

# **System for Harmonizing Academic Resource and Equipment (SHARE) non-University members manual**

Ver. 1.2

Tohoku University Technical Support Center

 TOHOKU UNIVERSITY  
**TECHNICAL SUPPORT CENTER**



## table of contents

<b>1. About the system</b> .....	<b>5</b>
1.1. Purpose of the system .....	5
1.2. System Overview .....	5
1.3. Menu List .....	6
1.4. Flow from reservation to use of facilities .....	7
<b>2. Create an account</b> .....	<b>8</b>
2.1. Enter and authenticate the email address of the account you created .....	8
<b>3. Log in to the system</b> .....	<b>11</b>
3.1. Local Account Authentication .....	11
<b>4. See the equipment registered in the system</b> .....	<b>12</b>
4.1. About equipment details .....	13
<b>5. Before you book your equipment</b> .....	<b>14</b>
5.1. Status of Application for equipment usage .....	14
5.2. Applying for use from the facility .....	14
5.3. Operation of equipment use application .....	19
5.3.1. Changes to the details of the application for the use of facilities .....	19
5.3.2. Cancellation of application for use of facilities .....	19
5.3.3. Approval of the person responsible (only the person responsible for use) .....	19
5.3.4. Review the results of the facility manager's approval .....	20
5.4. Suspension and resumption of use of equipment use applications .....	21
5.4.1. Suspension of use of equipment use application .....	21
5.4.2. Resumption of use of facility use application .....	21
5.5. Application for renewal of facility use application .....	22
5.5.1. Application for renewal of facility use application .....	22
5.5.2. Revert an update to a facility usage request .....	24
<b>6. Until you reserve and use the equipment</b> .....	<b>25</b>
6.1. Check equipment reservations and results .....	25
6.2. Reservation Usage of Facility Reservations.....	26
6.2.1. For facilities that can be booked immediately .....	26
6.2.2. For equipment that requires approval.....	26
6.3. Make a reservation for equipment.....	27
6.4. Duplicate a reservation .....	28
<b>7. Confirmation, change, and cancellation of reservation details</b> .....	<b>29</b>
<b>8. Enter your usage history</b> .....	<b>31</b>
8.1. Reservation usage status of usage results .....	31
8.2. From the booking calendar.....	31
8.2.1. Enter the usage history of reserved facilities .....	31

8.2.2.	Register new achievements for equipment that you have not reserved.....	32
8.3.	Operation from the mobile screen .....	33
8.3.1.	Enter the usage history of reserved facilities .....	33
8.3.2.	Register new achievements for equipment that you have not reserved.....	35
8.4.	Register usage records from the digital usage book.....	37
8.4.1.	Browse the list of reservations and achievements .....	37
8.4.2.	Register a new usage record without making a reservation.....	39
8.4.3.	Registering usage records for reserved facilities.....	40
8.4.4.	Revoke your usage history .....	41
<b>9.</b>	<b>Change, confirmation, and approval of usage record .....</b>	<b>42</b>
9.1.	Modification and confirmation of usage results .....	42
9.2.	Approval of usage record (only for the person responsible for use) .....	42
<b>10.</b>	<b>Register your billing address.....</b>	<b>43</b>
10.1.1.	Change your billing information .....	43
<b>11.</b>	<b>Manage billing data (only for the person responsible for use).....</b>	<b>44</b>
11.1.	Confirmation of Billing.....	44
11.2.	Batch billing address setting for usage details .....	45
11.3.	Batch approval of usage details .....	47
11.4.	Download the billing list.....	47
<b>12.</b>	<b>Change your account information.....</b>	<b>48</b>
12.1.	Confirmation and change of user identification number .....	48
12.2.	E-mail reception settings .....	49
12.2.1.	About your own application and reservation.....	49
12.2.2.	Application for use and reservation in which you are the person in charge of use .....	49
<b>13.</b>	<b>Registering, changing, and deleting research topics .....</b>	<b>50</b>
13.1.	Browse the list of research topics.....	50
13.2.	Register a research project .....	51
13.3.	Change/Deletion of Research Topics.....	51
13.4.	Set up issue sharers .....	52
<b>14.</b>	<b>Linking research topics with results information.....</b>	<b>53</b>
14.1.	Browse the list of achievement information .....	53
14.2.	Linking of outcome information.....	53
<b>15.</b>	<b>Inquiries.....</b>	<b>54</b>
<b>16.</b>	<b>Revision History .....</b>	<b>54</b>

## 1. About the system

### 1.1. Purpose of the system

1. By creating a database (centralized management) of the facilities managed by the University and making it available to the public both inside and outside the university,

We aim to promote the wide range of use of equipment.

2. By reviewing the on-campus facility reservation system, we will improve the convenience of facility reservations.

We will strive for efficient business operations from equipment reservation to payment processing.

### 1.2. System Overview

The following functions are available in this system.



1. Apply for the use of facilities

In order to use the equipment, we will apply for the use of the facility and renew it for the next year.



2. View detailed information of the equipment

You can view detailed information about the equipment.



3. Check the reservation status of each facility

On a weekly basis, you can check the availability of equipment.



4. Book your equipment

You can reserve facilities that can be booked in the system.



5. Register usage information for each facility reservation

You can register your usage records from your own PC, smartphone, or digital usage book installed near the facility.



6. Checking the details of the usage fee billing (limited function for the person in charge of use)

You can set a billing address for each usage record of the facility and check the usage fee billing information for each billing destination.

### 1.3. Menu List

Click Menu in  the upper right corner to open the menu list.

① Booking Calendar

Reservations and results of facilities for which the application for use of facilities has been approved

It is displayed in a weekly calendar.

- ▶ What you can do from this screen

Facility Reservation [Registration](#) and [Reproduction](#)

Facility Reservation [Confirmation, Change, Cancellation](#)

Usage results [registration](#)

Usage Results: [Changes, Confirmations, and Approvals](#)

② List of Facility Reservations

Displays a list of facility reservations for which you are the user or the person in charge.

- ▶ What you can do on this screen

Facility Reservation [Registration](#) and [Reproduction](#)

Facility Reservation [Confirmation, Change, Cancellation](#)

③ List of Usage Results

Displays a list of usage records in which you are the user and the person in charge of use.

- ▶ What you can do on this screen

Usage Records [Registration](#)

Usage Results: [Changes, Confirmations, and Approvals](#)

④ Usage Fee Billing List

If you are the person responsible for the use (or the person in charge of the proxy),

Displays the equipment usage fee billing data in a list.

- ▶ What you can do on this screen

Usage Billing Data Confirmation [\\_](#)

Billing Statement [Billing Adjustment](#)

Usage Billing Statement [Bulk Approval](#)

Usage fee billing data [Download Excel](#)

⑤ Application for use of facilities

Displays a list of Application for equipment usage for which you are the user or the person in charge of use.

- ▶ What you can do on this screen



Facility Usage Application [Registration](#)

Application for use of facilities: [Confirmation, change, cancellation, approval of the person in charge](#)

Application for use of facilities [Application for suspension of use / renewal](#)

⑥ Equipment List

This is a list of facilities that are open to the public outside the university.

- ▶ What you can do from this screen

Facility Information [confirmation](#)

Application for use of facilities [registration](#)

Facility Reservation [Registration](#)

⑦ Change of user information

Check and change your account information.

- ▶ What you can do on this screen

Account Information [Change/Confirmation](#)

⑧ Billing information

Displays a list of billing information that you have.

- ▶ What you can do on this screen

Billing information [added/removed](#)

#### 1.4. Flow from reservation to use of facilities

If you want to use the system, you must first create an account.

After that, the application for the use of the facility is registered, and after the application is approved by the person in charge of use, the facility reservation can be made.

\* Depending on the settings at the time of approval of the facility use application, it may be necessary for the administrator to approve the reservation.

(For information on the application for the use of facilities, please refer to "[5.Before you book your facilities.](#)")

(For facility reservations, see "[6.Until you reserve and use the facility.](#)")

After use, billing will be processed when the user, administrator, and person in charge of use confirm the results.

## 2. Create an account

Create an account to use this system.

### 2.1. Enter and authenticate the email address of the account you created

From the top page, click "Login for non-Tohoku University ID" to move to the system authentication screen.



Click the link at the bottom of the system authentication screen that says "If you want to get an off-campus account, please apply here."



Enter the email address where you will receive the verification code to create your account.

\* The e-mail address you enter will be the e-mail address and login ID of the account you created.



このスクリーンショットは、アカウント作成時のメールアドレス入力画面を示しています。画面の上部には「認証コードを受け取るメールアドレスを入力してください。」という指示があります。中央には「メールアドレス」というラベルの付いた入力フィールドがあり、その下には「送信」という青いボタンがあります。画面の下部には「※入力頂いたメールアドレスに認証コードが送信されます。」という注釈が記載されています。

When the email is sent, you will be redirected to the authentication code entry screen. Enter the 6-digit verification code in the email you received.

If you do not receive the email, click the link "If you do not receive the email, please try again by entering your email address" and enter your email address again.



このスクリーンショットは、認証コードの入力画面を示しています。画面の上部には「認証コードを入力してください。」という指示があります。中央には「送信メールアドレス : jiro@tohoku.co.jp」という黄色い背景のボックスがあり、その下には「認証コード」というラベルの付いた入力フィールドがあります。その下には「認証」という青いボタンがあります。画面の下部には「※入力頂いたメールアドレスに認証コードが送信されます。」と「※メールを受け取れない場合は、再度メールアドレスの入力からやり直してください。」という注釈が記載されています。

On the new off-campus account registration screen, enter your account information.

After entering the required information, please download the Terms of Use and Personal Information Protection Policy from the link and check the contents.

After confirming the contents, you can create an account by checking "Agree".

