

FUJITSU Cloud Service K5

# K5 Portal User Guide

Version 2.3

FUJITSU LIMITED

# Preface

## Purpose of This Document

This guide describes the operating procedures for the services provided by FUJITSU Cloud Service K5.

You are recommended to also refer to the following related manuals.

- IaaS Service Portal User Guide
- IaaS Function Guide
- PaaS Service Portal User Guide

## Compliance with Export Control Regulations

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## Document history

Version	Date	Edited places	Description
1.1	May 2, 2016	1.1 K5 Portal Overview Table 2: Input Restrictions 4.2 Search User Information 4.3 Refer To, Edit, or Delete User Information	Change explanation
		Whole document	Change screen images
1.2	May 30, 2016	1.1 K5 Portal Overview Table 2-1 : Input Restrictions Table 2-2: Password Requirements	Add explanation
1.3	July 20, 2016	Whole document	Change screen images and add explanation
1.4	Sept 16, 2016	Preface	Correction of erroneous description
		Whole document	Correction of erroneous description
1.5	Sept 29, 2016	3.3.1 Access the PaaS Portal	Change a screen shot and modify explanation
1.6	Nov 11, 2016	7.1 Usage Fees	Change screen image and add explanation
1.7	Nov 21, 2016	5.1.1 Referring To and Editing Your Own User Information	Add explanation
1.8	Dec 22, 2016	3.1 Login 4.2 Search User Information Chapter 6 Authentication Information Management	Modifications corresponding to the new function

Version	Date	Edited places	Description
1.9	Feb 28, 2017	6.1 Change Authentication Method	Add explanation
		Whole document	Replace picture images of Web GUI
		Table 3: Password Requirements	Correction of erroneous description
2.0	Mar 31, 2017	1.1.2 Before you start using K5 Portal	Add Functions
		3.2.1 Access the IaaS Portal	Change explanation
		7.1.2 Check the Provisional Charge for this Month	Add Functions
		8 IaaS Management	Add functions
		Whole document	Change screen images
2.1	May 19, 2017	3.2.1 Access the IaaS Portal	Change explanation
		4.3.2 Change User Passwords	Add explanation
		7.1.1 Check the Final Amount of Usage Fees for Past Months	Add explanation
		7.1.2 Check the Provisional Charge for this Month	Add explanation
		Whole document	Change screen images
2.2	Aug 18, 2017	2.1.2 Formal Registration as a New User	Add explanation
		4.3.2 Change User Passwords	Change explanation

Version	Date	Edited places	Description
2.3	Sept 4, 2017	1.1.2 Essential Information for the use of the K5 Portal	Change explanation

## Contents

Chapter 1 - Introduction.....	7
1.1 K5 Portal Overview .....	2
1.1.1 K5 Portal.....	2
1.1.2 Essential Information for the use of the K5 Portal .....	2
1.2 Advisory Notes.....	7
1.2.1 System Requirements.....	7
1.2.2 Precautions .....	7
Chapter 2 - Registration for Subscription.....	8
2.1 Obtain Contract Number and User Name .....	9
2.1.1 Registration for Subscription .....	9
2.1.2 Formal Registration as a New User .....	12
Chapter 3 - Using K5 Services .....	17
3.1 Log in.....	18
3.1.1 Log in to the K5 Portal .....	18
3.2 Use IaaS.....	21
3.2.1 Access the IaaS Portal .....	21
3.3 Use PaaS.....	23
3.3.1 Access the PaaS Portal .....	23
Chapter 4 - User Information Management .....	25
4.1 Register User Information.....	26
4.1.1 Register a New User .....	26
4.2 Search User Information .....	29
4.2.1 Search User Information .....	29
4.3 Refer To, Edit, or Delete User Information .....	32
4.3.1 Change User Information.....	32
4.3.2 Change User Passwords .....	34
4.3.3 Delete a User .....	36
4.3.4 Change User Status.....	37
Chapter 5 – Own User Information Management.....	38
5.1 Refer To and Edit Your Own User Information.....	39
5.1.1 Refer To and Edit Your Own User Information .....	39
5.1.2 Change Your Own User’s Password.....	43
Chapter 6 - Authentication Information Management .....	45
6.1 Change Authentication Method .....	46

6.1.1	Issue a Certificate for Authentication .....	46
6.1.2	Procedure for Changing the User Authentication Method .....	49
6.2	Reissue a Certificate for Authentication.....	51
Chapter 7 - Billing Information Management .....		54
7.1	Usage Fees .....	55
7.1.1	Check the Final Amount of Usage Fees for Past Months .....	55
7.1.2	Check the Provisional Charge for this Month .....	59
Chapter 8 – IaaS Management .....		61
8.1	User Management (Project).....	62
8.1.1	Create a project .....	62
8.1.2	Edit a project .....	68
8.1.3	Change the Enable/Disable Setting of Project.....	72
8.2	User Management (User).....	75
8.2.1	Change the role allocation associated with the user .....	75
8.3	User Management (Group) .....	79
8.3.1	Create a group .....	79
8.3.2	Edit a group .....	86
8.3.3	Delete a group .....	90
8.4	Use Region Management .....	92
8.4.1	Start using a region .....	92
8.4.2	Connect to the region you started to use.....	95

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# Chapter 1 - Introduction

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Topics:

- K5 Portal Overview
- Advisory Notes

## 1.1 K5 Portal Overview

### 1.1.1 K5 Portal

The K5 Portal is a portal site that provides access to the K5 IaaS/PaaS Services. The K5 Portal site allows you to register for subscription to K5 Services and manage user information, for example.

### 1.1.2 Essential Information for the use of the K5 Portal

The following information is essential for the use of the K5 Portal.

#### Role

Authority information called "role" is set for each user of K5 Portal and it controls a user's operation in K5 portal. There are two kinds of roles: the role to operate K5 portal and the role to operate "IaaS Management" as in Ch.8.

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#### Role to operate K5 portal

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In K5 Portal, any of the following four roles is set for each user.

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#### Contractor

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Users created during new registration for use of K5 services are assigned "Contractor". A contractor can register other users and update their information.

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#### User

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Users other than "Contractor" come under "User". Users are assigned either "Administrator" or "Developer".

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#### Administrator

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Similarly to a "Contractor", an "Administrator" can register other users and update their information.

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#### Developer

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A "Developer" can only update their own information.

Table 1: Operation Authority by Role (K5 Portal)

Operation	K5 Portal Roles		
	Contractor	User	
		Administrator	Developer
2.1 Obtain Contract Number and User Name	Yes	No	No
3.1 Login	Yes	Yes	Yes
3.2 Use IaaS	Yes	Yes	Yes
3.3 Use PaaS	Yes	Yes	Yes
4.1 Register User Information	Yes	Yes	No
4.2 Search User Information	Yes	Yes	No
4.3 Refer To, Edit, or Delete User Information	Yes	Yes	No
5.1 Refer To and Edit Your Own User Information	Yes	Yes	Yes
6.1 Issue Client Certificates	Possible	Possible	Possible
6.2 Change Authentication Methods	Possible	Possible	Possible
7.1 Usage Fees	Yes	Yes	Yes

## The Role for Operating IaaS Management

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In IaaS management, multiple roles can be set for a user. Refer to “IaaS Function Guide” for the details of roles.

## Input & Password Restrictions

The K5 Portal provides input windows for each service. Each service has restrictions regarding input as listed in Table 2 below.

Table 2: Input Restrictions

Item Name	Number of Characters	Acceptable Characters
User Name	4 - 246 characters	Can contain letters, numbers and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * Special Characters (.@-_)
Password Current /New Password	16 - 64 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * Special Characters (!#\$%&()*+-.=?@[_{}~) * White space
Name (Last)	Up to 64 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * All special characters * White space
Name (First)	Up to 64 characters	Can contain letters, numbers, and symbols as shown below: * Uppercase letter (A-Z) * Lowercase letter (a-z) * Digit (0-9) * All special characters * White space

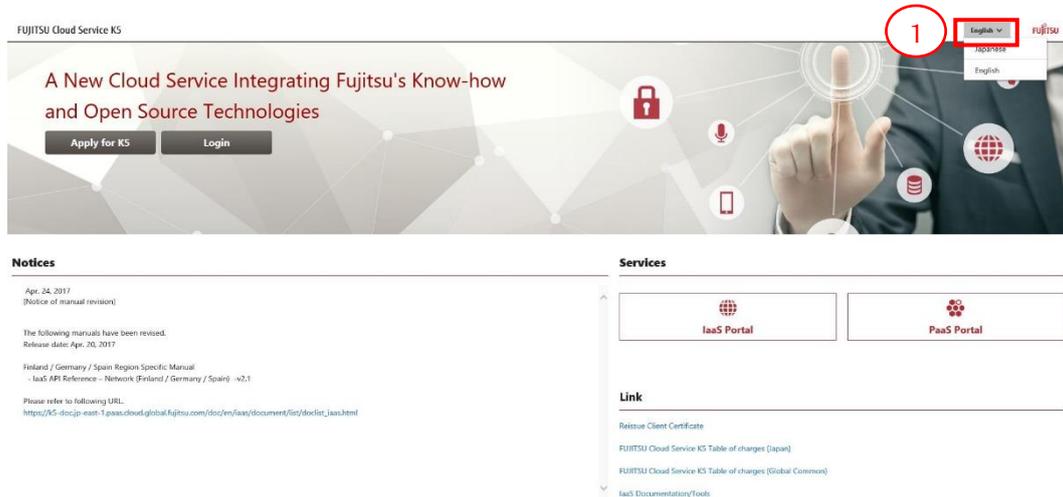
Item Name	Number of Characters	Acceptable Characters
Company Name	Up to 64 characters	Can contain letters, numbers, and symbols as shown below: <ul style="list-style-type: none"> <li>* Uppercase letter (A-Z)</li> <li>* Lowercase letter (a-z)</li> <li>* Digit (0-9)</li> <li>* All special characters</li> <li>* White space</li> </ul>
Email Address	5 - 64 characters	Can contain letters, numbers, and symbols as shown below: <ul style="list-style-type: none"> <li>* Uppercase letter (A-Z)</li> <li>* Lowercase letter (a-z)</li> <li>* Digit (0-9)</li> <li>* Special Characters (!#\$%&amp;'*+-. /=?@^_`{ }~)</li> </ul>
Phone Number	Up to 30 characters	<ul style="list-style-type: none"> <li>* Digit (0-9)</li> <li>* Special Characters (+-)</li> </ul>
User Description	Up to 255 characters	Can contain letters, numbers, and symbols as shown below: <ul style="list-style-type: none"> <li>* Uppercase letter (A-Z)</li> <li>* Lowercase letter (a-z)</li> <li>* Digit (0-9)</li> <li>* All special characters</li> <li>* White space</li> </ul>
Passphrase	8 - 20 characters	Half-width alphanumeric characters
Project Name	For details, refer to “IaaS Function Guide”.	
Description	Up to 255 characters	Uppercase and Lowercase Letter
Group Name	For details, refer to “IaaS Function Guide”.	
Description	Up to 255 characters	Uppercase and Lowercase Letter

Table 3: Password Requirements

Item Name	Requirements
Minimum password age	1 day (24 hours)
Maximum password age	90 days
Account lockout	<ul style="list-style-type: none"><li>• Threshold : 5 continuous failed login attempts</li><li>• Account lockout unlocked after : 30 minutes</li></ul>
Password history	A password which contains the same string as previous 4 passwords cannot be used.
Complexity	<ul style="list-style-type: none"><li>• Must not include user name</li><li>• Must contain at least one letter</li><li>• Must contain at least one number</li></ul>

## Language Settings

The K5 Portal allows you to change the display language. To change the language, select the desired language from the pull-down menu (1) at the upper right of the screen.



## 1.2 Advisory Notes

### 1.2.1 System Requirements

This section explains the requirements for the K5 Portal.

The K5 Portal works on the following operating systems and browsers.

- OS: Windows 7/8/8.1
- Browser: Microsoft Internet Explorer 11

### 1.2.2 Precautions

Do not use the "Next" button or the "Back" button of your browser. An unexpected result may occur.

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# Chapter 2 - Registration for Subscription

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Topics:

Obtain Contract Number and User Name

## 2.1 Obtain Contract Number and User Name

### 2.1.1 Registration for Subscription

To use K5, you must obtain your contract number and user name.

#### Outline

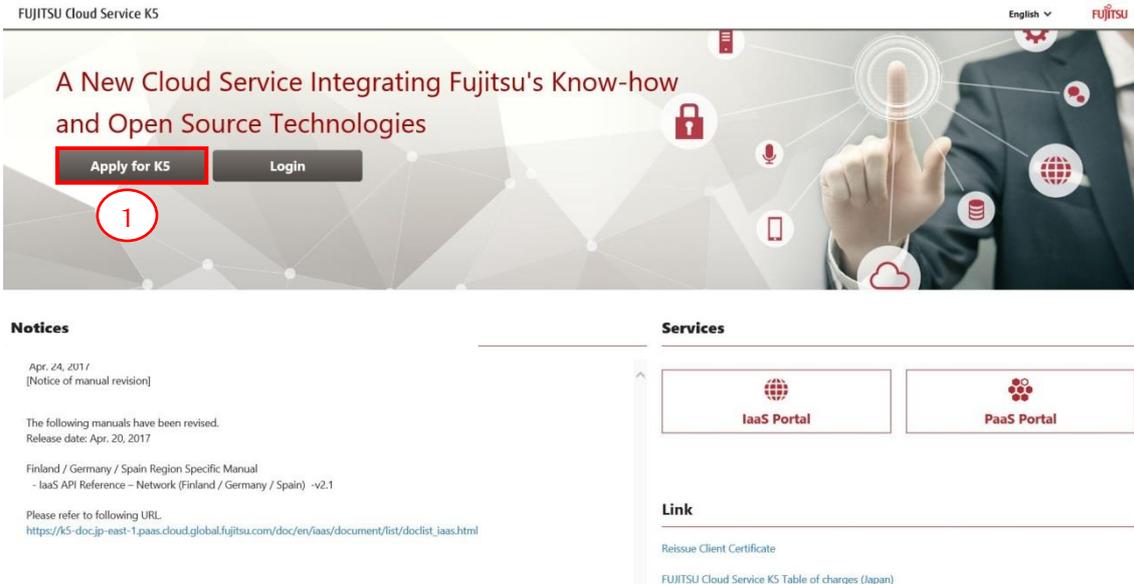
To register for subscription to K5 Services, follow the steps below:

#### Procedure

1. Access the [K5 Portal] screen from the URL:

<https://s-portal.cloud.global.fujitsu.com/> .

