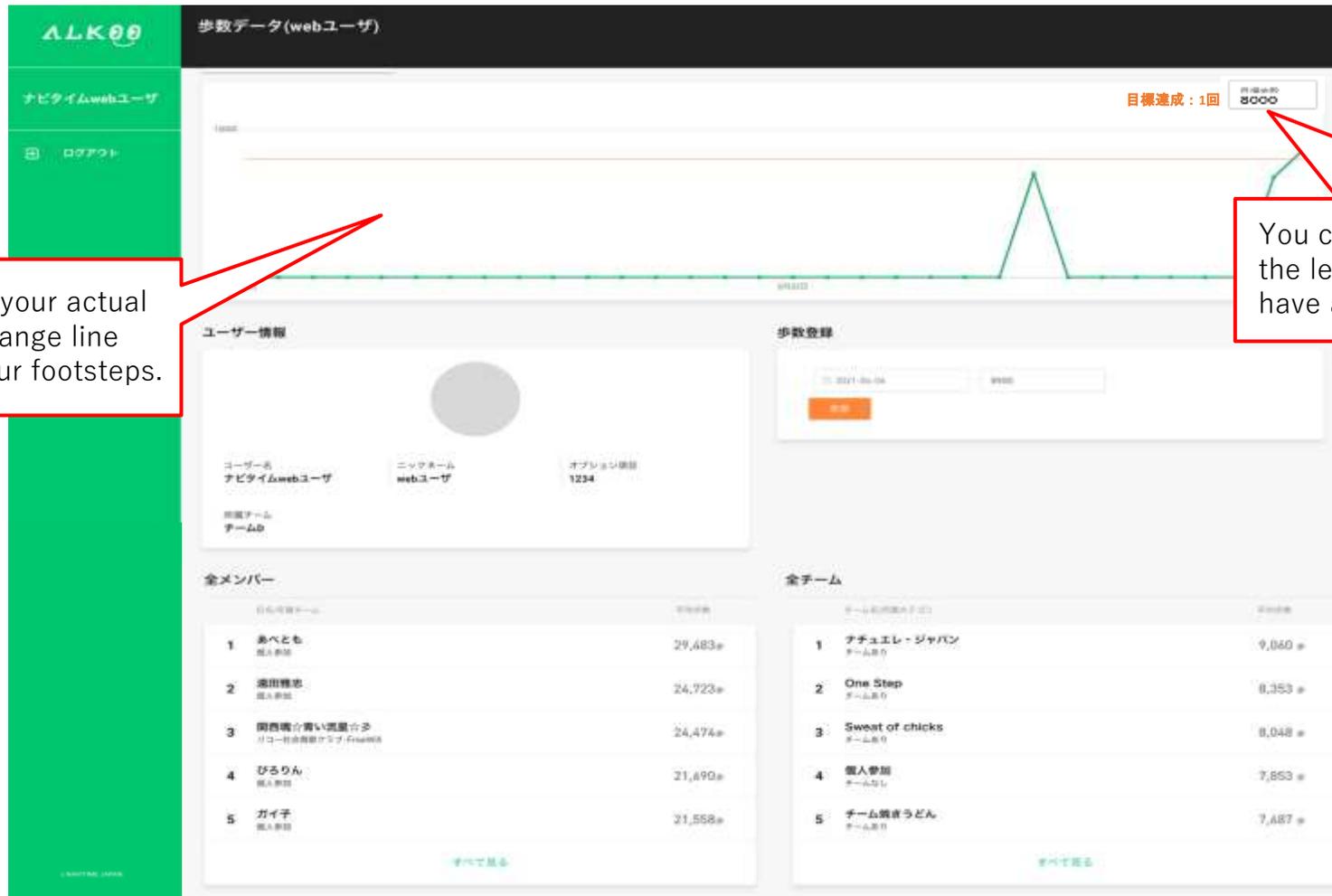
You can register your steps by clicking on “Register steps” at the bottom right of the top page.



Enter the date and steps, and click on “登録” .  
If you specify the date, it is possible to overwrite the input data of your footsteps.

※If you do not enter your steps manually , they are not reflected in the ranking.

### ③ View the progress of your walk



At the start of the top page, you can view the progress of your walk.

The graph shows both your current status and your goal of your footsteps, which enables you to understand your progress. Additionally, you can see the amount of days you have achieved your goal.

※The screen is a pre-development image. It may change in the future.

# ④ Check the rankings

全メンバー		全チーム	
氏名/所属チーム	平均歩数	チーム名/所属カテゴリ	平均歩数
1 遠田雅志 個人参加	27,985歩	1 チーム焼さうどん チームあり	7,406歩
2 悠美 個人参加	18,524歩	2 Team Impulse チームあり	7,325歩
3 関西魂☆青い流星☆多 リコー社会貢献クラブ-FreeWill	17,954歩	3 個人参加 チームなし	7,054歩
4 トンテントン リコー社会貢献クラブ-FreeWill	16,489歩	4 CWJ チームあり	7,053歩
5 Shinya WALK on EARTH	15,907歩	5 リコー社会貢献クラブ・FreeWill チームあり	6,971歩

Rankings are displayed at the bottom of the top page.  
**LEFT : all members**  
**RIGHT : all teams**

It may take maximum one day for the ranking to be updated.  
 ※Your steps are not reflected in real time.

You can see rankings of all members in a list.

You can see rankings of all teams in a list. You click on a team name to display the team page. (See section5, “look at a team page”)

- 【How to check your ranking】**  
 After displaying rankings of all members or all teams, you enter your nickname or your team in the in-page search.
- the Shortcut Key of Windows for in-page search : Ctrl + F
  - the Shortcut Key of mac : Command + F

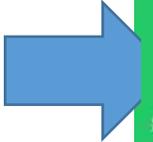
※The screen is a pre-development image. It may change in the future.

# ⑤ Look at the team page

On a team page, you can see the information about rankings and the steps in the team.



You click on the name of your team to display the team page.



**歩数データ(チームD)**

チームDの歩数推移

12月14日 - 1月14日

平均歩数 3,280

合計歩数 155,168

最大歩数 4,405

最低歩数 2,171

チームDのメンバー

順位	名前	平均歩数
1	よしこ	3,782
2	ぞん	3,317
3	みゆこ	3,126
4	のりこ	2,938

同じカテゴリのチーム

順位	チーム名	平均歩数
1	チームB	6,358
2	チームA	5,822

You can specify the target period.

You can switch the display between average steps and total steps.

The graph shows the average steps recorded by all users.

The list of members and average steps are displayed. You can click on them to see the details.

※The screen is a pre-development image. It may change in the future.

## How to calculate the average number of steps for a team

	Day 1 1日	Day 2 2日	Day 3 3日
 Aさん	8,000歩	9,000歩	
 Bさん	5,000歩	7,000歩	7,000歩
 Cさん		9,000歩	9,000歩

 の合計歩数  
(Total steps)
 
$$=$$
 チームの平均歩数  
(Average number of steps for the team)

 の数  
(Total number of days)

If Person A changes the teams on the 3<sup>rd</sup> day and Person C joins the team from the 2<sup>nd</sup> day, the colored parts are reflected in the average number of steps for the team.