外アカウント 新規登録

ログイン情報

Login ID	jiro@tohoku.co.jp
Password	<input type="password"/> <small>※8文字以上の半角英数字記号で入力してください。</small>
Password (確認)	<input type="password"/>
利用者識別番号	<small>※利用者識別番号は登録後に発行されます。再ログイン後、ご確認ください。</small>

利用者情報

氏名(Full name)	<input type="text"/> <small>※姓と名の間に半角スペースを入力してください。</small>
氏名ローマ字(Full name romaji)	<input type="text"/> <small>※姓と名の間に半角スペースを入力してください。</small>
電話番号(Cell-phone number)	<input type="text"/> <small>※携帯電話等、連絡がとれる電話番号を入力してください。</small>
メールアドレス(e-mail)	jiro@tohoku.co.jp <small>※変更する場合は、再度メールアドレスの入力からやり直してください。</small>
追加メールアドレス	<input type="text"/>
所属(機関および部署)	<input type="text"/>
身分・職名	--- <input type="text"/>
国籍	<input checked="" type="radio"/> 日本 <input type="radio"/> 日本以外 <input type="text"/>

その他設定

メール受信設定	<input checked="" type="radio"/> 全てのメールを受信する <input type="radio"/> 重要なメールのみ受信する <small>※「重要なメールのみ受信する」を選択した場合は、「利用申請内容 変更・取消」「予約内容 変更・取消」「実績内容 確定・承認・取消」等のメールは送信されません。</small>
---------	---

利用規約および [個人情報保護方針](#) をご確認くださいの上、「同意する」をチェックしてください。

同意する  
※利用規約および個人情報保護方針のダウンロード後に「同意する」がチェック可能となります。

→ 登録

The email address you entered will be

Your account has been created with the information you entered. Click "Go to login screen" to log in to the system.

アカウント新規登録が完了しました。

以下のメールアドレスと登録いただいたパスワードを使用して、システムへログインを行ってください。

ログイン画面へ遷移する

### 3. Log in to the system

#### 3.1. Local Account Authentication

From the top page, click "Login for non-Tohoku University ID" to move to the system authentication screen.



Log in by entering your registered ID (email address) and password.


#### POINT

What to do if you can't log in

- Incorrect login ID or password

→ Contact the Tohoku University Technical Support Center.

## 4. See the equipment registered in the system

To display a list of facilities that are open to the public outside the  university, click "Facility List" in the upper right menu to display the facility list screen.

To see detailed information about the facility, click the Details button.


設備一覧


**検索項目**





大項目

設備名称

機関・部局名  
(Facility or Department)

申請管理グループ



	大項目	小項目	画像	設備名称	機関・部局名	申請管理グループ	主な用途(分析対象物)
	観察			[641]超高分解能電界放出形インレンズ 走査電子顕微鏡	00_理学研究科	申請グループ2	
	分析			[002]核磁気共鳴装置(JNM-ECA700)	00_理学研究科附属巨 大分子解析研究センタ ー	理学研究科附属巨大分子解 析研究センター	

## 4.1. About equipment details

設備詳細

最終更新日：2023/04/13

設備名称	[010]質量分析装置(ガスクロマトグラフ飛行時間質量分析装置)	
申請管理グループ	理学研究科附属巨大分子解析研究センター	
予約利用管理グループ	理学研究科附属巨大分子解析研究センター	
分類	大項目	小項目
	分析	
メーカー	日本電子	
型番	JMS-T100GCV	
仕様	<ul style="list-style-type: none"> <li>・ 試料分子をイオン化し、生成したイオン種を質量対電荷比によって区分、計測することで得られる「マススペクトル」を測定するための装置</li> <li>・ 試料分子の分子量及び分子組成の決定に役立ち、有機化合物等の同定や構造決定等に利用</li> <li>・ ソフトなイオン化法である電界脱離イオン化法（FD法）を備え、難揮発性や熱不安定性の化合物の分析が行える</li> <li>・ 直接試料導入測定した際の最大加熱温度：500℃（EI）まで</li> <li>・ イオン加速部の加速電圧：7,400V以上</li> <li>・ マスレンジ：m/z 4～4,000</li> <li>・ イオン化法：EI、FI（電解イオン化）、FD（電解脱離イオン化）</li> <li>・ 質量分解能：m/z 617（PFK）で6000以上</li> </ul>	
主な用途(分析対象物)		
機関・部局名	00_理学研究科附属巨大分子解析研究センター	
部署名		
キャンパス	青葉山キャンパス	
建物番号	理学研究科・理学部 化学系研究棟・103号室	
インタラクティブマップURL		
キーワード		
留意事項・注意事項	利用形態：「本人利用」「委託利用」 料金区分「部局内」「学内」「学外」	
研究成果 (論文・研究内容)		

設備利用お問い合わせ先情報

担当者氏名	
電話番号	
メールアドレス	
URL	

予約利用情報

最小利用時間	2分
利用可能時間（平日）	00:00～24:00
利用可能時間（土日祝）	00:00～24:00

学外向け 設備利用料金情報

利用形態	単価
本人利用	10,310（円/時間）
委託利用	20（円/時間）

← 戻る
📄 利用申請する
➡ 予約する

① "Apply for use" button

When you click the button, the subscription request screen is displayed.

(The application for use is ["5.2.Refer to "Applying for Use from the Facility"](#))

② "Make a reservation" button

It is displayed in the case of facilities that can be booked. When you click the button, the reservation screen will appear.

(Reservations can be found in ["6.Until you reserve and use the equipment."](#))

\* You need to apply for use in order to reserve the facility.

If you would like to reserve and use the facility, please click the "Apply for use" button and register the application for use.

← 戻る
📄 利用申請する
→ 予約する

ご予約をご希望の方は、設備利用申請を行ってください。

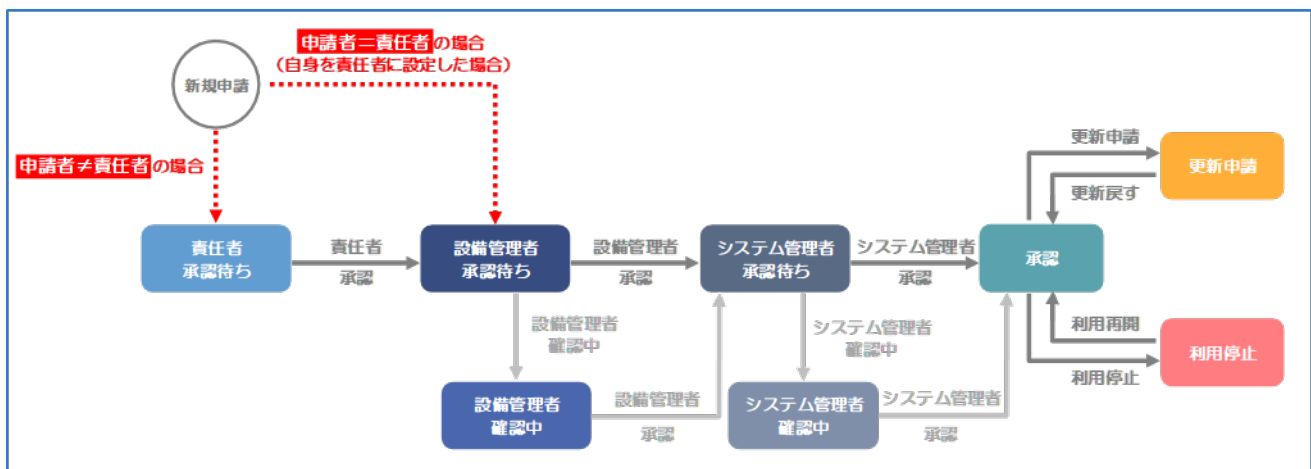
## 5. Before you book your equipment

In order to reserve a facility, it is necessary to apply for the use of the facility.

### 5.1. Status of Application for equipment usage

The status of the application for the use of facilities will be updated as follows.

You can only reserve facilities for applications whose application status is "Approved" or "Renewal Requested".



### 5.2. Applying for use from the facility

When you click the button on the facility details screen 📄 利用申請する, the input screen for the facility use application is displayed.

**設備** 備利用申請【学外】 (Application Form for Use of Shared equipment)

申請者(Applicant)

氏名(Full name)	東北 次郎
氏名ローマ字(Full name romaji)	Tohoku Jiro
所属(Affiliation)	東北研究機関
身分(Social class)・職名(Job title)	研究課課長
メールアドレス(e-mail)	jiro@tohoku.co.jp
連絡先電話番号(Cell-phone number)	022-717-7800

<sup>sup</sup> You can also apply for 📄 利用申請 button on the application list screen.

To apply for use, it is necessary to set a person in charge of use. When you enter **確定** the user identification number of the person in charge of use and click the button, the information of the person in charge will be reflected in the display field.

Also, if you have billing information, you can **自分を責任者にする** click the button to set yourself as the person responsible for use.

\* Please check the user identification number of the person in charge before entering.

(If you are responsible, refer to "[12.1. Confirmation or Changing of User Identification Number](#)" on how to check the user identification number.)

利用責任者(Supervisor) ※「利用責任者」は設備の利用及びその支払いに責任を持つ

利用者識別番号	<input type="text"/>	<b>確定</b> <b>自分を責任者にする</b>
氏名(Full name) <b>必須</b>		
氏名ローマ字(Full name romaji) <b>必須</b>		
所属(Affiliation) <b>必須</b>		
身分(Social class)・職名(Job tilte) <b>必須</b>		
メールアドレス(e-mail) <b>必須</b>		
連絡先電話番号(Cell-phone number) <b>必須</b>		

**POINT**

- Only accounts with billing information can be set as the person in charge.

In the "Equipment" section, you can add or delete equipment.

Click the "Add Equipment" button to open the Add Equipment modal.

利用設備 **設備追加**

申請管理グループ	設置場所	設備名称	留意事項・注意事項
理学研究科附属巨大分子解析研究センター	青葉山キャンパス 理学研究科・理学部 巨大分子解析研究センター棟・104号室	[002]核磁気共鳴装置(JNM-ECA700)	利用形態:「本人利用」「委託...

On the equipment addition modal screen, check the equipment you want to use and click "Add equipment" to add the equipment to the equipment field of the application for use.