2. On the [K5 Portal] screen, click the [Apply for k5] button (1).



The screenshot shows the Fujitsu Cloud Service K5 portal. At the top, there is a header with 'FUJITSU Cloud Service K5' on the left and 'English' and 'FUJITSU' on the right. The main banner area features a background image of a person's hand pointing at a screen with various icons. The text on the banner reads 'A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies'. Below this text, there are two buttons: 'Apply for K5' (highlighted with a red box and a circled '1') and 'Login'. Below the banner, there are two columns of content. The left column is titled 'Notices' and contains a notice dated 'Apr. 24, 2017' regarding a manual revision. The right column is titled 'Services' and contains two buttons: 'IaaS Portal' and 'PaaS Portal'. Below the 'Services' section, there is a 'Link' section with two links: 'Reissue Client Certificate' and 'FUJITSU Cloud Service K5 Table of charges (Japan)'.

- On the [Send Application Email] screen, enter the required information. Check your entered information. Read the terms of use at the URL shown and select the [Agree] radio button. Then click the [Issue] button (2). To return to the [K5 Portal] screen, click the [Cancel] button (3).

Please enter your email address for your application to use FUJITSU Cloud Service K5.

\* Indicates a Required Item

Language *	English
Email Address *	(Max. 64 Characters) e.g., xxxxx@xx.xx
Primary Contracting (Billing) Country *	United Kingdom

You need to agree to the terms of use at the URL below in order to use FUJITSU Cloud Service K5 (K5 service). Please check the terms of use.

<http://www.fujitsu.com/global/solutions/cloud/k5/terms/>

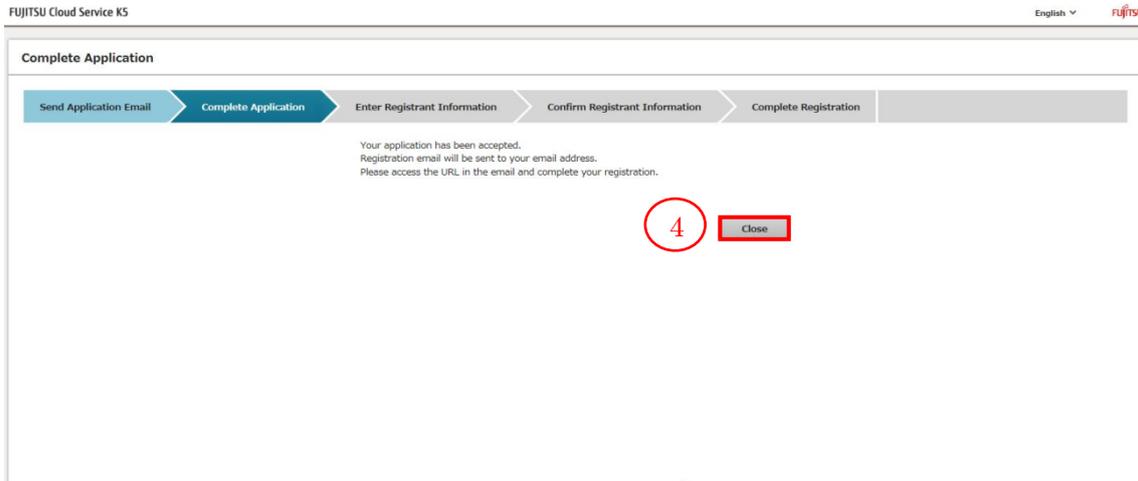
Agree  
 Disagree

2
3

Table 4: Input items for subscription registration

Item Name	Explanation
Language	Select the language for the registration guidance email.
Email Address	Enter the destination email address for the registration guidance email.
Primary Contracting (Billing) Country	Select primary contracting (billing) country of FUJITSU Cloud Service K5. * Service usage fee and currency is fixed for each primary contracting (billing) country. * Please select "Japan" if you make this contract in Japan.

4. Check the "Complete application" message that appears and then click the [Close] button (4).



5. The registration guidance email will be sent to the registered email address.

## 2.1.2 Formal Registration as a New User

Access the URL shown in the guidance email for formal registration to complete the registration process.

### Outline

To complete the registration for subscription and the issuance of a new user, follow the steps below.

### Procedure

1. Access the URL shown in the guidance email received in "2.1.1 Registration for Subscription".
2. Enter the registrant information, and then click the [Next] button (1).

\* Indicates a Required Item

#### Contract Information

Primary Contracting (Billing) Country	United Kingdom
IaaS Default Region *	uk-1
Currency	GBP

#### Login Information

User Name *	manual01 (Alphanumeric Characters/Min. 4, Max. 246)
Password *	●●●●●●●●●●●●●●●● (Alphanumeric Characters/Min. 16, Max. 64)
Confirm Password *	●●●●●●●●●●●●●●●● (Alphanumeric Characters/Min. 16, Max. 64)

#### Email Notification

Language *	English
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#### Info of Representative of the Applicants

Name *	(First) John (Last) Smith e.g. John e.g. Smith
Company Name *	Fujitsu Co. e.g. Fujitsu Co.
Email Address *	a@b.com (Max. 64 Characters) e.g. xxxxx@xx.xx
Phone Number *	+81-3-1234-5678 (Number and +,- Symbol / Max. 30). e.g. +81-3-1234-5678
User Description	XXXXXXXXXXXX (Max. 255 Characters)

1 **Next**

Table 5: Input items for user registration

Item Name	Explanation
IaaS Default Region	Select the default region when using IaaS. *jp-east-1 (East Japan region 1) cannot be selected as a default region. If you want to use jp-east-1, follow '8.4 Use Region Management' to start using a region.
User Name	Enter the new user name, considering the input restrictions.
Password	Enter the new user's password, considering the input restrictions.
Language	Select the language of the email messages sent from the K5 Portal.
Name (Last, First)	Enter the new user's name (last and first names), considering the input restrictions.
Company Name	Enter the name of the company the new user belongs to, considering the input restrictions.
Email Address	Enter the new user's email address, considering the input restrictions.
Phone Number	Enter the new user's telephone number, considering the input restrictions.
User Description	Enter the new user's description, considering the input restrictions.

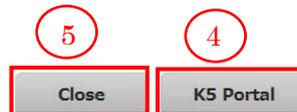


4. The "Registration complete" email will be sent to the registered email address. To log in right now, click the [K5 Portal] button (4). Alternatively, you can close the window by clicking the [Close] button (5). (\*1 Important)

Thank you for your registration of FUJITSU Cloud Service K5.  
Your registration has been accepted.  
The information below is necessary to use the K5 service. Please keep a copy of this information by printing this page or writing it down.

<b>Name</b>	John Smith
<b>Contract Number</b>	
<b>User Name</b>	manual01

Please check the information about service usage that was sent to your registered email address



### \*1 Important

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The contract number and user name issued will be required when you log in to the K5 Portal. Please store it carefully.

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# Chapter 3 - Using K5 Services

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Topics:

- Login
- Use IaaS
- Use PaaS

## 3.1 Log in

### 3.1.1 Log in to the K5 Portal

This section describes how to log in to the K5 Portal.

#### Before Starting

Access the [K5 Portal] screen.

#### Outline

To log in to the K5 Portal, follow the steps below. This procedure assumes that you log in as a "Contractor" user registered in "2.1.2 Formal Registration as a New User".

#### Procedure

1. On the [K5 Portal] screen, click [Login] (1).

FUJITSU Cloud Service K5 English FUJITSU

A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies

Apply for K5 Login

1

#### Notices

Apr. 24, 2017  
[Notice of manual revision]

The following manuals have been revised.  
Release date: Apr. 20, 2017

Finland / Germany / Spain Region Specific Manual  
- IaaS API Reference - Network (Finland / Germany / Spain) -v2.1

Please refer to following URL.  
[https://k5-doc.jp-east-1.paas.cloud.global.fujitsu.com/doc/en/faas/document/list/doclist\\_iaas.html](https://k5-doc.jp-east-1.paas.cloud.global.fujitsu.com/doc/en/faas/document/list/doclist_iaas.html)

#### Services

IaaS Portal PaaS Portal

#### Link

Reissue Client Certificate  
FUJITSU Cloud Service K5 Table of charges (Japan)

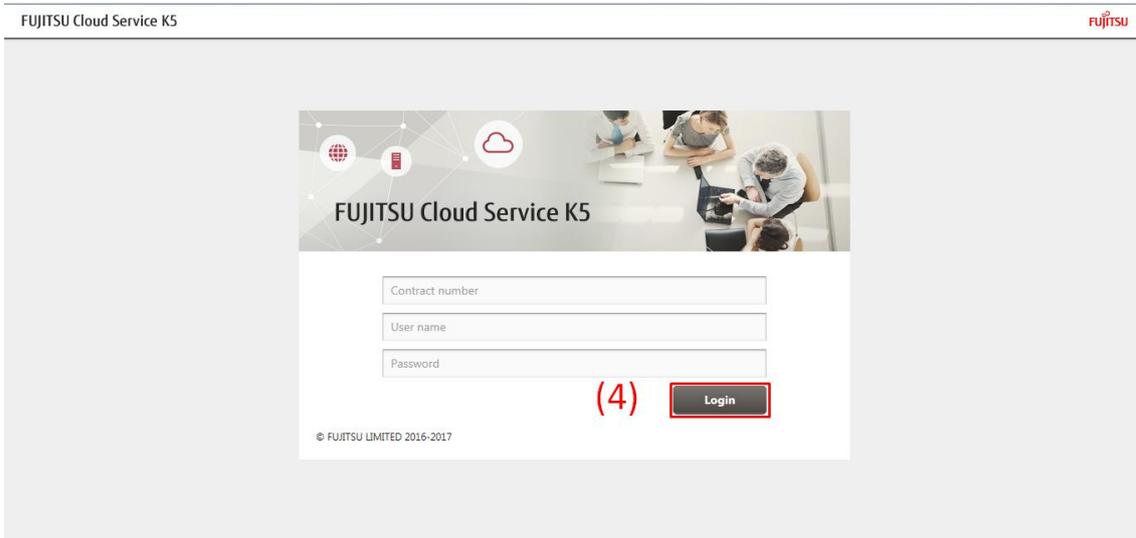
If a client certificate is installed in your browser, when you click the [Login](1), the following dialog-box might appear.



When you are going to log in with a user account for which "Certificate + Password Authentication" is chosen as its authentication method, make sure that the corresponding certificate is selected and click the "OK" button (2) to proceed to the next screen.

To log in with a user account for which "Password Authentication" is chosen as its authentication method, just click the "Cancel" button (3).

2. On the [Login] screen, enter the contract number, user name, and password and then click the [Login] button (4).



3. The post-login [K5 Portal] screen is displayed.



## 3.2 Use IaaS

### 3.2.1 Access the IaaS Portal

To use IaaS, access the IaaS Portal from the K5 Portal.

#### Before Starting

Log in as a user registered with the K5 Portal.

#### Outline

Access the IaaS Portal by following the steps below.

#### Procedure

1. On the Service menu of the [K5 Portal] screen, click the [IaaS Portal] link (1).

FUJITSU Cloud Service K5

English portalIntegration11 FUJITSU

HOME User Management IaaS Management Usage Fee (Finalized) Usage Fee of the Month (Interim)

A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies

**Notices**

Apr. 24, 2017  
[Notice of manual revision]

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Release date: Apr. 20, 2017

Finland / Germany / Spain Region Specific Manual  
- IaaS API Reference - Network (Finland / Germany / Spain) -v2.1

Please refer to following URL.  
[https://k5-doc.jp-east-1.paaS.cloud.global.fujitsu.com/doc/en/iaas/document/first/dodsr\\_iaas.html](https://k5-doc.jp-east-1.paaS.cloud.global.fujitsu.com/doc/en/iaas/document/first/dodsr_iaas.html)

**Maintenance and Troubleshooting Information**

12/12/2016  
[Announcement regarding K5 IaaS UK-1 Availability Zone 2]

Following a wider incident that occurred outside of the K5 platform, it has been necessary to isolate and offline the K5 UK-1 Availability Zone 2. Engineers are currently working to restore the service and notifications will be published as they are available. If you are directly affected or have any questions regarding this incident then please contact the Global Help Desk.

**Services**

IaaS Portal

PaaS Portal

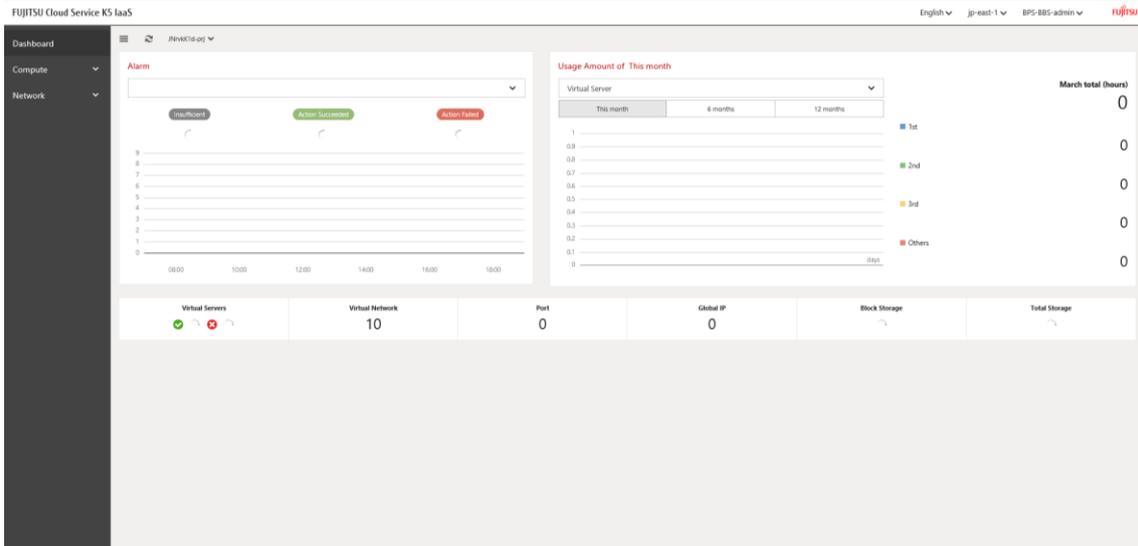
**Link**

FUJITSU Cloud Service K5 Table of charges (Japan)

FUJITSU Cloud Service K5 Table of charges (Global Common)

IaaS Documentation/Tools

- For information on how to work with the IaaS Portal, refer to the IaaS Service Portal User Guide.



