

User manual

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1. User registration

This system can be used by logging in with a "Nagoya University ID" or "User ID for those outside THERS". Those who have Nagoya University IDs need complete no prior procedures*. We will issue user IDs for those outside THERS. Please direct inquiries to the THERS Innovation Core Facility Station.

It is not compulsory to log in when searching for equipment. However, if you have not logged in, the equipment and items displayed may be limited.

Logging in is compulsory when you wish to reserve the use of a equipment through this system. After you have finished using the site after logging-in, please be sure to log out.

Logging in

Logging in procedure

1) Top page of Tokai National Higher Education and Research System Equipment Sharing System Click the "Search & reservation" button at (https://es.tech.thers.ac.jp/public/SharingSystem/)



Figure 1-1 Top page

2) When the equipment search screen is displayed, click "THERS ID(Nagoya University ID) Log in" or "Outsiders ID Log in" in the upper right section of the screen.

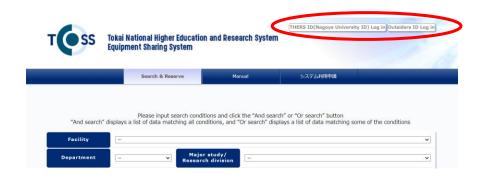


Figure 1-2 Login button

^{*} Those who have left employment or graduated cannot log in using Nagoya University IDs. For details, please direct inquiries to the THERS Innovation Core Facility Station .

[†] Please refer to the last page of this manual for inquiries contact.

3) Log in using Nagoya University ID or user ID for those outside THERS



Figure 1-3 Login screen (left: for Nagoya University IDs, right: for those outside THERS)

Logging out

Please log out without failure after use

Procedure for logging out

1) Click "log out" in the upper right of the Search & reservation screen



Figure 1-4 Logout button

User registration

You must register as a user when reserving the use of a equipment with this system**. You cannot make a reservation until your user registration is completed. In this user registration, after inputting the contact information of the actual user, choose the "user group" to which you wish to belong and apply to join the group to "the person responsible for the user group".

User charges will be billed to the user group. The person responsible for the user group will give approval for the member's joining the group, and is responsible for the payment of member user charges.

<u>Please complete your user registration after obtaining the approval of the responsible</u> person of the user group without fail and in advance.

After application, "approval" or "non-approval" will be decided and the applicant will be notified by e-mail.[†] According to the group that is to be applied for, approval may take some time, so please be aware.

Application procedure for user registration

1) Click "User Registration" on the menu bar and display the user registration screen (Figure 1-5).

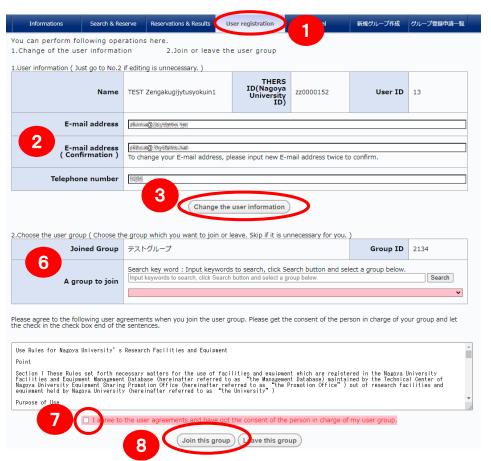


Figure 1-5 User registration screen

^{*} The responsible person of the user group need not create a user registration. The person is automatically registered at the time of creating the user group.

[†] There are groups for which the responsible person gives approval after the application for joining in this system, and groups which give automatic approval. Regarding the groups for which responsible persons give approval, after application e-mails are sent to the responsible person and the procedure for approval is done; therefore, it may take some time until the registration is completed. For the groups which create an automatic user registration, user registration will be completed immediately after the application. Please make inquiries to the responsible person regarding the specific group's procedures.

2) Input e-mail address and phone number as user information.

- 3) Click the "Confirmation of the user information change" button.
- 4) The confirmation screen will be displayed and, if there are no errors, click the "Enter" button.

When an e-mail address is newly registered or changed, an e-mail will be sent to the e-mail address that was input, so please confirm. If the e-mail does not arrive, there is a possibility that the e-mail address you input is wrong. This notice will be sent to you with the subject heading "【東海国立大学機構 設備・機器共用システム】 利用者登録(メールアドレス) について[About the user registration (E-mail address)]".

- 5) Click "User registration" in the menu bar (Figure 1-5 ●) and re-display the user registration screen.
- 6) Choose the user group you wish to join.

In the group name keyword search column, input a search keyword.

The name of the user group is registered as "class name and the name of the head of the class".

When the drop-down menu is clicked, a list of the user groups that are applicable to the search keyword will be displayed.