検索(Search) ×

---

**検索項目**

チェック  チェック済み  未チェック

申請管理グループ 必須 理学研究科附属巨大分子解析研究センター

設備名称  設備名称検索

選択件数 : 3件 利用設備追加

<input type="checkbox"/>	申請管理グループ	設置場所	設備名称	留意事項・注意事項
<input checked="" type="checkbox"/>	理学研究科附属巨大分子解析研究センター	青葉山キャンパス 理学研究科・理学部 巨大分子解析研究センター棟・104号室	[002]核磁気共鳴装置(JNM-ECA700)	利用形態：「本人利用」「委託利用」 料金区分「部局内」「学内」「学外」
<input checked="" type="checkbox"/>	理学研究科附属巨大分子解析研究センター	青葉山キャンパス 理学研究科・理学部 巨大分子解析研究センター棟・101号室	[003]核磁気共鳴装置(AVANCEⅢ700)	利用形態：「本人利用」「委託利用」 料金区分「部局内」「学内」「学外」
<input checked="" type="checkbox"/>	理学研究科附属巨大分子解析研究センター	青葉山新キャンパス 農学研究科 総合研究棟 W101 NMR室	[004]超伝導核磁気共鳴装置	利用形態：「本人利用」「委託利用」 料金区分「部局内」「学内」「学外」
<input type="checkbox"/>	理学研究科附属巨大分子解析研究センター	星陵キャンパス 東北メディカル・メガバンク棟 139 NMR室	[006]600MHz NMR装置①	利用形態：「本人利用」「委託利用」 料金区分「部局内」「学内」「学外」

**利用設備** 設備追加

申請管理グループ	設置場所	設備名称	留意事項・注意事項
理学研究科附属巨大分子解析研究センター	青葉山キャンパス 理学研究科・理学部 巨大分子解析研究センター棟・104号室	[002]核磁気共鳴装置(JNM-ECA700)	利用形態：「本人利用」「委託...
理学研究科附属巨大分子解析研究センター	青葉山キャンパス 理学研究科・理学部 巨大分子解析研究センター棟・101号室	[003]核磁気共鳴装置(AVANCEⅢ700)	利用形態：「本人利用」「委託...
理学研究科附属巨大分子解析研究センター	青葉山新キャンパス 農学研究科 総合研究棟 W101 NMR室	[004]超伝導核磁気共鳴装置	利用形態：「本人利用」「委託...

**POINT**

There is no limit to the number of facilities that can be selected in one application, but only facilities in the same application management group can be selected.

- Since only the equipment selected in the equipment addition modal is displayed, if the added equipment is unchecked, it will be deleted from the equipment column.



After entering all the required information, click the "Apply" button.

設
備利用申請【学外】 (Application Form for Use of Shared equipment)

申請者(Applicant)

氏名(Full name)	東北 次郎
氏名ローマ字(Full name romaji)	Tohoku Jiro
所属(Affiliation)	東北研究機関
身分(Social class)・職名(Job title)	研究課課長
メールアドレス(e-mail)	jiro@tohoku.co.jp
連絡先電話番号(Cell-phone number)	022-717-7800

利用責任者(Supervisor) ※「利用責任者」は設備の利用及びその支払いに責任を持つ

利用者識別番号	<input type="text"/>	<input type="button" value="確定"/> <input type="button" value="自分を責任者にする"/>
氏名(Full name) <span style="color: red; font-size: small;">必須</span>	東北 次郎	
氏名ローマ字(Full name romaji) <span style="color: red; font-size: small;">必須</span>	Tohoku Jiro	
所属(Affiliation) <span style="color: red; font-size: small;">必須</span>	東北研究機関	
身分(Social class)・職名(Job title) <span style="color: red; font-size: small;">必須</span>	研究課課長	
メールアドレス(e-mail) <span style="color: red; font-size: small;">必須</span>	jiro@tohoku.co.jp	
連絡先電話番号(Cell-phone number) <span style="color: red; font-size: small;">必須</span>	022-717-7800	

申請内容

申請年度(Application year)	2023
研究課題	<input type="text" value="微細加工"/>
研究の概要	<div style="border: 1px solid #ccc; height: 40px;"></div>
メッセージ欄	<div style="border: 1px solid #ccc; height: 40px;"></div>

請求先

請求先 <span style="color: red; font-size: small;">必須</span>	<input type="text" value="東北研究機関 - 研究課 - 東北 次郎"/>
---	---

利用設備 設備追加

申請管理グループ	設置場所	設備名称	留意事項・注意事項
理学研究科附属巨大分子解析研究センター	青葉山キャンパス 理学研究科・理学部 巨大分子解析研究センター棟・104号室	[002]核磁気共鳴装置(INM-ECA700)	利用形態:「本人利用」「委託...
理学研究科附属巨大分子解析研究センター	青葉山キャンパス 理学研究科・理学部 巨大分子解析研究センター棟・101号室	[003]核磁気共鳴装置(AVANCE III 700)	利用形態:「本人利用」「委託...
理学研究科附属巨大分子解析研究センター	青葉山新キャンパス 農学研究科 総合研究棟 W101 NMR室	[004]超伝導核磁気共鳴装置	利用形態:「本人利用」「委託...

みなし輸出該当判定 必須

該当
  非該当

← 戻る(Back)
→ 申請

If there is an input error, an error message is displayed on the screen.

入力内容に誤りがあります。  
• 利用責任者を入力してください



If there is even one error, you will not be able to register a usage request.

Correct the information you entered and click the "Apply" button again.

When the application is completed, the following message will be displayed.

利用申請が完了しました。責任者（※責任者がいる場合）及び設備管理者、システム管理者が承認したら、改めて通知しますので、お待ちください。

If you set someone other than yourself as the person in charge, you will be able to reserve the facility with approval from the person in charge → approval from the facility manager → approval from the system administrator.

If you set yourself as the person in charge, you will be able to reserve equipment with approval from the facility manager → approval from the system administrator.

In addition, if another user registers an application for the use of equipment with himself or herself as the person responsible, the application for use that requires approval will be displayed on the list screen, so please approve it by the person in charge.

(For the approval of the responsible person, see "[5.3.3. Approval of the person responsible \(only the person responsible for use\)](#)")

#### POINT

- The "Research Project Information" that can be set on the facility use application screen can only be selected by the user's account. If you set "Research Project Information", you can set it as the default value when registering the use of facility reservations.
- Billing information can only be selected in the account of the person in charge of use. If you set

### 5.3. Operation of equipment use application

Click "Facility Usage Application" in the upper right menu to display the facility use application list screen.

To check the details of the facility usage application, click "Details" from the list screen to move to the details screen.

The buttons at the bottom of the details screen are displayed differently depending on the applicant and the person in charge.

#### ▼ In the case of an applicant



#### ▼ In the case of the person in charge (application registered by himself/herself)



#### ▼ In the case of a responsible person (application for use in which another user has registered himself or herself as the person responsible)



#### 5.3.1. Changes to the details of the application for the use of facilities

---

From the facility use application details screen, enter the items you want to change and click "Change".

\* The items that can be operated differ depending on the application status and authority.

#### 5.3.2. Cancellation of application for use of facilities

---

Click "Cancel" from the facility use application details screen.

\* Canceled applications cannot be operated.

#### 5.3.3. Approval of the person responsible (only the person responsible for use)

---

It is necessary to approve the application for use for which another user has registered himself or herself as the person responsible.

From the facility use application details screen, click "Approval of the person responsible".

申請状況	
申請状況	責任者承認待ち
申請日	2023年05月17日
承認日	---
利用停止日	---
管理者コメント	

← 戻る(Back)
→ 変更
🗑️ 取消
✔️ 責任者承認

The status of the application will be changed from "Pending Approval by the Responsible Manager" to "Pending Approval by the Facility Manager".

### 5.3.4. Review the results of the facility manager's approval

If the facility use application is approved by the facility manager, you can check the values such as "Immediate reservation availability" and "Fee classification" on the details screen.

利用設備 設備検索

申請管理グループ	設置場所	設備名称	留意事項・注意事項	承認設備	即時予約の可否	料金区分	初回講習
理学研究科附属巨大分子解析研究センター	青葉山キャンパス 理学研究科・理学部 巨大分子解析研究センター棟・104号室	[002]核磁気共鳴装置(JNM-ECA700)	※本設備の利用を希望される...	承認	承認後利用	学内	未受講

1
2
3
4

申請状況	
申請状況	承認
申請日	2023年03月24日
承認日	2023年03月24日
利用停止日	---
管理者コメント	

Each item displays the following contents.

- ① **Approved Facilities**  
Whether or not you have been approved to use the facility  
\* If you are not approved, you will not be able to use the reservation
- ② **Availability of instant booking**  
Can the booking be made immediately, or does the appointment need to be approved by an administrator?
- ③ **Fee Classification**  
The fee category for use is either "departmental", "on-campus", or "off-campus"
- ④ **Initial training**  
In the case of equipment that requires initial training, whether or not the initial training has been taken

## 5.4. Suspension and resumption of use of equipment use applications

If you no longer use the equipment for which you have applied to use the facility, you can suspend the use of it.

\* You can only suspend the use of the service by applying for "approval".

### 5.4.1. Suspension of use of equipment use application

From the list of equipment use requests, click "Stop".

詳細	32	2023	2023/05/15	承認	申請グループ1	[133]特殊型密閉型洗浄装置B	東北 次郎	東北研究機関	東北 次郎	東北研究機関	東北研究機関 - 研究課 - 東北 次郎	更新申請 利用停止
----	----	------	------------	----	---------	------------------	-------	--------	-------	--------	----------------------	--------------

When the confirmation modal screen is displayed, click OK.

確認(confirm) ×

利用停止します。よろしいですか？

OK キャンセル(cancel)

The application for use and the equipment to be used that have been "suspended" will be in an invalid state, and you will not be able to register for the reservation of the facility.

利用停止しました。 ×

### 5.4.2. Resumption of use of facility use application

If you want to reactivate a usage request that has been performed with the "Suspended" operation, click "Resume use" from the list of facility usage requests.

詳細	32	2023	2023/05/15	利用停止	申請グループ1	[133]特殊型密閉型洗浄装置B	東北 次郎	東北研究機関	東北 次郎	東北研究機関	東北研究機関 - 研究課 - 東北 次郎	更新申請 利用再開
----	----	------	------------	------	---------	------------------	-------	--------	-------	--------	----------------------	--------------

When the confirmation modal screen is displayed, click OK.

確認(confirm) ×

利用再開します。よろしいですか？

OK キャンセル(cancel)

The application is activated and operational.

利用再開処理を行いました。



## 5.5. Application for renewal of facility use application

If you want to continue to use the facilities in the next fiscal year, you will need to apply for renewal.

\* You can only apply for renewal by applying for "approval".

### 5.5.1. Application for renewal of facility use application

From the list of facility usage applications, click "Renewal Application".

\* If you are outside the renewal application period, you cannot click the "Apply for Renewal" button.


詳細	32	2023	2023/05 /15	承認	申請グループ1	[133]特殊型密閉型洗浄装置B	東北 次部	東北研究機関	東北 次部	東北研究機関	東北研究機関 - 研究課 - 東北 次部	更新申請 利用停止
----	----	------	----------------	----	---------	------------------	-------	--------	-------	--------	-------------------------	--------------

When the confirmation modal screen is displayed, click OK.

確認(confirm) ×

更新申請します。よろしいですか？

The same input screen as when registering the facility use application will be displayed, so please enter the application details for the next year.