## 3.3 Use PaaS

### 3.3.1 Access the PaaS Portal

To use PaaS, access the PaaS Portal from the K5 Portal.

#### Before Starting

Log in as a user registered with the K5 Portal.

#### Outline

Access the PaaS Portal by following the steps below.

#### Procedure

1. On the Service menu of the [K5 Portal] screen, click the [PaaS Portal] link (1).

FUJITSU Cloud Service K5

English portalIntegration11 FUJITSU

HOME User Management IaaS Management Usage Fee (Finalized) Usage Fee of the Month (Interim)

A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies

**Notices**

Apr. 24, 2017  
[Notice of manual revision]

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- IaaS API Reference – Network (Finland / Germany / Spain) -v2.1

Please refer to following URL:  
[https://k5-dbc.jp-east-1.paas.cloud.global.fujitsu.com/doc/en/iaas/document/list/doclist\\_iaas.html](https://k5-dbc.jp-east-1.paas.cloud.global.fujitsu.com/doc/en/iaas/document/list/doclist_iaas.html)

**Maintenance and Troubleshooting Information**

12/12/2016  
[Announcement regarding K5 IaaS UK-1 Availability Zone 2]

Following a wider incident that occurred outside of the K5 platform, it has been necessary to isolate and offline the K5 UK-1 Availability Zone 2. Engineers are currently working to restore the service and modifications will be published as they are available. If you are directly affected or have any questions regarding this incident then please contact the Global Help Desk.

**Services**

IaaS Portal PaaS Portal

1

**Link**

[FUJITSU Cloud Service K5 Table of charges \(Japan\)](#)  
[FUJITSU Cloud Service K5 Table of charges \(Global Common\)](#)  
[IaaS Documentation/Tools](#)

2. The [Features] screen for the PaaS Portal is displayed. For information on how to work with the PaaS Portal, refer to the PaaS Service Portal User Guide.



## About K5 PaaS

It provides a business platform which integrates with the latest ICT and Fujitsu know-how we've fostered with our clients.  
It supports "Growth of existing businesses" and "Creation of new markets" to realize a new ecosystem.



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# Chapter 4 - User Information Management

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Topics:

- Register User Information
- Search User Information
- Refer to, Edit, or Delete User Information

## 4.1 Register User Information

### 4.1.1 Register a New User

Contractors and administrators can register new users of K5 Services.

#### Before Starting

Log in to the K5 Portal as a "Contractor" or "Administrator".

#### Outline

To register a new user, follow the procedure below.

#### Procedure

1. On the [K5 Portal] screen, click [User Management] (1).

The screenshot shows the Fujitsu Cloud Service K5 portal interface. At the top, there is a navigation bar with the following items: HOME, User Management (highlighted with a red box and a circled '1'), IaaS Management, Usage Fee (Finalized), and Usage Fee of the Month (Interim). The main banner area contains the text "A New Service Integrating Fujitsu's Know-how and Open Source Technologies" and a hand pointing at a screen with various icons. Below the banner, there are three columns of content: Notices, Maintenance and Troubleshooting Information, and Services. The Services column includes links for IaaS Portal and PaaS Portal. The Link section at the bottom right contains links for Fujitsu Cloud Service K5 Table of charges (Japan), Fujitsu Cloud Service K5 Table of charges (Global Common), and IaaS Documentation/Tools.

2. On the [Search User Information] screen, click the [Register User] button (2).

The screenshot shows the 'Search User Information' interface. At the top right, there is a 'Register User' button highlighted with a red box and a circled '2'. Below the header, there is a 'Search Conditions' section with radio buttons for 'None Specified', 'User Name (Exact Match)', 'Name (Partial Match)', and 'Furigana (Partial Match)'. Each option has a corresponding text input field. A 'Search' button is located at the bottom right of this section. Below the search conditions is a table header for 'User Information' with columns: No., User Name, Email Address, Name, Furigana, KS Role, Status (Enabled/Disabled), Authentication Method, and Operation.

3. On the [Register User] screen, enter the user information and click the [Register] button (3). To return to the [Search User Information] screen, click the [Back] button (4).

\* Indicates a Required Item

The screenshot shows the 'Register User' form. It contains several fields: 'User Name \*' (text input, (Alphanumeric Characters/Min. 4, Max. 246)), 'Password \*' (text input, (Alphanumeric Characters/Min. 16, Max. 64)), 'Confirm Password \*' (text input, (Alphanumeric Characters/Min. 16, Max. 64)), 'Language \*' (dropdown menu, Please select), 'Name \*' (two text inputs for First and Last, e.g. John and e.g. Smith), 'Email Address \*' (text input, (Max. 64 Characters) e.g. xxxxx@xx.xx), 'User Description' (text input, (Max. 255 Characters)), and 'Role \*' (dropdown menu, Administrator).

This block shows a close-up of the bottom of the Register User form. The 'Back' button is circled with a red circle containing the number '4', and the 'Register' button is circled with a red circle containing the number '3'.

Table 6: Input items for user information registration

Item Name	Explanation
User Name	Enter the new user's user name, considering the input restrictions.
Password	Enter the new user's password, considering the input restrictions.
Language	Select the language of the email messages sent from the K5 Portal.
Name (Last, First)	Enter the new user's name (last and first names), considering the input restrictions.
Email Address	Enter the new user's email address, considering the input restrictions.
User Description	Enter the new user's description, considering the input restrictions.
Role (*1)	Select the role to associate with the new user.

Once the user information is registered, you can use the [Search User Information] function to make sure that the new user is successfully registered.

\*1

---

The roles on the K5 Portal are different from those on the IaaS and PaaS Portals. The roles on the IaaS Portal and those on the PaaS Portal default to the role of "Member" and "Developer", respectively. To change the role associated with a user, do so on the appropriate portal site. For more information on the roles on the IaaS and PaaS Portals, refer to the IaaS Function Guide and the PaaS Portal Service User Guide, respectively.

## 4.2 Search User Information

### 4.2.1 Search User Information

Contractor and administrators can search users of K5 Services.

#### Before Starting

Log in to the K5 Portal as a "Contractor" or "Administrator".

#### Outline

To search user information, follow the procedure below.

#### Procedure

1. On the [K5 Portal] screen, click [User Management] (1).

The screenshot shows the Fujitsu Cloud Service K5 portal. At the top, there is a navigation bar with the following items: HOME, **User Management** (highlighted with a red box and a circled '1'), IaaS Management, Usage Fee (Finalized), and Usage Fee of the Month (Interim). The main banner area contains the text "A New **1** Service Integrating Fujitsu's Know-how and Open Source Technologies" and a hand pointing at a globe with various service icons. Below the banner, there are three columns of content: Notices, Maintenance and Troubleshooting Information, and Services. The Notices section includes a notice from April 24, 2017, regarding manual revisions. The Maintenance and Troubleshooting Information section includes a notice from December 12, 2016, regarding an incident with K5 IaaS UK-1 Availability Zone Z1. The Services section includes links to the IaaS Portal and PaaS Portal.

- On the [Search User Information] screen, select one of the search condition radio buttons. Enter the search conditions and click the [Search] button (2).

Table 7: Input items to look up a user

Item Name	Explanation
None Specified	Search without specifying search conditions. All of the users will be displayed.
User Name (exact match)	Returns the user who exactly matches the specified user name.
Name (partial match)	Returns all users who partially match the specified name.
Furigana (partial match)	Returns all users who partially match the specified Furigana.

- Make sure the users that match the search conditions are displayed. If you want to display the detailed authentication information for a user, click the [Details] button (3) for the particular user.

**Search conditions**

Specify search conditions

None Specified  
 User Name (Exact Match)  
 Name (Partial Match)  
 Furigana (Partial Match)

user01

**Search**

**User information**

No.	User Name	Email Address	Name	Furigana	KS Role	Status (Enabled/Disabled)	Authentication Method	Operation
1	user01	a@b.com	Fujitsu Taro		Administrator	Valid	Change	Details
<div style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div>								

FUJITSU Cloud Service KS Pass

Customer Target Information

None Specified  
 Contract Number (Exact Match)  
 User Name (Exact Match)  
 Name (Partial Match)  
 Furigana (Partial Match)  
 Company Name (Partial Match)

KS Role: Administrator  
 Past Role: Administrator

Primary Contracting (Billing) Country: Japan / United Kingdom

Programs

**Authentication Information**

User Name: user01  
 Authentication Method: Certificate + Password Authentication

**Client Certificate**

Status: valid  
 Term of Validity: Wed Oct 12 00:39:06 UTC 2016: From Sat Oct 12 00:42:39 UTC 2016: To

Select	No.	Contract Number	Present Contract (Billing Country)	Authentication Method	Status	Operation			
<input type="radio"/>	1	Higj00m	Japan	AUTH002a	www.kbnet@p.fujitsu.com	2999900	Enabled	Change	Details
<input type="radio"/>	2	Higj00m	Japan	AUTH002b	www.kbnet@p.fujitsu.com	2999900	Enabled	Change	Details
<input type="radio"/>	3	Higj00m	Japan	AUTH002c	www.kbnet@p.fujitsu.com	2999900	Enabled	Change	Details

1

Register Customer Add Customer Search User

## 4.3 Refer To, Edit, or Delete User Information

### 4.3.1 Change User Information

Contractors and administrators can change other users' information.

\*Administrators can search contractors' information but cannot change it.

#### Before Starting

Log in as a contractor or administrator and search for the user whose information you want to change.

#### Outline

To refer to and edit a user's information, follow the procedure below.

#### Procedure

1. On the [Search User Information] screen, select the radio button for the user whose information you want to change, and then click the [Edit] button (1).

Search conditions

Specify search conditions

None Specified

User Name (Exact Match)

Name (Partial Match)

Furigana (Partial Match)

User information

No.	User Name	Email Address	Name	Furigana	K5 Role	Status (Enabled/Disabled)	Authenticati on Method	Operation
1	user01	a@b.com	Fujitsu Taro		Administrator	Valid	<input type="button" value="Change"/> <input type="button" value="Details"/> <input type="button" value="Edit"/> <input type="button" value="Change Password"/> <input type="button" value="Delete"/>	

1

2. On the [Edit User Information] screen, make sure that the information for the selected user is displayed.

Enter the content of the item(s) you want to change, and then click the [Change] button (2). To return to the [Search User Information] screen, click the [Back] button (3).

\* Indicates a Required Item  
User Information

The screenshot shows a form titled 'User Information' with the following fields:

- User Name:** laps\_201608121810
- Language \*:** English (dropdown menu)
- Name \*:** (First Name: John, Last Name: Smith) with examples 'e.g. John' and 'e.g. Smith'.
- Email Address \*:** xxx@xxx.com (Max. 64 Characters) e.g. xxxxx@xx.xx
- User Description:** (Max. 255 Characters)
- Role \*:** Administrator (dropdown menu)

At the bottom of the form are two buttons: 'Back' and 'Change'. A red circle with the number '3' is placed over the 'Back' button, and a red circle with the number '2' is placed over the 'Change' button.

Table 8: Input items for user information modification

Item Name	Explanation
Language	Change the language of the email messages sent from K5 Portal.
Name (Last, First)	Change the user's name (last and first names), considering the input restrictions.
Email Address	Change the user's email address, considering the input restrictions.
User Description	Change the user's description, considering the input restrictions.
Role	Change the role associated with the user.

## 4.3.2 Change User Passwords

Contractors and administrators can change other users' passwords.

\*Administrators can change contractors' passwords.

### Before Starting

Log in as a contractor or administrator and search for the user or the contractor whose password you want to change.

### Outline

To change a user's or contractor's password, follow the procedure below.

### Procedure

1. On the [Search User Information] screen, click the [Change Password] button (1) of the user or contractor whose password you want to change.

Search conditions

Specify search conditions

None Specified

User Name (Exact Match)

Name (Partial Match)

Furigana (Partial Match)

User information

No.	User Name	Email Address	Name	Furigana	K5 Role	Status (Enabled/Disabled)	Authenticati on Method	Operation
1	user01	a@b.com	Fujitsu Taro		Administrator	Valid	<input type="button" value="Change"/> <input type="button" value="Details"/>	<input type="button" value="Edit"/> <input type="button" value="Change Password"/> <input type="button" value="Delete"/>

2. On the [Change User Password] screen, enter the new password and click the [Change] button (2).

\* Indicates a Required Item  
Change Password

Name	<input type="text"/>
User Name	<input type="text"/>
New Password *	<input type="text"/> (Alphanumeric Characters/Min. 16, Max. 64)
Confirm New Password *	<input type="text"/> (Alphanumeric Characters/Min. 16, Max. 64)

2

Back Change

Table 9: Input item for changing user password

Item Name	Explanation
New Password	Enter the user's or the contractor's new password, considering the input restrictions.

### 4.3.3 Delete a User

Contractors and administrators can delete other users.

\*Please be noted that a contractor can delete an administrator, but an administrator cannot delete a contractor.

#### Before Starting

Log in as a contractor or administrator and search for the user you want to delete.

#### Outline

To delete a user, follow the procedure below.

#### Procedure

1. On the [Search User Information] screen, click the [Delete] button (1) of the user you want to delete. (\*1)

Search conditions

Specify search conditions

None Specified

User Name (Exact Match)

Name (Partial Match)

Furigana (Partial Match)

user01

Search

User information

No.	User Name	Email Address	Name	Furigana	K5 Role	Status (Enabled/Disabled)	Authenticati on Method	Operation			
1	user01	a@b.com	Fujitsu Taro		Administrator	Valid	Change	Details	Edit	Change Password	Delete

1

\*1

When you are logged on as an administrator, you cannot select and delete your own user account on the [Search User Information] screen. To delete your own user account, ask a contractor or another administrator user to do so.

## 4.3.4 Change User Status

Contractors and administrators can change the statuses of other users.

### Before Starting

Log in as a contractor or administrator and search for the user whose status you want to change.