Choose one user group you wish to join out of the above list.

- 7) When consenting to the user agreement and having obtained the approval of the responsible person of the user group, put a check in the confirmation boxes.
- 8) Click the "Confirmation of joining" button.
- 9) The confirmation screen will be displayed. If there are no errors, the application for joining will be completed by clicking the "Enter" button.

After application, "approval" or "non-approval" will be decided and the applicant will be notified by e-mail. This notice will be sent to you with the subject heading "【東海国立大学機構 設備・機器共用システム】利用者登録(通知)[User registration(Notification)]".

Joining multiple groups

It is possible for users to join multiple groups. When multiple groups are to be joined an application will be made for each group using the above procedures 1, and 3 through 6.

Leaving a user group

When you wish to leave a user group, you will complete the above procedures 1, 3 and 4 and, in procedure 5, choose [confirmation of leaving] in place of "confirmation of joining". After the leaving procedure is completed in procedure 6, click "User registration" in the menu bar, display the user registration and confirm that the name of the group is deleted in the "Joined groups" column.

Changing a user group

When you want to change a user group, leaving your old group and joining a new group must be done separately.

Change of user information

Complete the procedures from 1) through 4) of "application for user registration procedures".

2. Reserving equipment

Equipment use process

When user registration is completed, you can reserve the equipment in this system.

When using reserved equipment (when user directly operates equipment)

1) Confirmation of use conditions and use charges

Use conditions and use charges of each equipment can be confirmed on the equipment's detailed information screen.

2) Use qualification application

According to circumstances, a qualification for approval of use may be necessary. When you wish to use the equipment in question, you need to apply for a use qualification before the initial reservation and to be approved by the equipment manager.

3) Equipment reservation

Reserve equipment checking the unreserved periods of the equipment on the reservation status calendar. At the time of reservation, also input the user group and budget. Change of time and cancellation after reservation are possible if they are made before the cancellation time limit.

4) Input of results after use

After using equipment, input use results (time of use). The inputting of use results is possible until 4:00 A.M. of the day following the use termination day and is impossible after this time. When reservation and use results are the same, inputting can be omitted. If use results are not input, the reservation time will be the time of use.

5) Fixation and calculation of use charges

Use charges will be automatically calculated each month based on use results. The calculated use charges will be fixed after the confirmation and modification by the equipment manager.

When making a work request (asking equipment manager for the operation of equipment)

1) Confirmation of use conditions and use charges

Use conditions and use charges of each equipment can be confirmed on the equipment's detailed information screen.

2) Use qualification application

According to circumstances, a qualification for approval of use may be necessary. When you wish to use the equipment in question, you need to apply for a use qualification before the initial reservation and to be approved by the equipment manager.

3) Work request

Request e-mails will be sent via the e-mail form to the equipment manager. Regarding approval or non-approval of the work request, the equipment manager will directly contact the person who made the request (by e-mail, phone etc.). If the requested work is approved, the equipment will be reserved by equipment manager and the receipt of requested work completed.

4) Inputting use results after the completion of work

After the completion of requested work, the equipment manager will input the use results.

5) Fixation and calculation of use charges

Use charges will be automatically calculated each month based on use results. The calculated use charges will be fixed after the confirmation and modification by the equipment manager.

Searching equipment

A list of sharable equipment and detailed information of each equipment will be displayed. The objects of the search are equipment registered in the "Tokai National Higher Education and Research System Equipment Management Database System" among the equipment held by Tokai National Higher Education and Research System.

Though searching equipment can be done without logging in with a Nagoya University ID, the equipment and information will be limited at such a time.

Display of equipment list

- 1) Click "Search & reservation" on the menu bar and display equipment search screen.
- 2) Input search conditions etc. and click "or search" or "and search".
 - And/or search is possible by facility name, department, major study/research division, category and free words.
 - The search results will be displayed as a list under the search button. The name of each equipment and the summary of the equipment, shared object scope^{*} and use method[†] will be displayed.
- 3) When you click a equipment name, the screen will change to the equipment details screen and detailed information etc. of the equipment can be confirmed.

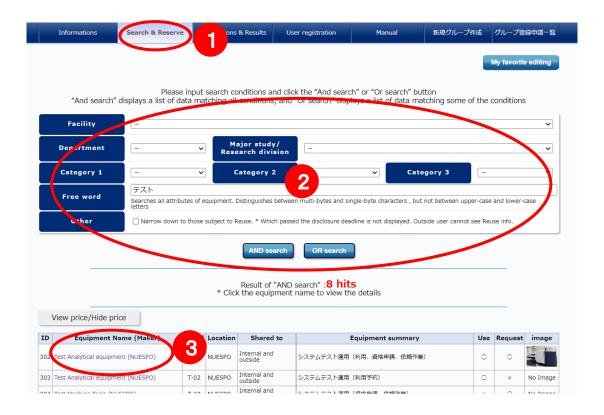


Figure 2-1 Equipment search screen

Use qualification application

While logged in, non-completed use qualification applications for equipment are displayed in the upper left of the equipment details screen on the [Use qualification application] button. In order to reserve the equipment, it is necessary to apply for use qualification application before the initial use time and to be approved by the equipment manager. Approval may take time. Please apply leaving enough time in advance.