設備利用申請【学外】 (Application Form for Use of Shared equipment)

申請者(Applicant)

氏名(Full name)	東北 次郎
氏名ローマ字(Full name romaji)	Tohoku Jiro
所属(Affiliation)	東北研究機関
身分(Social class)・職名(Job title)	研究課課長
メールアドレス(e-mail)	jiro@tohoku.co.jp
連絡先電話番号(Cell-phone number)	022-717-7800

利用責任者(Supervisor) ※「利用責任者」は設備の利用及びその支払いに責任を持つ

利用者識別番号	<input type="text"/> <span style="float: right;">確定 自分を責任者にする</span>
氏名(Full name) <span style="color: red;">必須</span>	東北 次郎
氏名ローマ字(Full name romaji) <span style="color: red;">必須</span>	Tohoku Jiro
所属(Affiliation) <span style="color: red;">必須</span>	東北研究機関
身分(Social class)・職名(Job title) <span style="color: red;">必須</span>	研究課課長
メールアドレス(e-mail) <span style="color: red;">必須</span>	jiro@tohoku.co.jp
連絡先電話番号(Cell-phone number) <span style="color: red;">必須</span>	022-717-7800

申請内容

申請年度(Application year)	2024
研究課題	<input type="text" value="選択してください"/>
研究の概要	<div style="border: 1px solid #ccc; height: 40px;"></div>
メッセージ欄	<div style="border: 1px solid #ccc; height: 40px;"></div>

請求先

請求先 <span style="color: red;">必須</span>	<input type="text" value="東北研究機関 - 研究課 - 東北 次郎"/>
---	---

利用設備 設備追加

申請管理グループ	設置場所	設備名称	留意事項・注意事項
申請グループ1	青葉山キャンパス 未来科学技術共同研究センター 未来情報産業研究館	[133]特殊型密閉型洗浄装置B	

みなし輸出該当判定 <span style="color: red;">必須</span>	<input type="radio"/> 該当 <input checked="" type="radio"/> 非該当
---	---

← 戻る(Back)
→ 申請

When you apply for renewal, the current year's application will be in the "Renewal Request" state, and a new application for the next year will be created.

詳細	34	2024	2023/05/16	設備管理者承認待ち	申請グループ1	[133]特殊型密閉型洗浄装置B	東北 次郎	東北研究機関	東北 次郎	東北研究機関	東北研究機関 - 研究課 - 東北 次郎	更新申請 利用停止
詳細	32	2023	2023/05/15	更新申請	申請グループ1	[133]特殊型密閉型洗浄装置B	東北 次郎	東北研究機関	東北 次郎	東北研究機関	東北研究機関 - 研究課 - 東北 次郎	更新戻す 利用停止

In addition, since it is not possible to change the billing information or research project for a "renewal application", if you want to change it, please perform the ["5.5.2 Revert renewal of facility use application"](#) process.

**POINT**

- Even if the application for facility use is in the "Renewal Application" state, it is valid during the application year, so you can continue to use it.

**5.5.2. Revert an update to a facility usage request**

If you want to operate a usage request for which you have performed the "Update request" operation, click "Update back" from the list of facility usage requests.

詳細	32	2023	2023/05/15	更新申請	申請グループ1	[133]特殊型密閉型洗浄装置B	東北 次郎	東北研究機関	東北 次郎	東北研究機関	東北研究機関 - 研究課 - 東北 次郎	更新戻す 利用停止
----	----	------	------------	------	---------	------------------	-------	--------	-------	--------	----------------------	--------------

When the confirmation modal screen is displayed, click OK.

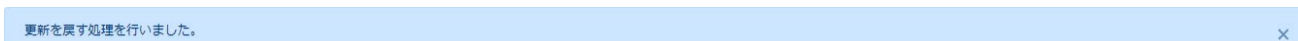
確認(confirm) ×

---

更新を戻す処理をします。よろしいですか？

OK
キャンセル(cancel)


The application status will be changed to "Approved" and you will be able to perform the operation.





## 6. Until you reserve and use the equipment

### 6.1. Check equipment reservations and results

Click  "Reservation Calendar" in the upper right menu to display the "Reservation Calendar" screen.

For facilities for which the facility use application has been approved, reservations and results are displayed on a weekly basis.



予約カレンダー(Reservation calendar)

検索項目

大項目 --- 機関・部局名 (Facility or Department) 検索したい部局を選択してください

設備名称 --- 並び順 ---

検索(Search)

予約状況 (Reservation status) 予約承認待ち(Awaiting approval)

大項目	小項目	部署名	設備名称 (Equipment)	5月22日	5月23日(火)	5月24日(水)	5月25日(木)	5月26日(金)	5月27日(土)	5月28日(日)
分析			[010]質量分析装置 (ガスクロマトグラフ飛行時間質量分析装置)		12:00~12:30 東北 次郎	休業日				

- ① Click “< Previous Week” or “Next Week >” to see the reservation status for the week before and after the currently displayed week.
- ② When you click on the name of the equipment, you will be taken to the detailed information screen of the facility.
- ③ When you click on the reservation status, the simplified display modal of reservation information is displayed.  
If you have a reservation of your own or you are responsible, click the “View booking details” button,  
You can display the reservation details screen.
- ④ If the facility is closed, it will be displayed as “Closed” and cannot be reserved.

## 6.2. Reservation Usage of Facility Reservations

Depending on the setting of "Immediate reservation availability" in the facility use application, the reservation usage status after the reservation is completed will differ.

### 6.2.1. For facilities that can be booked immediately

In the case of facilities that can be reserved immediately, the following is displayed at the bottom of the facility reservation screen.

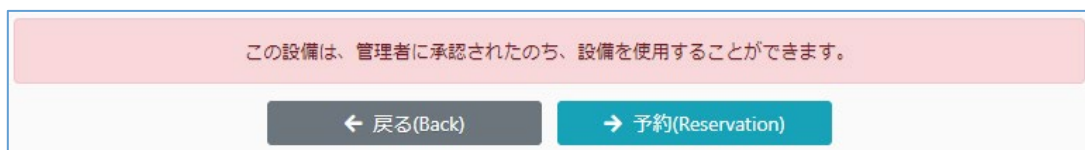



When the reservation is completed, the reservation usage status will be "Reservation Confirmed" and will be displayed in the reservation calendar as follows.


6月8日(木)	6月9日(金)	6月10日(土)	6月11日(日)	6月12日(月)	6月13日(火)	6月14日(水)
◀ 前の一週間 (Before 1 week)			次の一週間 (Next 1 week) ▶			
19:00~19:30 東北 次郎						

### 6.2.2. For equipment that requires approval

If the facility requires approval by the administrator, the following is displayed at the bottom of the facility reservation screen.

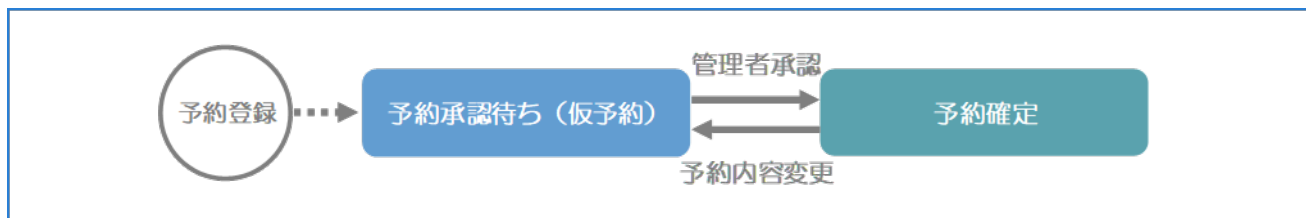


When the reservation is completed, the reservation usage status will be  "Pending reservation approval" and a mark will be displayed on the reservation calendar.

6月8日(木)	6月9日(金)	6月10日(土)	6月11日(日)	6月12日(月)	6月13日(火)	6月14日(水)
◀ 前の一週間 (Before 1 week)			次の一週間 (Next 1 week) ▶			
 19:00~19:30 東北 次郎						

Once the reservation is approved by the administrator, the reservation usage will change from "Pending Reservation Approval" to "Reservation Confirmed".


Also, if you change the reservation details after the reservation is approved, it will be "waiting for reservation approval" again.



Please use the facilities only after your reservation has been approved.

\* If your reservation is not approved, please contact the facility manager.

### 6.3. Make a reservation for equipment

When you click on the mark of the facility and date you want to reserve , the "Register Reservation / Usage Record" modal screen is displayed.



 予約をする

Click the button to move to the reservation screen.

On the facility reservation screen, enter the necessary information such as reservation information and approximate price information.

設備予約(Reservation of equipment)

前の一週間 (Before 1 week) 次の一週間 (Next 1 week) 予約承認待ち(Awaiting approval)

日付	6月1日(木)	6月2日(金)	6月3日(土)	6月4日(日)	6月5日(月)	6月6日(火)	6月7日(水)
予約状況 (Reservation status)							

基本情報

設備名称(Equipment) [010]質量分析装置(カスクロマトグラフ飛行時間質量分析装置)

留意事項・注意事項 利用形態: 「本人利用」「委託利用」  
料金区分「部局内」「学内」「学外」

利用区分

利用区分  本人利用  委託利用

予約情報

利用日時(Usage date and time) 2023年06月01日 19時00分 ~ 2023年06月01日 19時02分 ※利用時間は2分以上から利用可能

予約者氏名(Name) 東北 次郎 予約利用状況 (Reservation and usage status) ---

予約者所属(Affiliation) 東北研究機関 使用用途(Purpose of use)

連絡先(Cell-phone number) 022-717-7800 予約日(Reservation date) 2023年05月31日 18時18分

設備利用申請

	利用責任者	利用責任者所属	研究課題	支払予算・請求先	即時予約の可否	料金区分
<input checked="" type="radio"/>	東北 次郎	東北研究機関		東北研究機関-研究課-東北 次郎	承認後利用	学外

→ 予約(Reservation)

button, and if there are no errors, the configuration is complete.

If there are errors, the screen displays all the error messages.

入力内容に誤りがあります。

- 予約開始日時は、現在より未来の利用日時を入力してください

If there is even one error, the reservation will not be registered.

Please correct or change the information you have entered, and click the "Reserve" button again.

When the reservation registration is complete, the following message will be displayed.

予約が完了しました。

#### 6.4. Duplicate a reservation

In the reservation calendar, select your own reservation and the reservation details display modal will be displayed.

予約情報

予約利用状況: 予約確定  
予約者: 東北 次郎  
予約日時: 2023/5/23 12:00 ~ 2023/5/23 12:30  
使用用途:

予約複製 予約詳細 閉じる

When you click the "Duplicate Reservation" button, the reservation screen is displayed with the contents of the selected reservation information set as the default value.