### Outline

To change a user's status, follow the procedure below.

### Procedure

1. On the [Search User Information] screen, click the [Change] button (1) for the user whose status you want to change. (\*1)

Search conditions

Specify search conditions

None Specified

User Name (Exact Match)

Name (Partial Match)

Furigana (Partial Match)

Search

User information

No.	User Name	Email Address	Name	Furigana	K5 Role	Status (Enabled/Disabled)	Authenticati on Method	Operation
1	user01	a@b.com	Fujitsu Taro		Administrator	Valid	<a href="#">Change</a>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Change Password</a> <a href="#">Delete</a>

1

\*1

When you are logged in as an administrator, you cannot select your own user account and change its status on the [Search User Information] screen. To change the status of your own user account, ask a contractor or another administrator user to do so.

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# Chapter 5 – Own User Information Management

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Topics:

- Refer To and Edit Your Own User Information

## 5.1 Refer To and Edit Your Own User Information

### 5.1.1 Refer To and Edit Your Own User Information

This section describes how to refer to and edit your own user information when you are logged in to the K5 Portal.

#### Before Starting

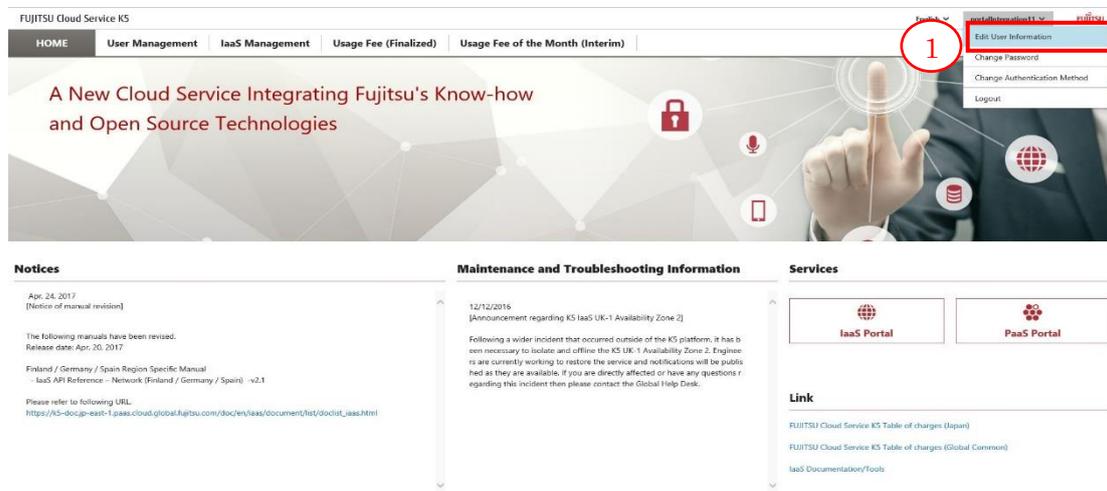
Log in as a user registered with the K5 Portal.

#### Outline

To refer to and edit your own user information when you are logged in, follow the procedure below. This procedure assumes that you are logged in as the contractor.

#### Procedure

1. On the [K5 Portal] screen, select [Edit User Information] (1) from the pull-down menu at the upper right of the screen.



2. On the [Edit User Information] screen, edit the content of the item(s) you want to change, and then click the "Change" button (2). (\*1) (\*2)

\* Indicates a Required Item

Contract Information

Primary Contracting (Billing) Country	United Kingdom
Currency	GBP

Email Notification

Contact Point for Troubleshooting and Maintenance	Lead User / Representative
---	----------------------------

(\*1)

Info of Representative of the Applicants

Contract Number	DdGQc321
User Name	ButhenU
Language *	English
Name *	(First) Tester (Last) Certificate e.g. John e.g. Smith
Company Name *	Fujitsu.Co. e.g. Fujitsu Co.
Email Address *	a@bc.com (Max. 64 Characters) e.g. xxxxx@xx.xx
Phone Number *	+81-0-0000-0000 (Number and +,- Symbol / Max. 30). e.g. +81-3-1234-5678
User Description	XXXXXXXXXX (Max. 255 Characters)

Info of Lead User

Email Address of Lead User	xxx@xxx.xxx (Max. 64 Characters) e.g. xxxxx@xx.xx
----------------------------	--

(\*1)

Info of Representative

Email Address of Representative	xxx@xxx.xxx (Max. 64 Characters) e.g. xxxxx@xx.xx
---------------------------------	--

(\*1)



Table 10: Input items to modify your user information

Item Name	Explanation
Language	Select the language of the email messages sent from the K5 Portal.
Name (Last, First)	Enter your first and last names*.
Company Name	Enter the company name* to which the user belongs to.
Email Address	Enter the user's email address*.
Phone Number	Enter the user's telephone number*.
User Description	Enter the user description*.

\* Observe the input restrictions when entering each item.

\*1

When you are logged in as a contractor, editable items on the "Edit User Information" are limited. You have to submit Change/Cancel applications to change the items you specified at the contract signing stage of K5.

\*2

When you are logged in as a "User", the "Edit User Information" screen looks like the following.

\* Indicates a Required Item  
User Information

Contract Number	4GDt0zir
User Name	UserTester
Language *	English <input type="button" value="v"/>
Name *	(First) <input type="text" value="John"/> (Last) <input type="text" value="Smith"/> e.g. John e.g. Smith
Email Address *	abc@XXX.XXX <input type="button" value="x"/> (Max. 64 Characters) e.g. xxxxx@xx.xx
User Description	XXXXXX (Max. 255 Characters)

Change

Table 11: Explanation of the user information

Item Name	Explanation
Language	Select the language of the email messages sent from K5 Portal.
Name (Last, First)	Enter your first and last names, considering the input restrictions.
Email Address	Enter your email address, considering the input restrictions.
User Description	Enter your user description, considering the input restrictions.

## 5.1.2 Change Your Own User's Password

This section describes how to change your own user's password when you are logged in to the K5 Portal.

### Before Starting

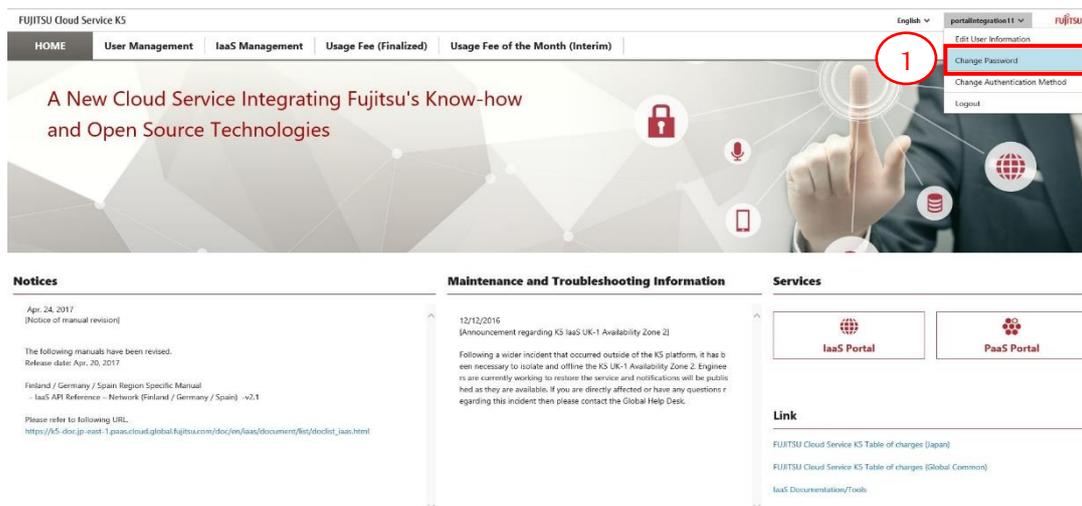
Log in as a user registered with the K5 Portal.

### Outline

To change the logged-in user's password, follow the steps below.

### Procedure

1. On the [K5 Portal] screen, select [Change Password] (1) from the pull-down menu at the upper right of the screen.



- On the [Change Password] screen, enter the current and new passwords, re-enter the new password, and then click the [Change] button (2).

\* Indicates a Required Item

<b>Name</b>	<input type="text"/>
<b>User Name</b>	<input type="text"/>
<b>Current Password *</b>	<input type="password"/> (Alphanumeric Characters/Min. 16, Max. 64)
<b>New Password *</b>	<input type="password"/> (Alphanumeric Characters/Min. 16, Max. 64)
<b>Confirm New Password *</b>	<input type="password"/> (Alphanumeric Characters/Min. 16, Max. 64)

2

**Change**

Table 12: Input items to change your password

Item Name	Explanation
Current Password	Enter your current password.
New Password	Enter your new password, considering the input restrictions.

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# Chapter 6 - Authentication Information Management

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Topics:

- Change Authentication Method
- Reissuing a Certificate for Authentication

## 6.1 Change Authentication Method

### 6.1.1 Issue a Certificate for Authentication

This section describes how to issue a certificate for the client authentication needed to use the services.

#### Before Starting

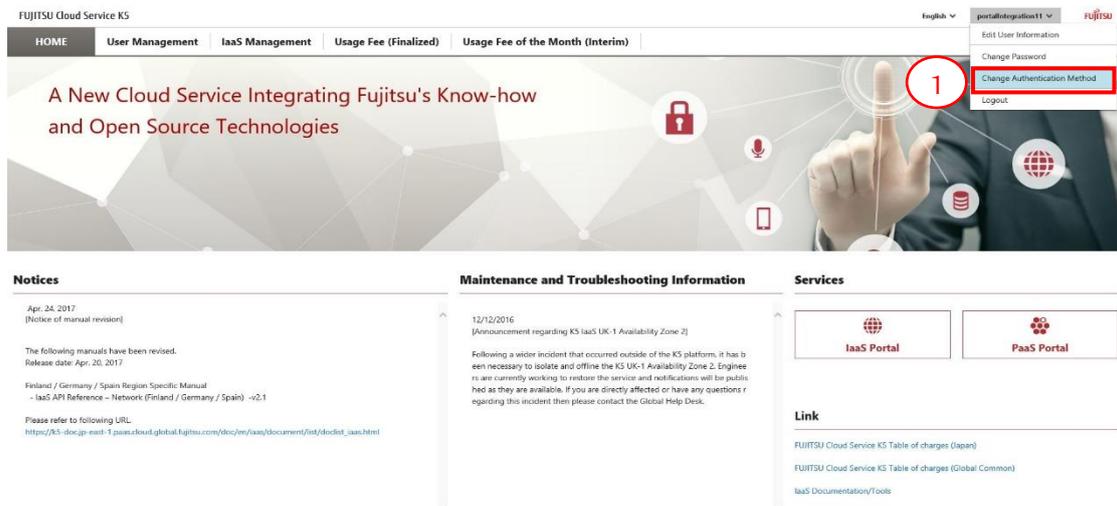
Log in as a user registered with the K5 Portal.

#### Outline

To issue the client certificate for the logged-in user, follow the procedure below.

#### Procedure

1. On the [K5 Portal] screen, select [Change Authentication Method] (1) from the pull-down menu at the upper right of the screen.



2. On the [Change Authentication Method] screen, click the [Issue certificate] button (2).

\* Indicates a Required Item

User Name	<input type="text"/>
Authentication Method *	Certificate + Password Authentication

Client Certificate

Status	<input type="text"/>
Term of Validity	<input type="text"/>

2

3. On the [Issue Client Certificate] screen, enter a passphrase of your choosing and click the [Apply] button (3). To cancel the issuance of the certificate, click the [Back] button (4).

\* Indicates a Required Item

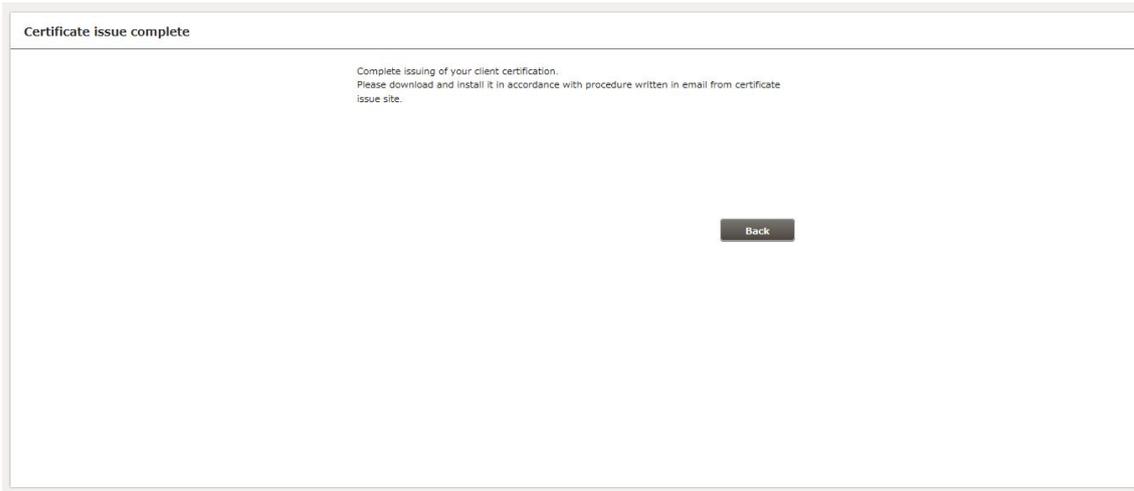
Passphrase *	<input type="password"/>
	(Alphanumeric Characters/Min. 8, Max. 20)
Confirm Passphrase *	<input type="password"/>
	(Alphanumeric Characters/Min. 8, Max. 20)

4      3

Item Name	Explanation
Passphrase	Enter a passphrase for the certificate that meets the specified criteria. It is important that this passphrase is stored carefully, as it is required in order to obtain and use the certificate.

4. The [Certificate Issue Complete] screen appears and an email notifying you of the URL from which to download the certificate will arrive at the registered email address\*. Download the certificate file from the URL shown in the email, and execute it to import the certificate to your browser.

\* It would take somewhere around 1 hour until you receive the email.