設
備予約(Reservation of equipment)

日付	5月23日(火)	5月24日(水)	5月25日(木)	5月26日(金)	5月27日(土)	5月28日(日)	5月29日(月)
予約状況 (Reservation status)	17:00~17:30 東北 次郎			休業日			

**基本情報**

設備名称(Equipment)	[010]質量分析装置(ガスクロマトグラフ飛行時間質量分析装置)
留意事項・注意事項	利用形態：「本人利用」「委託利用」 料金区分「部局内」「学内」「学外」

利用区分

利用区分	<input checked="" type="radio"/> 本人利用 <input type="radio"/> 委託利用
------	--

予約情報

利用日時(Usage date and time) <span style="font-size: 10px; color: red;">必須</span>	2023年05月23日 17時00分 ~ 2023年05月23日 17時30分 <span style="float: right; font-size: 10px; color: orange;">※利用時間は2分以上から利用可能</span>
--	---

After that, "[6.3.The process is the same as "Make a reservation for equipment"](#)". Fill in the information as required.

<sup>sup</sup>

You can also duplicate 複製 reservations from the button on the facility reservation list screen.

## 7. Confirmation, change, and cancellation of reservation details

In the reservation calendar, select your own reservation and the reservation details display modal will be displayed.

予約情報
×

---

予約利用状況：予約確定  
 予約者：東北 次郎  
 予約日時：2023/5/23 12:00 ~ 2023/5/23 12:30  
 使用用途：

予約複製
予約詳細
閉じる

Click the "Reservation Details" button to move to the reservation details screen.

**設備予約(Reservation of equipment)**

前の一週間 (Before 1 week)      次の一週間 (Next 1 week)      予約承認待ち(Awaiting approval)

日付	5月23日(火)	5月24日(水)	5月25日(木)	5月26日(金)	5月27日(土)	5月28日(日)	5月29日(月)
予約状況 (Reservation status)	17:00~17:30 東北次郎			休業日			

基本情報

設備名称(Equipment) [010]質量分析装置(ガスクロマトグラフ飛行時間質量分析装置)

留意事項・注意事項 利用形態: 「本人利用」 「委託利用」  
料金区分 「部局内」 「学内」 「学外」

利用区分

利用区分  本人利用  委託利用

予約情報

利用日時(Usage date and time) 必須 2023年05月23日 17時00分 ~ 2023年05月23日 17時30分 ※利用時間は2分以上から利用可能

sup

You can also transit [詳細](#) the reservation details screen from the button on the facility reservation list

Please confirm, change, or cancel your reservation from the reservation details screen.

← 戻る(Back)      → 変更      取消

### If you want to change your reservation details

Change the reservation details and click the "Change" button.

### If you want to cancel your reservation

You can cancel your reservation by clicking on the "Cancel" button.

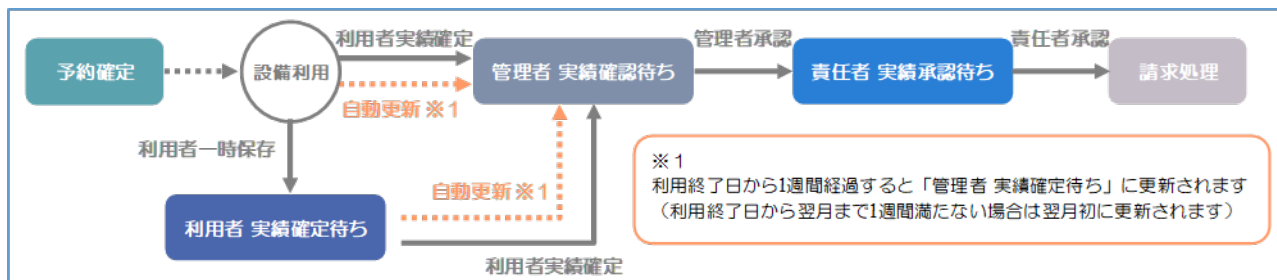
## 8. Enter your usage history

### 8.1. Reservation usage status of usage results

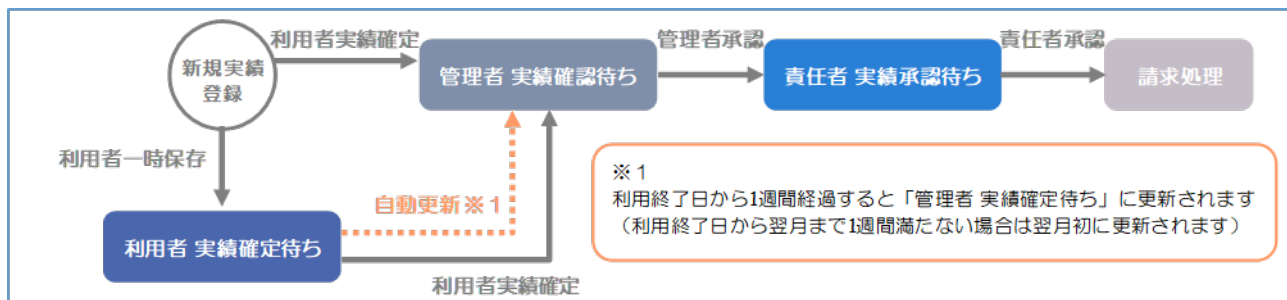
In this system, you can register usage records for equipment that has already been reserved, and new usage records for equipment that has been used without making a reservation.

The reservation usage status will be updated as follows.

[Actual registration for reserved facilities]



[Registration of new results for equipment used without reservation]



### 8.2. From the booking calendar

From the reservation calendar, you can register usage records for facilities that have already been reserved, and new usage records for facilities that have been used without reservations.

#### 8.2.1. Enter the usage history of reserved facilities

In the reservation calendar, if you select your own reservation after the reservation end date and time, the following reservation details display modal will be displayed.



Click the "Achievement Details" button to move to the Achievement Registration screen.

利 用 実 績	
基本情報	
設備名称(Equipment)	[010]質量分析装置(ガスクロマトグラフ飛行時間質量分析装置)
留意事項・注意事項	利用形態:「本人利用」「委託利用」 料金区分「部局内」「学内」「学外」
利用区分	
利用区分	<input checked="" type="radio"/> 本人利用 <input type="radio"/> 委託利用
利用実績情報	
予約日時(Reservation date and time)	2023年5月18日 16時00分～2023年5月18日 16時02分
利用日時(Usage date and time) <small>必須</small>	2023年05月18日 16時00分～2023年05月18日 16時02分 <span>※利用時間は2分以上から利用可能</span>

sup

You can also transitic [詳細](#) the achievement registration screen from the button on the usage record list

Since the reservation information is entered as the initial value, please change the values such as the date and time of use and the quantity as necessary.

← 戻る(Back)

→ 一時保存

✓ 確定


If you click the "Confirm" button, the performance will be confirmed and you will not be able to edit the reservation details. After confirmation, it is necessary for the manager to confirm the performance and the person in charge to approve the performance.

If there is a possibility of editing the achievement again, please use the "Temporary Save" button to save the changes.

#### POINT

- The usage record of "Reservation Confirmed" and "User Waiting for Confirmation of Results" will be automatically confirmed when the user or administrator operates or 7 days after the end of use date or the month following the end of use date.

### 8.2.2. Register new achievements for equipment that you have not reserved

When you click the mark of the facility and date for which you want to register the actual record , the "Reservation / Usage Record Registration Modal" screen is displayed.





利用実績を登録する

Click the button to move to the achievement registration screen.

The subsequent operation is "[8.2.1. Enter the usage history of reserved facilities](#)".

If necessary, change the values such as the date and time of use, quantity, etc., and click the "Temporarily Save" or "Confirm" button.

### 8.3. Operation from the mobile screen

From the mobile screen, you can register usage records for reserved facilities and new usage records for facilities that have been used without reservations, similar to the reservation calendar.

\* Since only facilities for which the application for use has been approved are displayed in the "Equipment List" on the mobile screen, it is not possible to register new achievements for facilities for which the application for use has not been approved.

#### 8.3.1. Enter the usage history of reserved facilities

When you log in to the mobile screen, you will be redirected to the usage record list screen.

The target date of the data to be displayed is entered as the default value of the current day.



**POINT**

The color of the usage record frame varies depending on the reservation usage status.

Yellow → reservation data \* Can be edited from the first day of use.

Green → "User Waiting for Confirmation of Results" data ※ Editable

Light blue → Data after "Administrator waiting for performance confirmation" \* Cannot be edited

When you click on the reservation / actual data for which you want to register the actual results, you will be redirected to the actual entry screen.

利用実績

設備名称(EquipmentName)

[010]質量分析装置(ガスクロマトグラフ飛行時間質量分析装置)

予約者氏名(Name)

東北 次郎

利用日時(Usage date and time)

開始日時 日時取得

2023年05月23日

12 時 00 分

終了日時 日時取得

2023年05月23日

12 時 30 分

Since the reservation information is entered as the default value, change the values such as the date and time of use and the quantity as necessary, and click the "Temporarily Save" button to save.

\* It is not possible to perform the achievement confirmation process from the mobile screen.

戻る(Back)

一時保存

**How to use the "Get Date and Time" button**

- Click the "Start 日時取得 date and time" button to set the current date and time in "Start date and time". At the same time, "Current date and time + minimum usage time" will be set to "End date and time". If there is no minimum usage time setting, the current date and time will also be set in "End date and time".

- Click the "End 日時取得 date and time" button to set the current date and time in "End date and time".

### 8.3.2. Register new achievements for equipment that you have not reserved

Click the button at the 利用実績新規登録 top of the usage list screen to move to the equipment list screen.

On the equipment list screen, the equipment for which the application for use has been approved is displayed, so click on the new facility for which you want to register the usage record.

戻る(Back)

機関・部局名  
(Facility or Department)

---

設備名称

表示

[002]核磁気共鳴装置(JNM-ECA700)  
00\_理学研究科附属巨大分子解析研究センター  
青葉山キャンパス理学研究科・理学部  
巨大分子解析研究センター棟・104号室

[006]600MHz NMR装置①

When you click on the equipment for which you want to register an act, you will be redirected to the actual entry screen.

**利**用実績

---

**設備名称(EquipmentName)**

[010]質量分析装置(ガスクロマトグラフ飛行時間  
質量分析装置)

**予約者氏名(Name)**

東北 次郎

利用日時(Usage date and time)

**開始日時** **日時取得**

2023 年 05 月 31 日

18 時 27 分

The subsequent operation is "[8.2.1.Enter the usage history of reserved facilities](#)".

If necessary, change the values such as the date and time of use and the quantity, and click the "Temporarily Save" button.

## 8.4. Register usage records from the digital usage book

From the digital usage book of the shared terminal, you can register usage records for reserved facilities and new usage records for facilities used without reservations, as well as reservation calendars.

### POINT

- The facilities that can register usage results from the digital usage book are limited for each shared terminal.

If the equipment for which you want to register usage records is not displayed in the Digital Usage

### 8.4.1. Browse the list of reservations and achievements

When you open the Digital Usage Book, you can see reservation and usage data for that date for each facility tab.

The screenshot shows the TOHOKU UNIVERSITY TECHNICAL SUPPORT CENTER interface. At the top, there are facility selection tabs: [002]核磁気共鳴装... and [003]核磁気共鳴装... (highlighted with callout 1). Below the tabs is the selected facility name: [003]核磁気共鳴装置(AVANCEⅢ700) (highlighted with callout 2). A date navigation bar shows 2023/07/25 with buttons for 前日 (Previous), 当日 (Today), and 翌日 (Next) (highlighted with callout 3). A button for 利用実績新規登録 (Utilization record) is also present (highlighted with callout 3). The main table has the following columns: レコード番号 (Record number), 予約日時 (Reservation date and time), 利用日時 (Usage date and time), 利用区分 (Usage Classification), 予約利用状況 (Reservation Status), 利用者 (User), and 更新日時 (Date of updating). The table contains two rows of data. The first row (highlighted with callout 4) has record number 552, reservation time 07/25 15:00 ~ 07/25 15:02, usage time 07/25 15:00 ~ 07/25 15:02, classification 本人利用, status 予約確定, user 東北 次郎, and update date 2023/07/25 14:46. The second row (highlighted with callout 5) has record number 551, usage time 07/25 14:44 ~ 07/25 14:46, classification 本人利用, status 利用者 実績確定待ち, user 東北 次郎, and update date 2023/07/25 14:46. Each row has '編集 (Edit)' and '取消 (Delete)' buttons.

レコード番号 (Record number)	予約日時 (Reservation date and time)	利用日時 (Usage date and time)	利用区分 (Usage Classification)	予約利用状況 (Reservation Status)	利用者 (User)	更新日時 (Date of updating)	
552	07/25 15:00 ~07/25 15:02	07/25 15:00 ~07/25 15:02	本人利用	予約確定	東北 次郎	2023/07/25 14:46	編集 (Edit) 取消 (Delete)
551		07/25 14:44 ~07/25 14:46	本人利用	利用者 実績確定待ち	東北 次郎	2023/07/25 14:46	編集 (Edit) 取消 (Delete)

- ① The names of the facilities that can be operated from the shared terminal are displayed in a tab format. By switching the equipment tab, you can refer to the reservation and usage record information of each facility.

In addition, the name of the currently selected equipment is displayed below the tab.

- ② If you click the "The day before" or "Next day" button, you can refer to the reservation and actual information for the dates before and after the date displayed on the screen.

Also, if you click the "Today" button, reservation and performance information for the current date will be displayed.

- ③ Click the "New Usage Record" button to start "New Usage Record Registration" without making a reservation.

\* For details, see "[8.4.2.Register a new usage without making a reservation](#)".

- ④ When you click the "Edit" button, the "Edit Modal" is displayed.

\* For details, see "[8.4.3.Register usage records for reserved facilities](#)".

⑤ When you click the "Cancel" button, the "Cancellation Confirmation Modal" is displayed.

\* For details, see "[8.4.4.Revoke your usage history](#)".

### 8.4.2. Register a new usage record without making a reservation

Open the tab of the facility for which you want to register usage history, and click the "Register new usage record" button to display the "Edit modal".

By entering your "User Identification Number" and clicking the "Confirm" button, the screen will switch and you will be able to enter various information.

\* For details of the "User Identification Number", please refer to ["12.1. Checking and changing your user identification number"](#).

利用形態 (Utility form)	単価 (Unit price)	数量(単位) (Quantity)	利用料金小計 (Subtotal of user fees)
本人利用	3,210 (円/時間)	0 時間 (hours) 05 分 (minutes)	267円 (YEN)
委託利用	3,220 (円/時間)	0 時間 (hours) 05 分 (minutes)	268円 (YEN)
調整額 (Adjustments)			0円 (YEN)
利用料金合計 (Total of user fee)			535 円 (YEN)

\* The basic operation of each item is ["8.2.1. Register the usage record of reserved facilities"](#).

When you click the "Start Use" and "End of Use" buttons, the current date and time are entered at the start and end date and time of the date and time of use, respectively, and at the same time, the information that has been entered so far is registered in the system.

It is possible to change the date and time of use manually, but in that case, it will not be registered in the system.

When you click the "Temporarily Save" button, the information you have entered so far will be registered in the system.

When you click "Details", the input fields for "Application Information", "Billing Address (or Payment Budget)", and "Research Topic" are displayed.

利用責任者氏名 (Responsible for usage and payment)	利用責任者所属 (Affiliation)	支払予算・請求先 (Budget and billing address)
学外利用者 (権限テスト) 2	利用者 利用者	権限テスト機関 - 権限テスト部署 - 権限テスト担当者

請求先 (Billing to): 権限テスト機関 - 権限テスト部署 - 権限テスト担当者

研究課題 (Research project): 課題番号を入力してください。 (Please enter the project number.)

研究課題番号入力 (Project number)

一時保存 (Save data (temporally))

閉じる (Close)

Enter the project number in the "Research Topic" field and click the "Enter Research Project Number" button to reflect the research project information.

#### 8.4.3. Registering usage records for reserved facilities

When you click the "Edit" button on the list screen of the Digital Usage Book, the "Edit Modal" of the reservation and performance information of the relevant data is displayed.

\* At this time, you will not be asked to enter the "user time number". The subsequent operation is ["8.4.2. Register a new usage record without making a reservation"](#).



詳細情報 (Details) ▼

※デジタル利用簿からの詳細情報の参照・編集は「利用実績新規登録」時のみ可能です。  
 (\* Referencing and editing of detailed information from the digital user book is available only when "New Registration of Usage Results" is selected.)

	利用責任者氏名 (Responsible for usage and payment)	利用責任者所属 (Affiliation)	支払予算・請求先 (Budget and billing address)
⊙	学外利用者 (権限テスト) 2	利用者 利用者	※※※※※
請求先 (Billing to)	※※※※※		
研究課題 (Resarch project)	※※※※※		

→ 一時保存  
(Save data (temporal))

閉じる (Close)

If you click the "Edit" button to display it, you will not be able to see the information in "Billing (or payment budget)" and "Research Topic".

#### 8.4.4. Revoke your usage history

When you click the "Cancel" button on the list screen of the reservation / performance of the digital usage book, the "Cancellation confirmation modal" for the relevant data will be displayed.

取消確認 (Cancellation)
×

予約実績情報を取消します。本人確認のため、利用者識別番号を入力してください。  
 (Cancel the utilization record. Please enter your user identification number for verification.)

確定 (Submit)

キャンセル (Cancel)

Enter your user identification number and click the "Confirm" button to delete the data.

**POINT**

- The data that can be deleted is limited to "usage history for facilities used without reservation". The reservation date and time on the list screen is blank for the relevant data.

## 9. Change, confirmation, and approval of usage record

### 9.1. Modification and confirmation of usage results

After registering the actual results, if the reservation usage status is "Waiting for user confirmation of results", you can change or confirm the usage record.

The operation procedure is "[8.2.1.Enter the usage history of reserved facilities](#)".

### 9.2. Approval of usage record (only for the person responsible for use)

The person responsible for the use of the facility must process the approval process as the person responsible for the use of the equipment for which he or she is the person responsible for the use.

Click the "Approve" button from the usage record details screen of the usage record data whose reservation usage status is "Responsible Person Waiting for Approval of Performance".


The reservation usage status will be changed from "Responsible Person Pending Performance Approval" to "Billing Processing".

#### POINT

- Usage records for which billing information has not been set cannot be approved.
- Only the usage record of "responsible person awaiting performance approval" can be approved.
- On the usage fee billing details screen, you can approve multiple usage records at once.

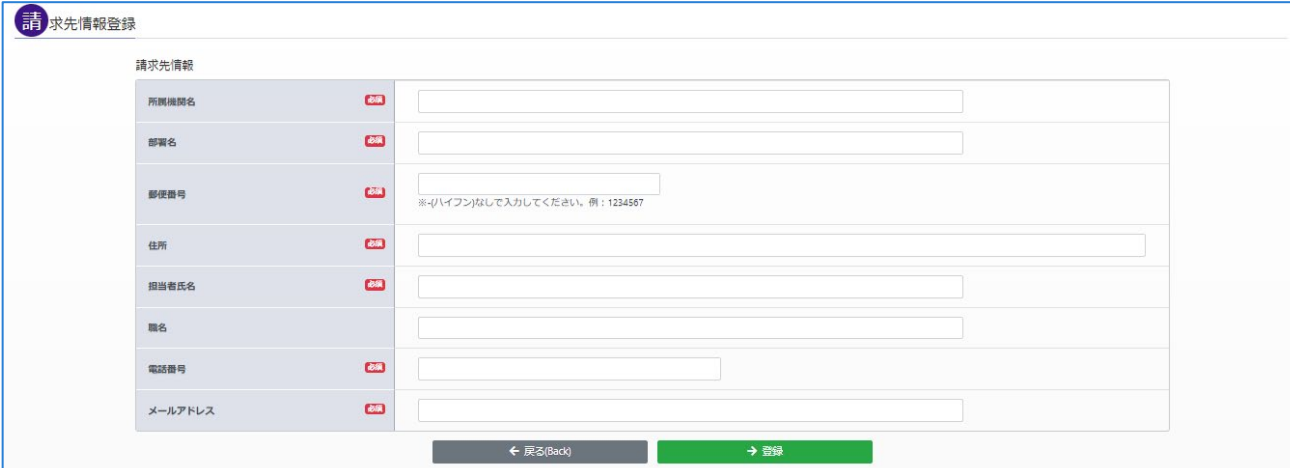
(For more information on bulk approvals, see "[11.3.Batch Approval of Usage Statements](#)". )

## 10. Register your billing address

Click "Billing  Information" in the upper right menu to display a list of billing addresses.

 追加する

When you click the button, the billing information registration screen is displayed.