## 6.1.2 Procedure for Changing the User Authentication Method

This section describes how to change the K5 authentication method

### Before Starting

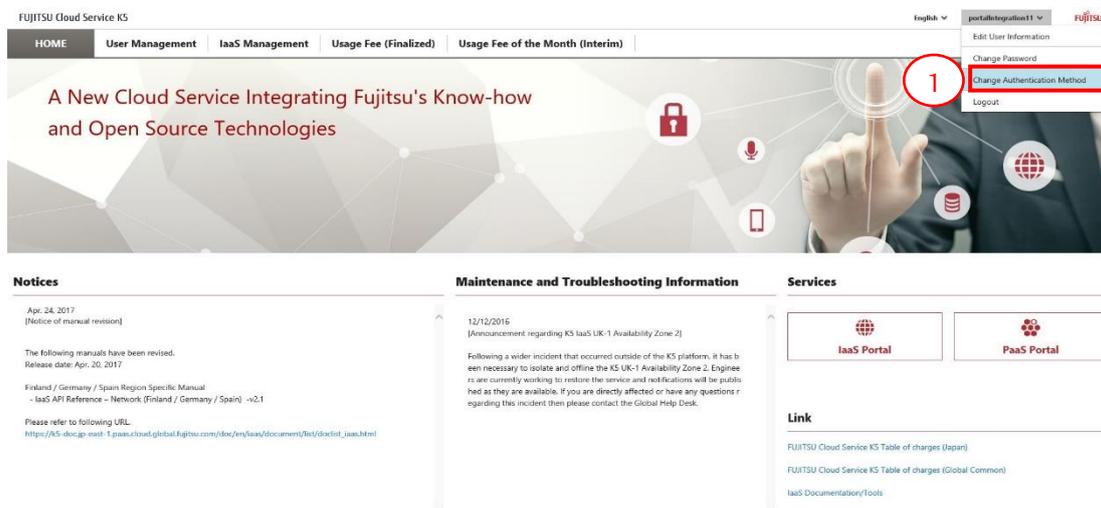
Log in to the K5 portal as a registered K5 user. Confirm the existence of a valid certificate for the logged-in user.

### Outline

To change the authentication method for the logged-in user, follow the procedure below. This procedure assumes that you want to change from "Password Authentication" to "Certificate + Password Authentication".

### Procedure

1. On the [K5 Portal] screen, select [Change Authentication Method] (1) from the pull-down menu at the upper right of the screen.



- Using the pull-down menu (2), change the authentication method from "Password" to "Certificate + Password Authentication" and then click the "Change" button (3).

\* Indicates a Required Item

User Name	manual03
Authentication Method *	Certificate + Password Authentication

Client Certificate

Status	valid
Term of Validity	Wed Oct 05 06:24:16 UTC 2016: From Sat Oct 05 06:32:32 UTC 2019: To

2

Change Issue Certificate

After clicking the 'Change' button, once log out the portal and log in again to take effect.

\* To change from "certificate + Password Authentication" to "Password Authentication", follow the procedure described in this section, replacing the phrase with "Password Authentication".

## 6.2 Reissue a Certificate for Authentication

This section describes the procedure to reissue a certificate for authentication when you have lost it.

### Outline

To reissue the client certificate for the logged-in user, follow the steps below.

### Procedure

1. On the [K5 Portal] screen, click the [Reissue Client Certificate] link (1).

The screenshot shows the FUJITSU Cloud Service K5 portal. At the top, there is a navigation bar with 'English' and the 'FUJITSU' logo. The main banner area contains the text 'A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies' and two buttons: 'Apply for K5' and 'Login'. Below the banner, the page is divided into two columns. The left column is titled 'Notices' and contains a notice dated 'Apr. 24, 2017' regarding a manual revision. The right column is titled 'Services' and contains two buttons: 'IaaS Portal' and 'PaaS Portal'. Below the 'Services' section, there is a 'Link' section with a red-bordered button labeled 'Reissue Client Certificate'. A red circle with the number '1' is placed over this button. At the bottom of the page, there is a link to the 'FUJITSU Cloud Service K5 Table of charges (Japan)'.

2. On the [Reissue Client Certificate] screen, enter the required items and click the [Reissue] button (2). To return to the [K5 Portal] screen, click the [Back] button (3).

\* Indicates a Required Item

<b>Contract Number *</b>	<input type="text"/> (Alphanumeric Characters/8 Characters)
<b>User Name *</b>	<input type="text"/> (Alphanumeric Characters/Min. 4, Max. 246)
<b>Password *</b>	<input type="password"/> (Alphanumeric Characters/Min. 16, Max. 64)
<b>Passphrase *</b>	<input type="text"/> (Alphanumeric Characters/Min. 8, Max. 20)
<b>Confirm Passphrase *</b>	<input type="text"/> (Alphanumeric Characters/Min. 8, Max. 20)

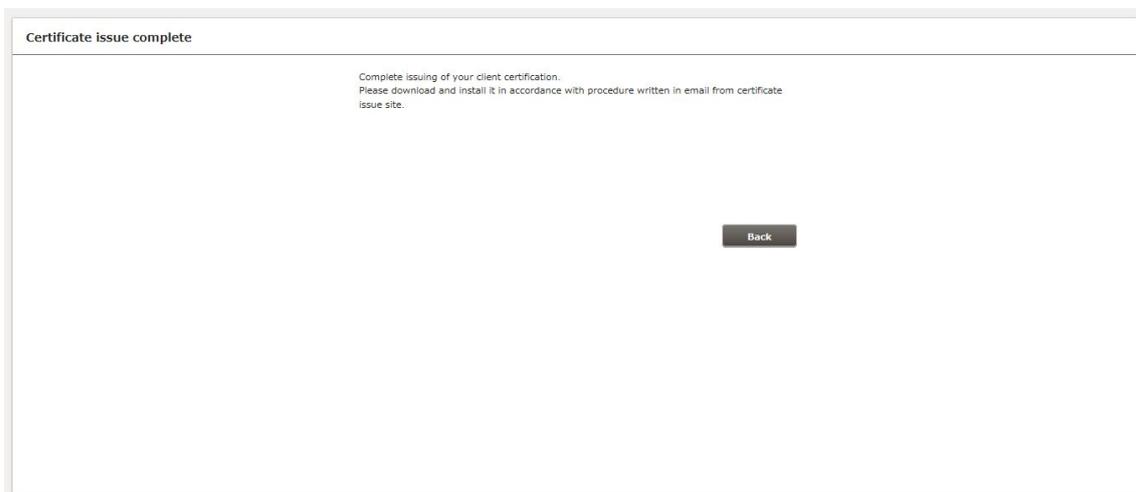
3
2

Back
Reissue

Item Name	Explanation
Contract number	Enter the logged-in user's contract number.
User name	Enter the logged-in user's user name.
Password	Enter the logged-in user's password.
Passphrase	Enter a passphrase for the certificate that meets the specified criteria. It is important that this passphrase is stored carefully, as it is required in order to obtain and use the certificate.

3. The [Certificate Issue Complete] screen appears and an email notifying you of the URL from which to download the certificate will arrive at the registered email address\*. Download the certificate from the URL shown in the email.

\* It would take somewhere around 1 hour until you receive the email. If you do not receive the certificate DL e-mail even after 1 hour since issuing the certificate please contact the help desk.



\* After the completion of the procedure to issue a certificate, it might take some time before a reissuance becomes possible. If a reissuance failed, retry it after a lapse of more than an hour since the completion of the issuance procedure.

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# Chapter 7 - Billing Information Management

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Topics:  
- Usage Fees

## 7.1 Usage Fees

### 7.1.1 Check the Final Amount of Usage Fees for Past Months

You can check the final amount of usage fees for past months.

#### Before Starting

Log in as a user registered with the K5 Portal.

#### Outline

To check the final amount of usage fees for past months, follow the procedure below.

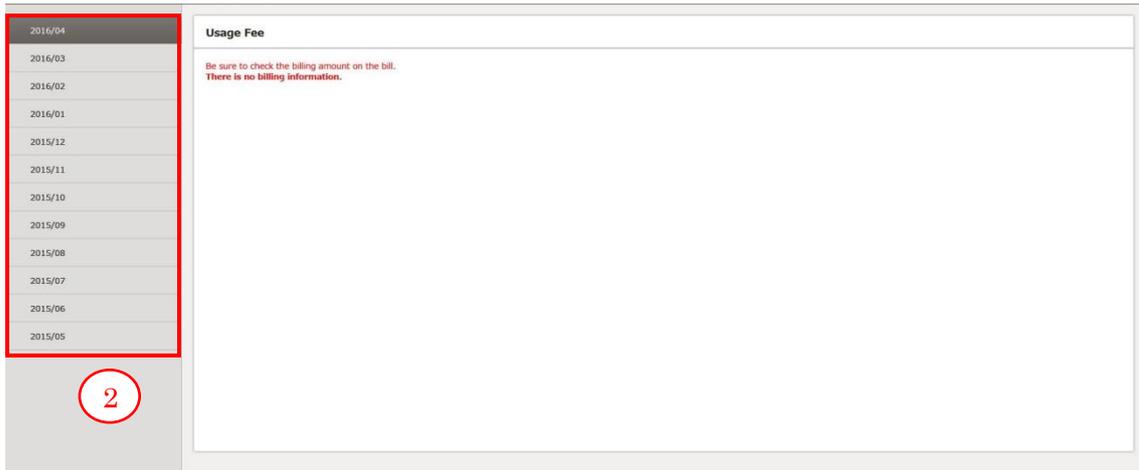
#### Procedure

1. In the menu tab of the [K5 Portal] screen, click the [Usage Fee (Finalized)] button (1).

The screenshot shows the Fujitsu Cloud Service K5 portal interface. At the top, there is a navigation bar with the following items: HOME, User Management, IaaS Management, Usage Fee (Finalized), and Usage Fee of the Month (Interim). The 'Usage Fee (Finalized)' item is highlighted with a red box, and a red circle with the number '1' is placed above it. Below the navigation bar is a main banner with the text 'A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies' and a background image of a hand pointing at a screen. Below the banner are three columns of content: 'Notices' (dated Apr. 24, 2017), 'Maintenance and Troubleshooting Information' (dated 12/12/2016), and 'Services' (containing links to IaaS Portal and PaaS Portal). At the bottom of the Services column, there is a 'Link' section with links to 'FUJITSU Cloud Service K5 Table of charges (Japan)', 'FUJITSU Cloud Service K5 Table of charges (Global Common)', and 'IaaS Documentation/Tools'.

2. On the [Usage Fee (Finalized)] screen, confirm that the billing information is displayed. By default, the billing information for the previous month is displayed. If you want to display the final amount for a specific month, click the link (2) (\*1).

\*The timing at which the displayed month changes to the next month is at 10:00 am UTC on the 4th business day of every month.



### 3. Confirm that the billing information for your specified month is displayed.

Usage Fee Download

3

Total Amount (JPY)

Be sure to check the billing amount on the bill.

**IaaS**

Region	Product / Service	Details	Usage Amount	Unit Cost	Amount (JPY)
jp-east-2	S-1		10 number-time		
uk-1	M-1		10 number-time		
jp-east-1	Windows Server 2008 R2 SP1 SE 64bit		1 license-month		
uk-2	CentOS 6 64bit		1 licensemonth		
uk-3	System storage		30 GBHours		
uk-4	Auto scale				
uk-5	Virtual router				
jp-east-1	G-1	Disc (20% OIT)			
<b>IaaS Total</b>					

**PaaS**

Region	Product / Service (Service Application No.)	Details	Usage Amount	Unit Cost	Amount (JPY)
jp-east-3	Web-Application-DB Small (00000000012345)	Web-Application-DB			
		Web-Application-DB	100.0 Instances x Hours		
		Subtotal			
uk-6	CF (00000000012345)	Memory Usage Fee	50.1111 GBHourstd>		
		Storage (1G)	10,001.0 GBHours		
		Storage (2G)			
		Subtotal			
<b>PaaS Total</b>					

**Support**

Region	Product / Service	Details	Usage Amount	Unit Cost	Amount (JPY)
	Support desk	Basic course			

**Adjust Amount**

Region	Product / Service (Service Application No.)	Details	Usage Amount	Unit Cost	Amount (JPY)
jp-east-4	IaaS Adjust Amount				
uk-8	Integrated Adjust Amount				

Total Amount (JPY)

By clicking the 'Download' button (3) on the top right of the screen, you can download the usage fee file of the specified month.

Table 13: Billing Items

Item Name	Explanation
IaaS	Shows the billed amount for the use of IaaS.
PaaS	Shows the billed amount for the use of PaaS.
Support	Shows the billed amount dependent on the support service type.
Adjustment amount	Shows the adjustment amount associated with each service.

\*1

---

The billing information available on the K5 Portal only spans the most recent one year period.

\*2

---

You can log in to K5 portal with your contractor account and check usage details for 90 days after you cancelled K5. Note that you may receive a notice e-mail "Your password will expire soon" even after you have cancelled it.

## 7.1.2 Check the Provisional Charge for this Month

You can check the provisional fee for this month.

### Outline

Log in to the system as the user registered in K5 Portal.

### Explanation

Following the procedure below, you can check the interim fee for this month.

### Procedure

1. On [K5 Portal] screen, select [Usage Fee of the Month (Interim)] (1) button from the menu tab and click it.

The screenshot shows the Fujitsu Cloud Service K5 portal. The navigation bar at the top includes 'HOME', 'User Management', 'IaaS Management', 'Usage Fee (Finalized)', and 'Usage Fee of the Month (Interim)'. The 'Usage Fee of the Month (Interim)' item is highlighted with a red box and a circled '1' above it. The main banner features the text 'A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies' and a hand pointing at a screen with various icons. Below the banner are three columns: 'Notices' with a notice dated Apr. 24, 2017, 'Maintenance and Troubleshooting Information' with a notice dated 12/12/2016, and 'Services' with buttons for 'IaaS Portal' and 'PaaS Portal' and a 'Link' section containing URLs for the table of charges and documentation.

2. Check that [Details of Usage Fee (Provisional)] screen and the bill for this month are displayed.

\*The timing at which the displayed month changes to the next month is at 7:00 am UTC on the 2<sup>nd</sup> of every month.