請求先情報登録

請求先情報

所属機関名	必須	<input type="text"/>
部署名	必須	<input type="text"/>
郵便番号	必須	<input type="text"/> <small>※-(ハイフン)なしで入力してください。例：1234567</small>
住所	必須	<input type="text"/>
担当者氏名	必須	<input type="text"/>
職名		<input type="text"/>
電話番号	必須	<input type="text"/>
メールアドレス	必須	<input type="text"/>


### POINT

- If you register your billing information, you will be able to set yourself as the person in charge of use

### 10.1.1. Change your billing information

If you want to change the registered billing information, click the "Details" button on the billing information list screen.

After making changes, click Change to complete the change in billing information.



請求先情報詳細

請求先情報

所属機関名	必須	東北研究機関
部署名	必須	研究課
郵便番号	必須	1234567 <small>※-(ハイフン)なしで入力してください。例：1234567</small>
住所	必須	仙台市青葉区
担当者氏名	必須	東北 次部
職名		研究課課長
電話番号	必須	022-717-7800
メールアドレス	必須	jiro@tohoku.co.jp

## 11. Manage billing data (only for the person responsible for use)

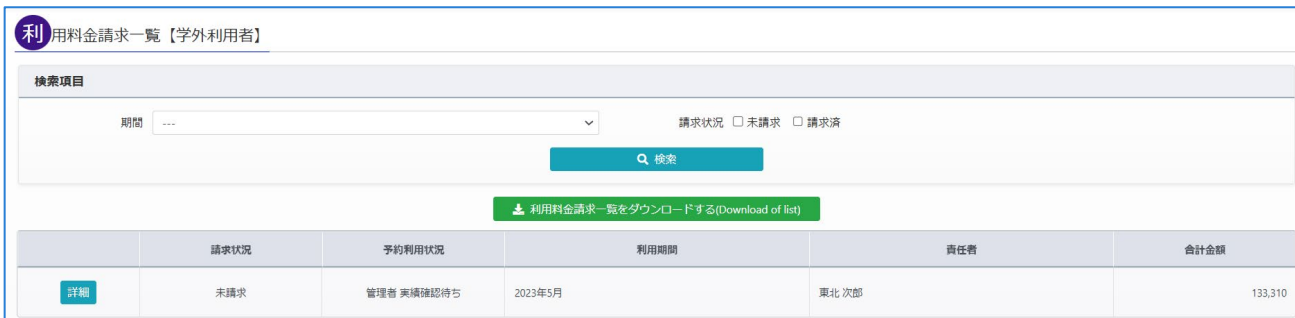
On the usage fee billing list screen, you can check the usage fee list of actual data for which you are the person responsible for use.

On this screen, you can set up billing information at once and approve it by the person in charge of use after setting up billing information.

### 11.1. Confirmation of Billing

Click "Usage  Fee Billing List" in the upper right menu to display the usage fee billing list.

From the list, you can check the total invoice amount and billing status during the period.



	請求状況	予約利用状況	利用期間	責任者	合計金額
<a href="#">詳細</a>	未請求	管理者 実績確認待ち	2023年5月	東北 次郎	133,310

By [詳細](#) clicking the button in the list, you will be redirected to the "Billing Information" screen, where you can check the breakdown of billing information.

**利** 用料金請求情報

基本情報

氏名	東北 次郎
所属	東北研究機関
期間	2023年5月
請求状況	未請求
合計金額	133,310

請求情報

請求先	件数	小計金額
東北研究機関-研究課-東北 次郎	2	133,310

検索項目

レコード番号  利用開始日時 (Period)  ~ 2023/05/31

予約利用状況 (Reservation and usage status)  管理者 実績確認待ち  責任者 実績確認待ち  請求処理

設備名称

利用者(Account)  研究課題 ---

請求先 ---

利用明細

<input type="checkbox"/>	レコード番号	利用日	請求基準日	予約利用状況	設備名称	利用者	研究課題	利用金額	請求先
<input type="checkbox"/>	<a href="#">詳細</a> 391	5/16 12:00~5/16 13:00	2023/05/16	管理者 実績確認待ち	[133]特殊型密閉型洗浄装置B	東北 次郎		133,310	東北研究機関-研究課-東北 次郎
<input type="checkbox"/>	<a href="#">詳細</a> 395	5/5 11:56~5/5 11:58	2023/05/05	管理者 実績確認待ち	[010]質量分析装置(ガスクロマトグラフ飛行時間質量分析装置)	東北 次郎		0	東北研究機関-研究課-東北 次郎

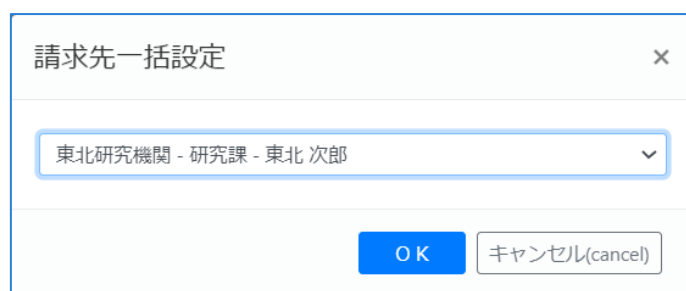
## 11.2. Batch billing address setting for usage details

In the usage details column of the "Billing Information" screen, select the usage record and click the "Batch Billing Contact" button to display the Batch Billing Destination Settings modal.

利用明細

<input type="checkbox"/>	レコード番号	利用日	請求基準日	予約利用状況	設備名称	利用者	研究課題	利用金額	請求先
<input checked="" type="checkbox"/>	<a href="#">詳細</a> 404	5/23 17:00~5/23 17:30	2023/05/23	管理者 実績確認待ち	[010]質量分析装置(ガスクロマトグラフ飛行時間質量分析装置)	東北 次郎		5,160	東北研究機関-研究課-東北 次郎
<input checked="" type="checkbox"/>	<a href="#">詳細</a> 395	5/5 11:56~5/5 11:58	2023/05/05	管理者 実績確認待ち	[010]質量分析装置(ガスクロマトグラフ飛行時間質量分析装置)	東北 次郎		0	東北研究機関-研究課-東北 次郎

After specifying the billing address on the modal screen, click the "OK" button. The billing address is set in bulk for the selected usage item.



請求先一括設定

東北研究機関 - 研究課 - 東北 次郎

OK キャンセル(cancel)

**POINT**

- For usage records where the reservation usage status is "billing processing", the person in charge of use has already approved the billing content.

### 11.3. Batch approval of usage details

If your usage statement includes the usage record of "Responsible Person Waiting for Performance Approval", please follow the procedure below to perform a batch approval in order to send it to the billing process.

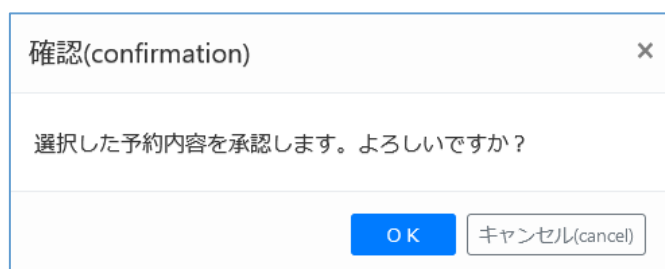
(For details on reservation usage, see "[8.1.Reservation Usage Status](#)". )

On the usage details of the usage statement screen of the usage fee billing statement screen, select the usage record to be approved, and click the "Batch approval" button to display the confirmation modal.



<input checked="" type="checkbox"/>	レコード番号	利用日	請求基準日	予約利用状況	設備名称	利用者	研究課題	利用金額	請求先
<input checked="" type="checkbox"/>	391	5/16 12:00~5/16 13:00	2023/05/16	管理者 実績確認待ち	(133)特殊型密閉型洗浄装置B	東北 次郎		133,310	東北研究機関-研究課-東北 次郎


If you click the OK button on the modal screen, the checked usage record will be approved collectively, and the reservation usage status will be changed from "Responsible Person Waiting for Actual Approval" to "Billing Processing".



#### POINT


- Usage records for which billing information has not been set cannot be approved.
- Only the usage record of "responsible person awaiting performance approval" can be approved.
- Since the approved usage record cannot be edited, please check if there are any modifications to the usage amount and billing information of the usage statement before batch approval.

### 11.4. Download the billing list

If you click the button  利用料金請求一覧をダウンロードする(Download of list) from the usage fee billing list, the usage fee billing information aggregated from the currently displayed data will be output in Excel. (Output file name: Billing.xlsx)

The output Excel file can be used for billing operations.

## 12. Change your account information

To check or change your account information (user information), go to  "Change User Information" in the upper right menu and display the "Change User Information" screen.

If you need to change the information, click the "Change" button after changing the information to register.



ログイン情報	
Login ID	jiro@tohoku.co.jp
Password <span style="color: red;">必須</span>	<input type="password"/> ※変更する場合は必須となります。 ※8文字以上の半角英数字記号で入力してください。
Password (確認) <span style="color: red;">必須</span>	<input type="password"/> ※変更する場合は必須となります。
利用者識別番号 <span style="color: red;">必須</span>	xppcbbb2 ※自身で覚えやすい英数字に変更できます。4~10文字で他の人から推測しづらい値にしてください。
最終ログイン	2023/05/31 14:53

### 12.1. Confirmation and change of user identification number

You can check and change the "User Identification Number" on the Change User Information screen.



ログイン情報	
Login ID	jiro@tohoku.co.jp
Password <span style="color: red;">必須</span>	<input type="password"/> ※変更する場合は必須となります。 ※8文字以上の半角英数字記号で入力してください。
Password (確認) <span style="color: red;">必須</span>	<input type="password"/> ※変更する場合は必須となります。
利用者識別番号 <span style="color: red;">必須</span>	xppcbbb2 ※自身で覚えやすい英数字に変更できます。4~10文字で他の人から推測しづらい値にしてください。
最終ログイン	2023/05/31 14:53

#### POINT

- The "User Identification Number" is used when setting the person responsible for the application for



## 12.2. E-mail reception settings

You can configure the settings for receiving e-mails from the system.

メール受信設定 <span style="color: red; font-weight: bold;">必須</span>	<p><input checked="" type="radio"/> 全てのメールを受信する   <input type="radio"/> 重要なメールのみ受信する</p> <p>※「重要なメールのみ受信する」を選択した場合は、「利用申請内容 変更・取消」「予約内容 変更・取消」「実績内容 確定・承認・取消」等のメールは送信されません。</p>
--	---

If you select "Receive only important emails", you will be able to receive only the following emails, and other emails will not be sent from the system.

### 12.2.1. About your own application and reservation

Application for use of facilities upon approval by the system administrator

Facility Usage Reservation At the time of registration, change, cancellation, or approval

Facility Usage Records At the time of cancellation

### 12.2.2. Application for use and reservation in which you are the person in charge of use

Application for use of equipment: When the application status is "Pending approval by the person concerned"

## 13. Registering, changing, and deleting research topics

Available research topics are created and set in the following ways:


- (1) Create a research project with yourself as the person in charge of the project.
- (2) You will be set as a project sharer for research projects created by other users.
- (3) You will be set as a project manager or project sharer in a research project registered by the system administrator.

(3) The user can only view the data. (Cannot be changed or deleted)

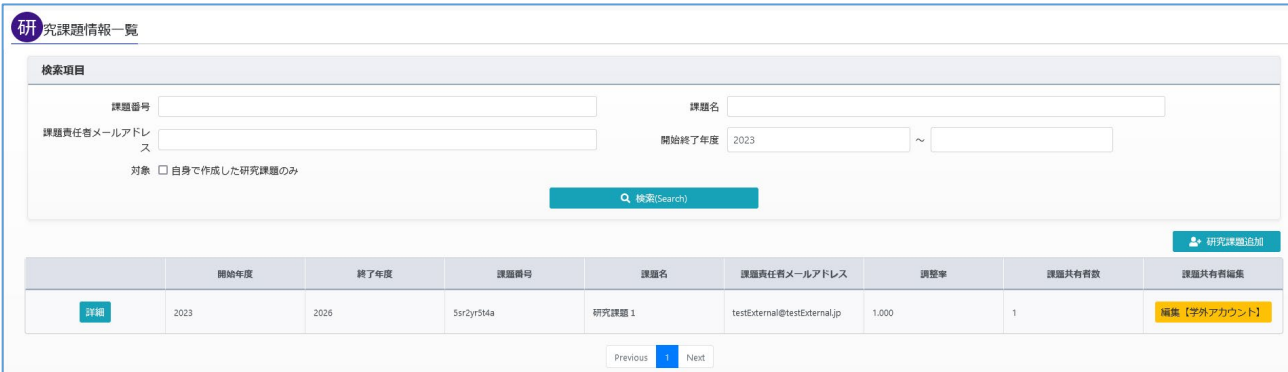
### sup

- Person in charge: The account that manages the research project
- Project sharer: An account that has been authorized to use the research project by the project manager

### 13.1. Browse the list of research topics

Click  "Research Topic List" in the upper right menu to display the research project list.

On this screen, you can see the research topics that you are available to (research projects for which you are the principal investigator or the project sharer).



	開始年度	終了年度	課題番号	課題名	課題責任者メールアドレス	調整率	課題共有有数	課題共有編集
<a href="#">詳細</a>	2023	2026	5sr2yr5k4a	研究課題 1	testExternal@testExternal.jp	1,000	1	<a href="#">編集【学外アカウント】</a>

## 13.2. Register a research project

Click the "Add Research Topic" button in the list of research projects to move to the new research project registration screen.

研 研究課題登録

課題責任者氏名	東北 花子
開始終了年度	2023 ~ 2026 <small>※終了年度が未定の場合は開始年度のみ入力してください。</small>
課題名	
課題詳細	

← 戻る(Back)    → 登録

Fill in the required information and click the "Register" button to register your research project.

### POINT

- Newly registered research projects with this function cannot be discounted for usage fees.

## 13.3. Change/Deletion of Research Topics

Click the "Details" button of the research topic you want to refer to in the research project list to move to the research project details screen.

研 研究課題詳細

課題責任者氏名	東北 花子
開始終了年度	2023 ~ 2026 <small>※終了年度が未定の場合は開始年度のみ入力してください。</small>
課題名	研究課題 1
課題詳細	研究課題 1

← 戻る(Back)    → 変更    削除

Please confirm, change, or cancel from the research project details screen.

← 戻る(Back)    → 変更    削除

### If you want to change the information in your research project

Change the required items and click the "Change" button.

### If you want to delete a research project

Click the "Delete" button to delete the research project.

### 13.4. Set up issue sharers

In the list of research projects, click the "Edit [External Account]" button of the research project you want other users to use, and the project sharer setting screen will be displayed.

課題共有者編集【学外アカウント】

← 戻る(Back)

利用者識別番号  課題共有者追加

課題共有者削除

	氏名	氏名ローマ字	職名	所属
<input type="checkbox"/>	東北 花子	Tohoku Hanako	株式会社◆◆	〇〇部△△課
<input type="checkbox"/>	鈴木 宏行	HIROYUKI SUZUKI		株式会社〇〇 技術部

Click the "Change Issue Sharer" button to display the Change Issue Sharer modal.

sup

In the case of a research project for which you are not the person in charge of the project, only the list of project sharers will be displayed.

#### If you want to add issue collaborators


Enter the user identification number and click the "Add issue sharer" button to be set as a problem sharer.

#### If you want to remove an issue collaborator

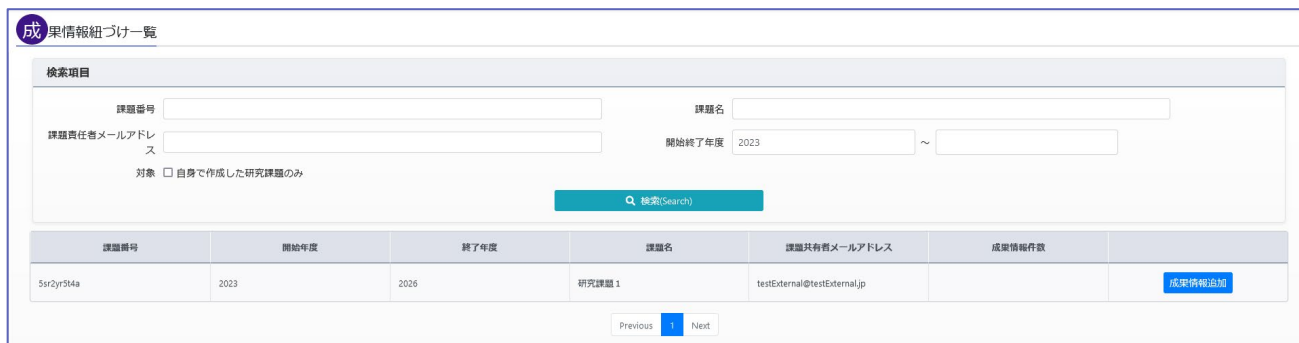
If you check the account you want to remove from the issue sharer and click the "Delete issue sharer" button, you will be removed from the issue sharer.

## 14. Linking research topics with results information

### 14.1. Browse the list of achievement information

Click "Result  Information Linking List" in the upper right menu to display the result information linking list.

On this screen, you can see the research topics that you are available to (research projects for which you are the principal investigator or the project sharer).



課題番号	開始年度	終了年度	課題名	課題共有者メールアドレス	成果情報件数
5sr2yr3l4a	2023	2026	研究課題 1	testExternal@testExternal.jp	<a href="#">成果情報追加</a>

### 14.2. Linking of outcome information

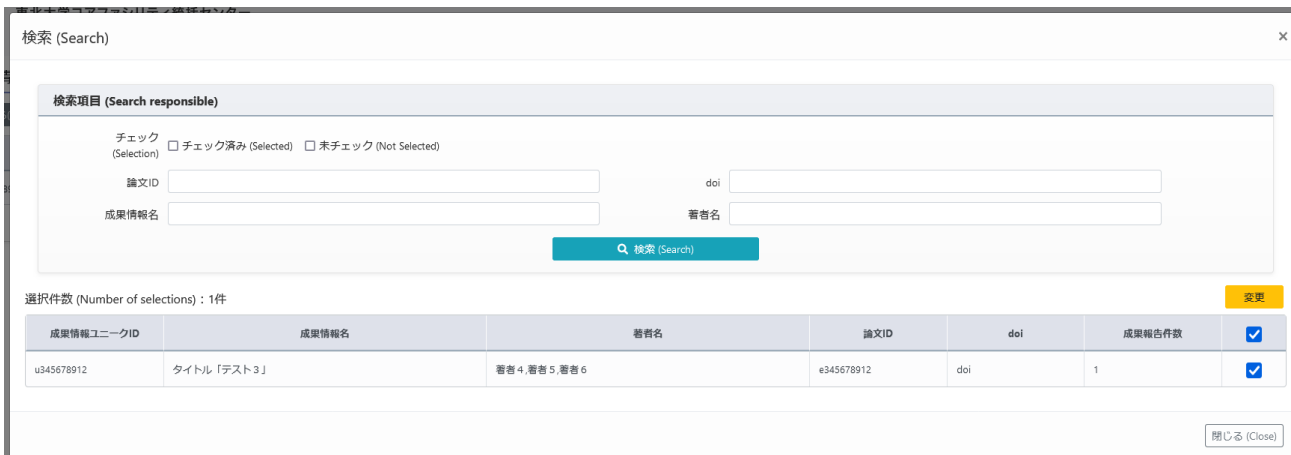
If you click the "Add Result Information" button in the list of results information linking, you will be redirected to the screen for linking research topics and results information.



ユニークID	成果情報名	著者名	論文ID	doi	成果報告件数
u345678912	タイトル「テスト3」	著者 4, 著者 5, 著者 6	e345678912	doi	1

When you click the "Add/Delete Result Information" button, the Add/Delete Result Information modal is displayed.

**sup**  
If you are not in charge of a research project, the "Add/Delete Results" button will not be displayed.



成果情報ユニークID	成果情報名	著者名	論文ID	doi	成果報告件数	<input checked="" type="checkbox"/>
u345678912	タイトル「テスト3」	著者 4, 著者 5, 著者 6	e345678912	doi	1	<input checked="" type="checkbox"/>

If you check the result information you want to link to the research topic and click the "Change" button, the result information will be linked to the research topic.

## 15. Inquiries

Center for Core Facilities, Research Promotion and Support Organization, Tohoku University  
Technical Support Center

Administrator: Extension:

Contact: Ext.

E-mail : [terea-tsc@grp.tohoku.ac.jp](mailto:terea-tsc@grp.tohoku.ac.jp)

## 16. Revision History

date	ver	Updated By	What's New	remarks
2023/06/06	1.0	SRA Tohoku	first edition	
2023/07/27	1.1	SRA Tohoku	renewal	
2024/03/22	1.2	SRA Tohoku	renewal	