Details of Usage Fee (Provisional) (2017-Feb)

Usage Fee *****									
<small>※ The amount is calculated from current usage. This is not a fixed amount. The frequency of calculation differs for each service.            ※ Please check the Usage Fee Screen of K3 Portal for information about the final fee.            ※ The amount in the list does not include tax.            *PaaS fee is not displayed in case of searching by project</small>									
<input checked="" type="radio"/> Total in the Contract <input type="radio"/> Project									
<b>IaaS</b>									
Region	Product / Service	Details	Usage Amount	Unit Cost	Amount (YEN)				
jp-stg-1	Additional Storage Standard	Free promotion	38976.0000000000000000	GB*Hours	*****				
jp-stg-1	System Storage Standard	Free promotion	22848.0000000000000000	GB*Hours	*****				
jp-stg-1	Virtual Server (Stopped) S-1 type	Free promotion	672.0000000000000000	Number*Hours	*****				
jp-stg-1	Virtual Server (Stopped) S-2 type	Free promotion	672.0000000000000000	Number*Hours	*****				
<b>Subtotal</b>					*****				
<b>IaaS Total</b>					*****				
<b>IaaS Usage Fee for This Month (For reference)</b>					*****				
<b>PaaS</b>									
Region	Service Name	Service Group	Subservice Group	Pricing Plan	Details	Usage Amount	Usage Unit	Amount (YEN)	Service Application No.
JP-east-1	Web-Application-DB Small	PF	PF	Free	PF Usage Fee-Flat rate-Free			*****	000000000006058
				Fixed cost + Pay as you go	PF Usage Fee-Flat rate			*****	
				<b>Subtotal</b>		*****			
Web-Application-DB Minimum	PF	PF	Free	PF Usage Fee-Flat rate-Free			*****	000000000006062	
			Fixed cost + Pay as you go	PF Usage Fee-Flat rate			*****		
			<b>Subtotal</b>		*****				
Web-Application-DB Minimum	PF	PF	Free	PF Usage Fee-Flat rate-Free			*****	000000000006066	
			Fixed cost + Pay as you go	PF Usage Fee-Flat rate			*****		
			<b>Subtotal</b>		*****				
<b>Total</b>								*****	
<b>PaaS Total</b>								*****	
<b>Grand Total</b>								*****	

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# Chapter 8 – IaaS Management

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Topics:

- User Management (Project)
- User Management (User)
- User Management (Group)
- Use Region Management

## 8.1 User Management (Project)

### 8.1.1 Create a project

You can create a project when, for example, you want to manage a virtual system that is used in the organizations or departments in a company, clearly separating it from others.

### Before you start

Log in to the system with the user having the role of contractor or total administrator.

### Explanation

Follow the below procedures and create the project with the log in user.

### Procedures

1. On [K5 portal] screen, select [IaaS Management] (1) from menu tab and click it.

The screenshot shows the Fujitsu Cloud Service K5 portal interface. At the top, there is a navigation menu with the following items: HOME, User Management, IaaS Management (highlighted with a red box and a circled '1'), Usage Fee (Finalized), and Usage Fee of the Month (Interim). The main content area features a banner with the text "A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies" and a background image of a hand interacting with a futuristic interface. Below the banner, there are three columns of information: Notices, Maintenance and Troubleshooting Information, and Services. The Services column includes buttons for IaaS Portal and PaaS Portal, and a Link section with various service-related links.

2. Select [Region] (2) from the pull-down menu on the [Project List] screen and click [Region Name] (3).

FUJITSU Cloud Service K5 English jp-east-1 portalIntegration11 FUJITSU

HOME User Management IaaS Management Usage Fee (Finalized) Usage Fee of the Month (Interim) uk-1

Project List Create New

Search Project

Project Name	Project ID	Enable Setting	Operation
Jqo3AM2B-prj <small>default</small>	209864009aa142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

3. Click [Create New] (4) on [Project List].

Project List

Search Project

Project Name	Project ID	Enable Setting	Operation
Jqo3AM2B-prj <small>default</small>	209864009aa142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

Create New

4. Enter project information on [Create Project (Project)] screen, and click [Next] (5) button. If you want to return to [Project List] screen, click [Cancel] (6) button.

Create Project

Project > Project Members > Confirmation

Project Name \* project001

Description Description of the project.

Cancel Next

6 5-

Table 14 : Entry Items for Project Information Registration

Item Name	Description
Project Name	Following the constraint value, enter a project name. *The project name needs to be unique in a region.
Description	Following the constraint value, enter the explanation of a project.

5. On [Create Project (Project Members)] screen, click [Add User] (7) button.

Create Project

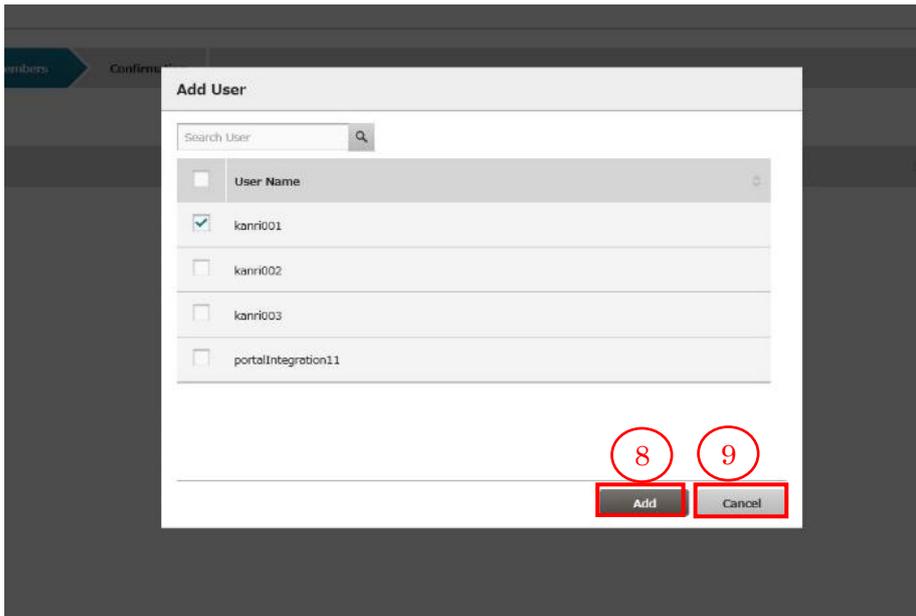
Project > Project Members > Confirmation

User Name Role Enable Setting Operation

Cancel Back Next

7 Add User

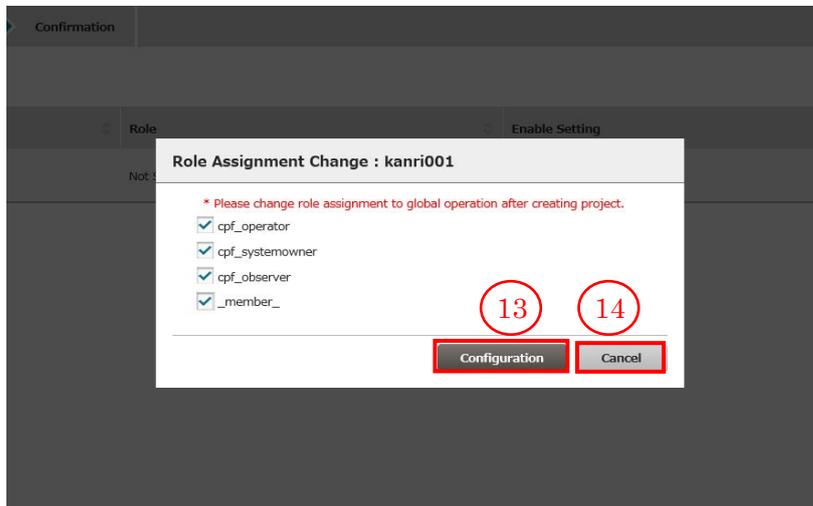
- On [Add User] screen, put a check mark in the check box on the left of a user that you want to belong to a project, and click [Add] (8) button. If you want to return to [Create Project (Project Members)] screen without adding any user to a project, click [Cancel] (9) button.



- On [Create Project (Project Members)] screen, click the pull-down menu [Operation] (10) for the user added on [Add User] screen and then select [User Role Assignment Change] (11). If you want to delete it, click [Delete] (12) button.



- On [Role Assignment Change] screen, select the role you want to give and click [Configuration] (13) button. If you want to return to [Create Project (Project Members)] screen without adding any role, click [Cancel] (14) button.



- On [Create Project (Project Members)] screen, confirm that the role selected on [Role Assignment Change] screen has been set for the user and click [Next] (15) button. If you want to return to [Create Project (Project Members)] screen and modify it, click [Back] (16) button. If you want to cancel all the contents that are being edited and return to [Project List] screen, click [Cancel] (17) button.



10. On [Create Project (Confirmation)] screen, check the entered contents and click [Create] (18) button. If you want to return to [Create Project (Project Members)] screen and modify it, click [Back] (19) button. If you want to cancel all the contents that are being edited and return to [Project List] screen, click [Cancel] (20) button.

Create Project

---

Project > Project Members > Confirmation

Project Details

Project Name *	project001
Description	Description of the project.

Project Members

User Name	Role	Enable Setting
kanri001	cpf_operator,cpf_systemowner,cpf_observer,_member_	true

Cancel Back Create

20 19 18

## 8.1.2 Edit a project

Edit an existing project.

### Before you start

Log in to the system with the user having the role of contractor or total administrator.

### Explanation

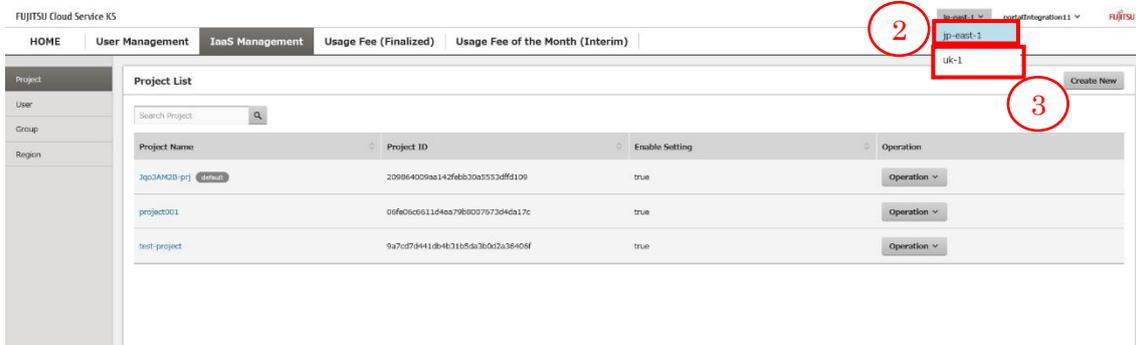
Following the below procedures, edit a project as the login user.

### Procedures

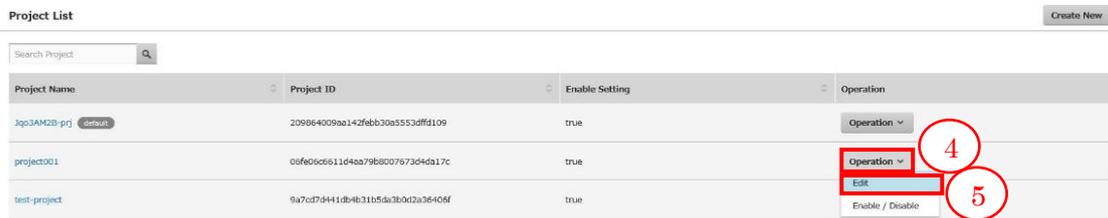
1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.

The screenshot shows the FUJITSU Cloud Service K5 portal. The navigation menu at the top includes 'HOME', 'User Management', 'IaaS Management' (highlighted with a red box and a circled '1'), 'Usage Fee (Finalized)', and 'Usage Fee of the Month (Interim)'. The main banner features the text 'A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies' and a background image of a hand pointing at a screen. Below the banner are three sections: 'Notices' with a notice dated Apr. 24, 2017, 'Maintenance and Troubleshooting Information' with a notice dated 12/12/2016, and 'Services' with links to 'IaaS Portal' and 'PaaS Portal'. A 'Link' section at the bottom provides links to 'FUJITSU Cloud Service K5 Table of charges (Japan)', 'FUJITSU Cloud Service K5 Table of charges (Global Common)', and 'IaaS Documentation/Tools'.

- On [Project List] screen, click the pull-down menu [Region] (2) and then click [Region Name] (3).



- On [Project List] screen, click the pull-down menu [Operation] (4) for the project you want to change and then click [Edit] (5).



4. On [Project Details] screen, enter the details of the item to be changed and click [Update] (6) button. If you want to return to [Project List] screen, click [Cancel] (7) button.

Project : project001

Cancel Update

\*If you are changing the role of a login user, in some cases you can change only one role for the login user. If you want to change multiple roles, please first log out every time you change one role and then log in again.

Project Details

Project Name	project001
Description	Description of the project.
Project ID	06fe06c6611d4es79b8007673d4d17c
Enable Setting	true

Project Members

User Name	Role	Enable Setting	Operation
kanri002	Global Operation : cpf_observer Regional Operation : cpf_observer	true	Operation
kanri001	Global Operation : cpf_operator,cpf_systemowner Regional Operation : cpf_operator,cpf_systemowner	true	User Role Assignment Change Delete

Affiliated Group

Group Name	Role	Group ID	Operation
group001	Global Operation : cpf_systemowner,_member_ Regional Operation : cpf_systemowner,_member_	24f6ac787d8741d08b7563b6e2ae3d78	Role Assignment Change Delete Operation

Refer to Table 15

Refer to Table 16

Refer to Table 17

Table 15 : Entry Items for Project Details

Item Name	Description
Project Name	Following the constraint value, enter a project name. *A project name needs to be unique in a region.
Description	Following the constraint value, enter the description of a project.

Table 16 : Entry Items for Project Members

Item Name	Description
User Name	When you want to add a user to a project, click [Add User] (8) button.
Role	For the user associated with a target project, click the pull-down menu [Operation] (9), [User Role Assignment Change] (10) button, and then change the role of global operation and the role of regional operation.

Table 17 : Entry Items for Affiliated Group

Item Name	Description
Role	Change the role of global operation and the role of regional operation for the group associated with the target project. When you associate a target project, click [Add Group] (11) button, select a group, and then give the role of global operation and the role of regional operation. When you change a role, click the pull-down menu [Operation] (12), click [Role Assignment Change] (13) button, and change the role of global operation and the role of regional operation.

## 8.1.3 Change the Enable/Disable Setting of Project

Change the Enable/Disable Setting of an existing project.

### Before you start

Log in to the system with the user having the role of contractor or total administrator.

### Explanation

Following the below procedure, change the enable/disable setting of an project with the login user.

### Procedures

1. Click [K5 Portal] screen and select [IaaS Management] (1) from the menu tab.

The screenshot shows the Fujitsu Cloud Service K5 portal. The navigation menu at the top includes 'HOME', 'User Management', 'IaaS Management' (highlighted with a red box and a circled '1'), 'Usage Fee (Finalized)', and 'Usage Fee of the Month (Interim)'. The main content area is divided into three columns: 'Notices', 'Maintenance and Troubleshooting Information', and 'Services'. The 'Services' column contains buttons for 'IaaS Portal' and 'PaaS Portal', and a 'Link' section with several URLs.

- On [Project List] screen, click the pull-down menu [Region] (2) and [Region Name] (3).

FUJITSU Cloud Service K5 English jp-east-1 portalIntegration11 FUJITSU

HOME User Management IaaS Management Usage Fee (Finalized) Usage Fee of the Month (Interim) jp-east-1 uk-1 Create New

Project List

Search Project

Project Name	Project ID	Enable Setting	Operation
Jqo3AM2B-prj	209864009ae142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

- On [Project List] screen, click the pull-down menu [Operation] (4) and [Enable/Disable] (5) for the project of which Enable/Disable setting you want to change.

Project List Create New

Search Project

Project Name	Project ID	Enable Setting	Operation
Jqo3AM2B-prj	209864009ae142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation / Enable / Disable

4. If you click [Enable/Disable] button for the Enable (true) project, the project becomes Disable (false). If you click [Enable/Disable] button for the Disable (false) project, the project becomes Enable (true).

Project List Create New

Search Project

Project Name	Project ID	Enable Setting	Operation
3qo3AM2B-prj <small>default</small>	209864009aa142f6bb30a553dfffd109	true	Operation ▾
project001	05fe06c5611d4aa79b8007673d4da17c	false	Operation ▾
test-project	9a7c27d441db4b31b5da3b0d2a36406f	true	Operation ▾

## 8.2 User Management (User)

### 8.2.1 Change the role allocation associated with the user

Change the role allocation associated with the user

#### Before you start

Log in to the system with the user having the role of contractor or total administrator.

#### Explanation

Following the procedures, edit users as the login user.

#### Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.

The screenshot shows the Fujitsu Cloud Service K5 portal interface. At the top, there is a navigation menu with the following items: HOME, User Management, IaaS Management (highlighted with a red box and a circled '1'), Usage Fee (Finalized), and Usage Fee of the Month (Interim). The main content area features a banner with the text "A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies" and a background image of a hand interacting with a digital interface. Below the banner, there are three columns of content: Notices, Maintenance and Troubleshooting Information, and Services. The Notices column contains information about manual revisions from April 2017. The Maintenance and Troubleshooting Information column contains an announcement regarding K5 IaaS UK-1 Availability Zone 2. The Services column contains links to the IaaS Portal and PaaS Portal, along with a link to the table of charges.

- On [Project List] screen, click the pull-down menu [Region] (2) and then [Region Name] (3).

FUJITSU Cloud Service K5 English jp-east-1 portalIntegration11 FUJITSU

HOME User Management IaaS Management Usage Fee (Finalized) Usage Fee of the Month (Interim) jp-east-1 uk-1

Project List Create New

Search Project

Project Name	Project ID	Enable Setting	Operation
Jqo3AM2B-prj default	209864009aa142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

- On [Project List] screen, click [User] (4) button.

FUJITSU Cloud Service K5 English jp-east-1 portalIntegration11 FUJITSU

HOME User Management IaaS Management Usage Fee (Finalized) Usage Fee of the Month (Interim)

Project List Create New

User

Search Project

Project Name	Project ID	Enable Setting	Operation
Jqo3AM2B-prj default	209864009aa142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

- On [User List] screen, click [Role Assignment Change] (5) button for the user you want to make a modification for.

User List

Search User

User Name	User ID	Enable Setting	Operation
kanri001	788818f6dca64cb88ba7d041bfd81ae	true	Role Assignment Change
kanri002	0295e6e6c08479483933bc0f0874ee7d	true	Role Assignment Change
kanri003	0f0a6919325d43c29fc720d6c537a885	true	Role Assignment Change (5)
portalintegration11	160bfad62434d3080db561befc99206	true	Role Assignment Change

- On [User Details] screen, change the details and click [Update] (6) button. When you go back to [User List] screen, click [Cancel] (7) button.

User : kanri003

Cancel Update (7) (6)

\*If you are changing the role of a login user, in some cases you can change only one role for the login user. If you want to change multiple roles, please first log out every time you change one role and then log in again.

User Details

User Name	kanri003	E-mail	-
User ID	0f0a6919325d43c29fc720d6c537a885	Mail Language	ja
Enable Setting	true	Default Project	209864009aa142febb30a5553dfffd109

Role to Domain Role Assignment Change (8)

Role for Global Operation cpf\_systemowner\_member\_

Role for Regional Operation cpf\_systemowner\_member\_

Affiliated Group

Group Name	Group ID	Domain ID
domainmanager	778899a266cd4d559819dfde4bd3f77d	ad03128b11604a8ba57eb2ae93a23011
test-group	c08c67d1f7934cfad6768da7e49019c	ad03128b11604a8ba57eb2ae93a23011

Affiliated Project

Project Name	Role	Project ID	Enable Setting
3qp3AMQ2B-prj (default)	Global Operation : _member_ Regional Operation : _member_	209864009aa142febb30a5553dfffd109	true

Refer to Table 18

Refer to Table 19

11

10

9

8

7

6

5

Table 18 : Entry Items for the Roles for Domains

Item Name	Description
Role for Global Operation	Click [Role Assignment Change] (8) button and change the role for global operation.
Role for Regional Operation	Click [Role Assignment Change] (8) button and change the role for regional operation.

Table 19 : Entry Items for Affiliated Project

Item Name	Description
Role	<p>For the project associated with the target user, change the role for global operation and the role for regional operation.</p> <p>When you associate a new project, click [Belong to the project] (9) button, select a project, and give the role for global operation and the role for regional operation.</p> <p>When you change a role, click the pull-down menu [Operation] (10), click [Role Assignment Change] (11) button, and change the role for global operation and the role for regional operation.</p>

## 8.3 User Management (Group)

### 8.3.1 Create a group

Create a group in a domain.

#### Before you start

Log in to the system with the user having the role of contractor or total administrator.

#### Explanation

Following the procedures, edit users as the login user.

#### Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.

The screenshot shows the Fujitsu Cloud Service K5 portal. The navigation bar at the top includes 'HOME', 'User Management', 'IaaS Management' (highlighted with a red box and a circled '1'), 'Usage Fee (Finalized)', and 'Usage Fee of the Month (Interim)'. The main content area is divided into three columns: 'Notices', 'Maintenance and Troubleshooting Information', and 'Services'. The 'Services' column contains buttons for 'IaaS Portal' and 'PaaS Portal', and a 'Link' section with several links.

- On [Project List] screen, click the pull-down menu [Region] (2) and then [Region Name] (3).

FUJITSU Cloud Service K5

English | jp-east-1 | portalIntegration11 | FUJITSU

HOME | User Management | IaaS Management | Usage Fee (Finalized) | Usage Fee of the Month (Interim) | jp-east-1 | uk-1

Project List Create New

Search Project

Project Name	Project ID	Enable Setting	Operation
Iqo3AM2B-prj <small>default</small>	209864009aa142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

- On [Project List] screen, click [Group] (4) button.

FUJITSU Cloud Service K5

English | jp-east-1 | portalIntegration11 | FUJITSU

HOME | User Management | IaaS Management | Usage Fee (Finalized) | Usage Fee of the Month (Interim)

Project List Create New

Search Project

Project Name	Project ID	Enable Setting	Operation
Iqo3AM2B-prj <small>default</small>	209864009aa142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

4. On [Group List] screen, click [Create New] (5).



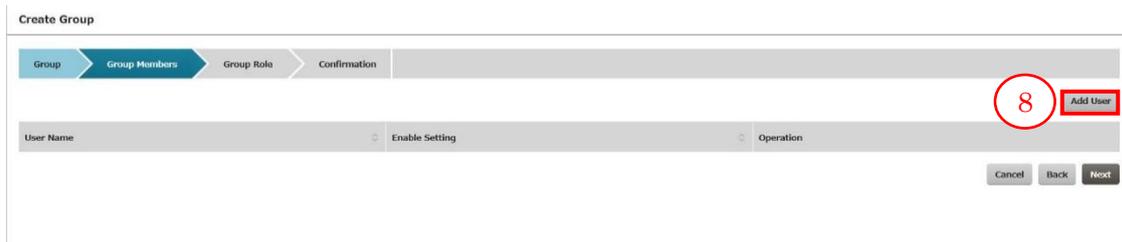
5. On [Create Group (Group)] screen, enter group information and click [Next] (6) button. If you want to go back to [Group List] screen, click [Cancel] (7) button.



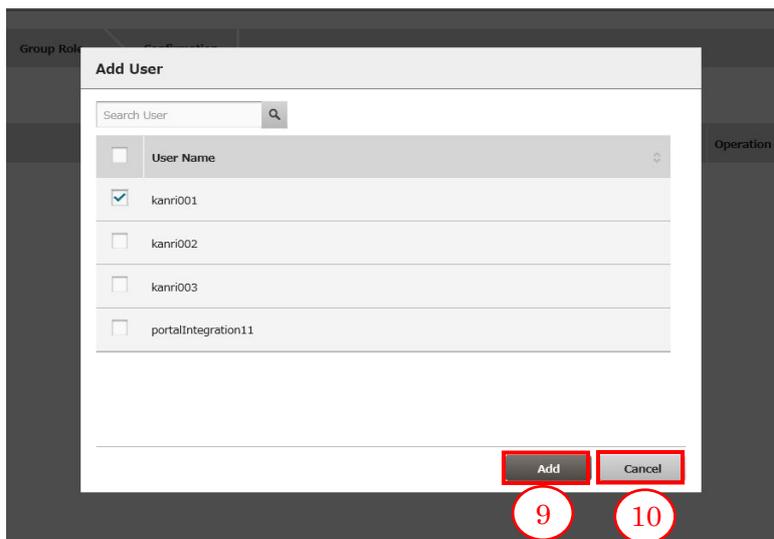
Table 20 : Entry Items for Group Information Registration

Item Name	Description
Group Name	Following the constraint value, enter a group name. A group name needs to be unique in a domain.
Description	Following the constraint value, enter the description of a project.

6. On [Create Group (Group Members)] screen, click [Add User] (8) button.



7. On [Add User] screen, put a checkmark on a checkbox of the user you want to add to a group and click [Add] (9) button. If you want to go back to [Create Group (Group Members)] without adding any user, click [Cancel] (10) button.



- On [Create Group (Group Members)] screen, confirm that the user selected on [Add User] screen has been set in the list and click [Next] (11) button. If you want to go back to the [Create Group (Group)] screen and modify it, click [Back] (12) button. If you want to edit all the details and go back to the [Group List] screen, click [Cancel] (13) button.



9. On [Create Group (Group Role)] screen, enter the information of the items to be added and click [Next] (14) button. If you want to go back to [Create Group (Group Members)] screen and modify it, click [Back] (15) button. If you want to cancel all the edited contents and go back to [Group List] screen, click [Cancel] (16) button.

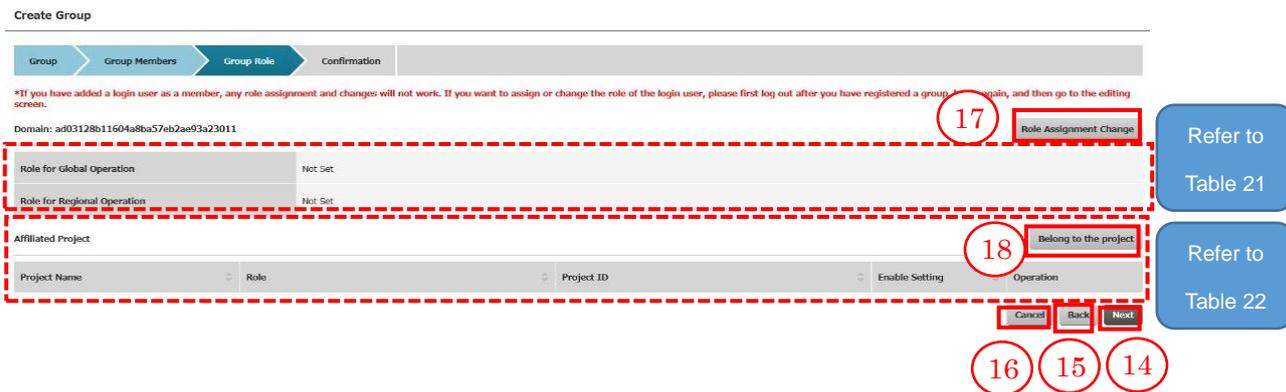


Table 21 : Entry Items for the role for domain

Item Name	Description
Role for Global Operation	Click [Role Assignment Change] (17) button and change the role for global operation.
Role for Regional Operation	Click [Role Assignment Change] (17) button, and change the role for regional operation.

Table 22 : Entry Items for Affiliated Project

Item Name	Description
Role	Click [Belong to the project] (18) button, select a project, and then give the role for global operation and the role for regional operation.

10. On [Create Group (Confirmation)] screen, confirm the entered contents and click [Create] (19) button. If you go back to [Create Group (Group Role)] screen and modify it, click [Back] (20) button. If you want to cancel all the edited contents and go back to [Group List] screen, click [Cancel] (21) button.

Create Group

Group > Group Members > Group Role > Confirmation

Group Details

Group Name *	group001
Description	A description of the group.

Group Members

User Name	Enable Setting
kann001	true

Role to Domain

Role for Global Operation	Not Set
Role for Regional Operation	Not Set

Affiliated Project

Project Name	Role	Project ID	Enable Setting
--------------	------	------------	----------------

Cancel Back Create

21 20 19

## 8.3.2 Edit a group

Edit an existing group.

### Before you start

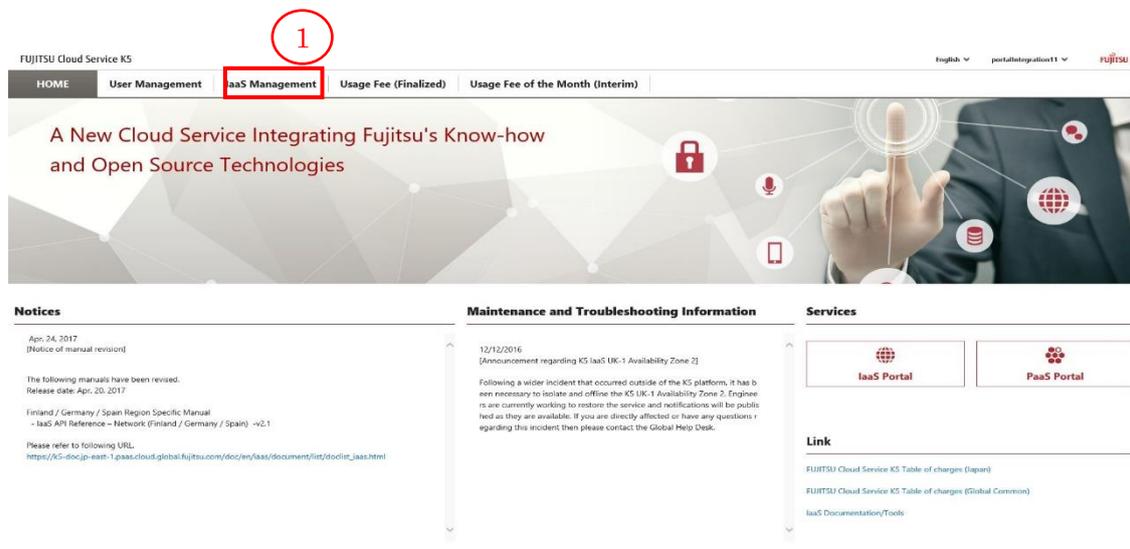
Log in to the system with the user having the role of contractor or total administrator.

### Explanation

Following the procedures, edit users as the login user.

### Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.



- On [Project List] screen, click the pull-down menu [Region] (2) and then [Region Name] (3).

FUJITSU Cloud Service K5 English jp-east-1 portalIntegration11 FUJITSU

HOME User Management IaaS Management Usage Fee (Finalized) Usage Fee of the Month (Interim) jp-east-1 uk-1 Create New

Project List

Search Project

Project Name	Project ID	Enable Setting	Operation
Jqo3AM2B-prj default	209864009aa142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

- On [Project List] screen, click [Group] (4) button.

FUJITSU Cloud Service K5 English jp-east-1 portalIntegration11 FUJITSU

HOME User Management IaaS Management Usage Fee (Finalized) Usage Fee of the Month (Interim)

Project List

Search Project

Project Name	Project ID	Enable Setting	Operation
Jqo3AM2B-prj default	209864009aa142febb30a5553dff109	true	Operation
project001	06fe06c6611d4aa79b8007673d4da17c	true	Operation
test-project	9a7cd7d441db4b31b5da3b0d2a36406f	true	Operation

- On [Group List] screen, click the pull-down menu [Operation] (5) for the group you want to make a modification for and click [Edit] (6).

Group List Create New

Search Group

Group Name	Group ID	Description	Operation
domainmanager	778899a266cd44559819df5e4bd3f77d		Operation ▾
group001	24f6ac787d8741d08b7663b6e2aed078	A description of the group.	Operation ▾ Edit Delete
test-group	c08c67d1f934cfdcad6768da7e49019c		
test_group002	93ed3c0226f46c49e25febdbd86c6		Operation ▾

- On [Group Details] screen, enter the information of the items to be changed and click [Update] (7) button. If you want to [Group List] screen, click [Cancel] (8) button.

Group:group001 Cancel Update

\*If you are changing the role of a login user, in some cases you can change only one role for the login user. If you want to change multiple roles, please first log out every time you change one role and then log in again.

**Group Details**

Group Name	group001	Group ID	24f6ac787d8741d08b7663b6e2aed078
Domain ID	ad03128b11604a8ba57eb2ae93a23011		
Description	A description of the group.		

**Group Members** Add User

User Name	Enable Setting	Operation
kann002	true	Delete
kann001	true	Delete

**Role to Domain** Role Assignment Change

Role for Global Operation	cpf_operator_cpf_systemowner
Role for Regional Operation	cpf_operator_cpf_systemowner

**Affiliated Project**

Project Name	Role	Project ID	Enable Setting
project001	Global Operation : cpf_systemowner_member_ Regional Operation : cpf_systemowner_member_	06fe05c6611d4aa79b8007673d4da17c	true

Refer to Table 23

Refer to Table 24

Refer to Table 25

Refer to Table 26

8

7

9

10

11

12

13

Table 23 : Entry Items for Group Details

Item Name	Description
Group Name	Following the constraint value, enter the group name. * Group Name needs to be unique in a domain.
Description	Following the constraint value, enter the description of a project.

Table 24 : Entry Items for Group Members

Item Name	Description
User	When you want to add a user to a target group, click [Add User] (9) button and add a user when needed.

Table 25 : Entry Items for the role for the domain

Item Name	Description
Role for Global Operation	Click [Role Assignment Change] (10) button and change the role for global operation.
Role for Regional Operation	Click [Role Assignment Change] (10) button and change the role for regional operation.

Table 26 : Entry Items for Affiliated Project

Item Name	Description
Role	For the project associated with the target user, change the role for global operation and the role for regional operation. When you associate a new project, click [Belong to the project] (11) button, select a project, and give the role for global operation and the role for regional operation. When you change a role, click the pull-down menu [Operation] (12), click [Role Assignment Change] (13) button, and change the role for global operation and the role for regional operation.

### 8.3.3 Delete a group

Delete an existing group.

#### Before you start

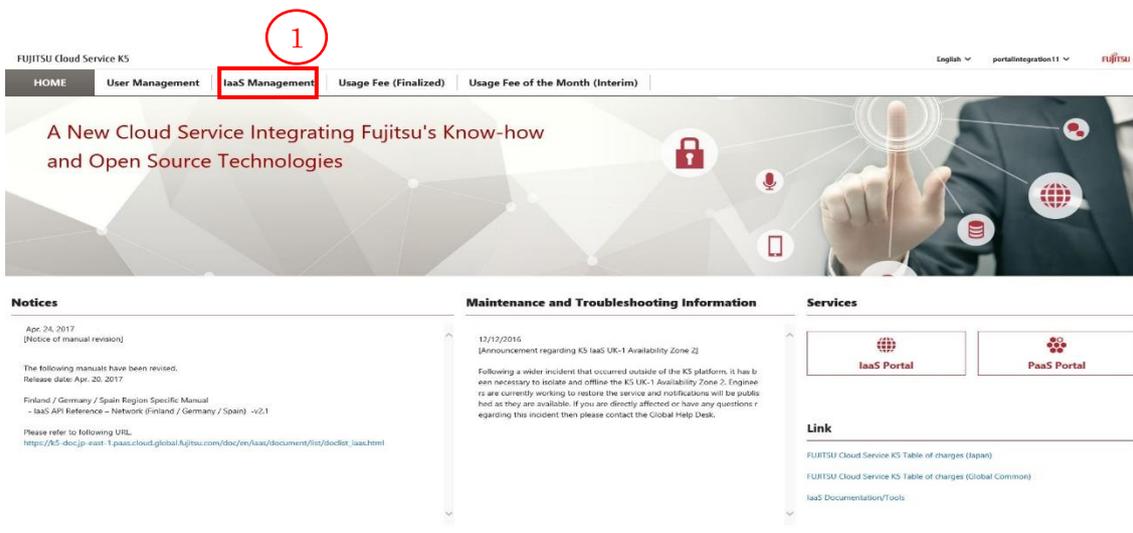
Log in to the system with the user having the role of contractor or total administrator.

#### Explanation

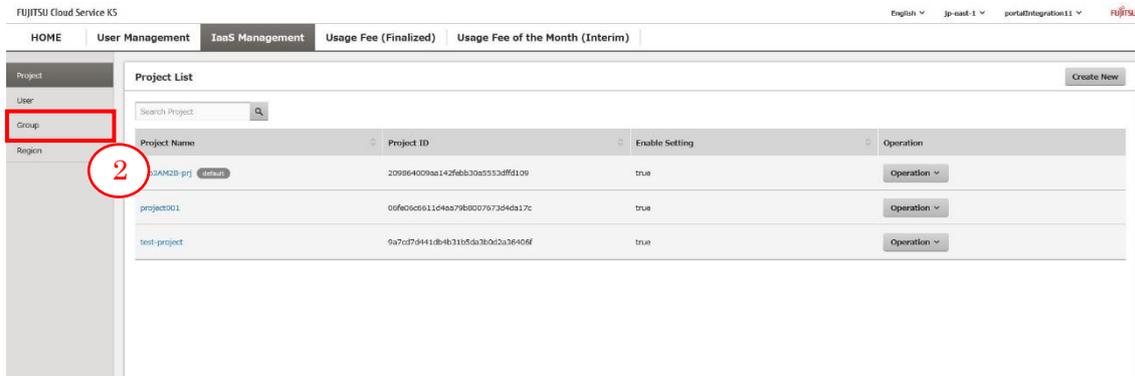
Following the procedures, delete users as the login user.

#### Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab.



2. On [Project List] screen, click [Group] (2) button.



3. On [Group List] screen, click the pull-down menu [Operation] (3) for the group you want to delete, and click [Delete] (4) button.



## 8.4 Use Region Management

### 8.4.1 Start using a region

To use the region different from the region that are being used currently, start to follow the required steps for starting to use the region.

#### Before you start

- Log in to the system with the user having the role of contractor.
- The situation is that there are multiple regions and some of them are not used by any users.

#### Explanation

Following the procedures, explain the procedures for starting to use a region.

#### Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab and click it.

The screenshot shows the Fujitsu Cloud Service K5 portal interface. At the top, there is a navigation menu with the following items: HOME, User Management, IaaS Management (highlighted with a red box and a circled '1' above it), Usage Fee (Finalized), and Usage Fee of the Month (Interim). The main content area features a banner with the text 'A New Cloud Service Integrating Fujitsu's Know-how and Open Source Technologies' and a background image of a hand interacting with a digital interface. Below the banner, there are three columns of content: 'Notices' with a notice dated Apr. 24, 2017, 'Maintenance and Troubleshooting Information' with an announcement dated 12/12/2016, and 'Services' with buttons for 'IaaS Portal' and 'PaaS Portal' and a 'Link' section containing several links.

2. On [Project List] screen, click [Region] (2) button.

FUJITSU Cloud Service K5 English ▾ jp-east-1 ▾ portalIntegration11 ▾ FUJITSU

HOME User Management **IaaS Management** Usage Fee (Finalized) Usage Fee of the Month (Interim)

Project List Create New

Search Project

Project Name	Project ID	Enable Setting	Operation
3gc3ANG2B-prj <small>default</small>	209864009aa142feb830a553dffd109	true	Operation ▾
project001	00fe060611c44a27968007673d4da17c	true	Operation ▾
test-project	9a7cd78441d8-6b31b5da3b0c2a36406f	true	Operation ▾

**Region** (2)

3. On [Region Management] screen, click [Start] (3) button.

Region Management

Region Name	Status	Operation
jp-east-1	In Use	Start
uk-1	Not Used	<b>Start</b> (3)

4. Go to [Region Management] screen and confirm that the status is “In Preparation”.

Region Management

Region Name	Status	Operation
jp-east-1	In Use	<input type="button" value="Start"/>
uk-1	In Preparation	<input type="button" value="Start"/>

5. Update the screen after a while and confirm that the status of the region that you started to use is “In Use”. To use the region that you have started to use, log in to K5 Portal again.

Region Management

Region Name	Status	Operation
jp-east-1	In Use	<input type="button" value="Start"/>
uk-1	In Use	<input type="button" value="Start"/>

## 8.4.2 Connect to the region you started to use

If the user with the role of contractor starts to use a region, all the other users in the same domain as the user can use the region that has been started to use.

### Before you start

- Prepare the user that belongs to the same domain as the user with the role of contractor, just as seen in 8.4.1 Start using a region, and proceed to operation with the user.
- After starting to use a region, log in to the system again and start operation.

### Explanation

Following the procedures, we will explain the procedures for starting to use a region.

### Procedures

1. On [K5 Portal] screen, select [IaaS Management] (1) from the menu tab and click it.

The screenshot shows the Fujitsu Cloud Service K5 portal. The navigation menu at the top includes 'HOME', 'User Management', 'IaaS Management' (highlighted with a red box and a circled '1'), 'Usage Fee (Finalized)', and 'Usage Fee of the Month (Interim)'. The main content area is divided into three columns: 'Notices', 'Maintenance and Troubleshooting Information', and 'Services'. The 'Services' column contains buttons for 'IaaS Portal' and 'PaaS Portal'. The 'Link' section at the bottom provides links to 'FUJITSU Cloud Service K5 Table of charges (Japan)', 'FUJITSU Cloud Service K5 Table of charges (Global Common)', and 'IaaS Documentation/Tools'.

2. Click [Region Name] (2) button at the header part on the Region Management screen and confirm that the region that has been started to use in 8.4.1 Start using a region is included in the pull-down menu.

The screenshot shows the Fujitsu Cloud Service K5 IaaS Management console. The top navigation bar includes 'HOME', 'User Management', 'IaaS Management', 'Usage Fee (Finalized)', and 'Usage Fee of the Month (Interim)'. The 'IaaS Management' tab is active. In the top right corner, there are dropdown menus for 'English', 'jp-east-1' (highlighted with a red box and a red circle containing the number '2'), and 'portalIntegration11'. Below the navigation bar, the 'Project List' screen is displayed for the 'jp-east-1' region. The screen includes a search bar, a table of projects, and a 'Create New' button. The table has the following data:

Project Name	Project ID	Enable Setting	Operation
Jqc3AMQ2B-prj <small>Default</small>	209864009aa1427ebb30a5553dff109	true	Operation ▾
project001	06fe05c6611d4aa79b8007673d4da17c	true	Operation ▾
test-project	9a7c176441db4b31b56a3b0d2a36406f	true	Operation ▾

# FUJITSU Cloud Service K5

## K5 Portal User Guide Version 2.3

Issued August 2017

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