Use qualification application procedures

1) Equipment details screen for the equipment will be displayed.



Figure 2-2 Equipment details screen (at the time of use qualification application)

2) Click "Use qualification application" on the equipment details screen.

When [Use qualification application] is clicked, an application e-mail will be sent to the equipment manager. At a later date, the applicant will receive an e-mail showing "approval" or "non-approval". A reservation to use the equipment will only be possible if "approval" is given.

A notification e-mail of approval or non-approval concerning the use qualification application will be sent to you with the subject heading "【東海国立大学機構 設備・機器 共用システム】 利用資格申請(通知) [The use qualification application (Notification)]".

User reservation (reservation for user to directly operate equipment)

While logged in, reservation can be made of equipment for which the [Reservation] button is displayed on the upper left of the equipment details screen.

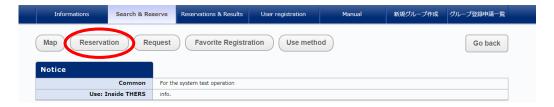


Figure 2-3 Equipment details screen (at time of reservation)

Confirmation of equipment availability status

The availability status of a equipment can be confirmed from the equipment reservation screen or your "my favorites" screen.

Here we will explain the confirmation method on the equipment reservation screen. Regarding the "my favorites" screen, please refer to page 14.

- 1) Click the [Reservation] button on the equipment details screen (Figure 2-3) and display the equipment reservation screen.
- 2) Confirm the availability status of the equipment using the calendar on the equipment reservation screen (Figure 2-4).

The colored boxes in the calendar show occupied reservations that have already been made.

Blue colored boxes show reservations currently fixed by the user him/herself (already reserved), while red shows user reservations pending approval; black shows the user's past reservations that have been completed (results were already input), and grey shows reservations made by other people.

Using the display scope selection button (1) on the upper right of the calendar, you can choose to display the day, week or month. Using the arrow button (2) on the upper left of the calendar, you can display the previous or following day, week or month.

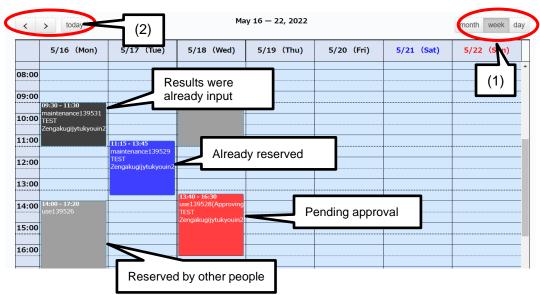


Figure 2-4 Equipment reservation screen calendar display

New reservation

New reservations can be made continuously in the equipment reservation screen (Figure 2-5).

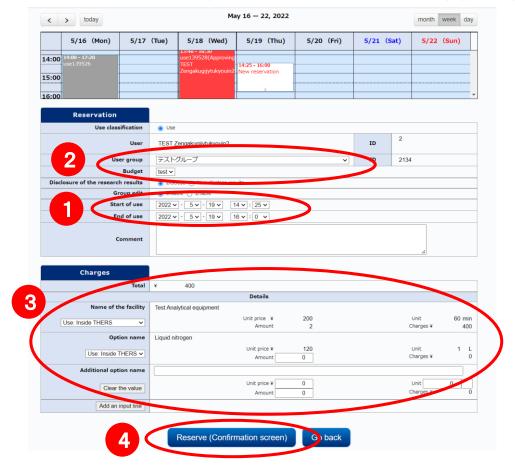


Figure 2-5 Equipment reservation screen

1) Confirm the availability status of equipment using the calendar in reservation screen and fix the desired date and time of reservation.

The fixing of the reservation day and hour can be done by dragging the mouse on the calendar.

- 2) Choose the user group and budget.
- 3) Choose the user classification and confirm use charges.

As necessary, input the classification and unit number of options and supplies (hereinafter "Options etc.").

When used options etc. are listed, change the classification of the list from "not using" and input quantity. When used options are not listed, write their names in each additional option column, and input unit price, unit and quantity.

The use of only Options etc. is possible. In this case, make the use starting and finishing hour the same. The equipment use time becomes zero minutes and no use charges will be imposed.

4) By clicking [New reservation], a confirmation screen (Figure 2-6) will be displayed.

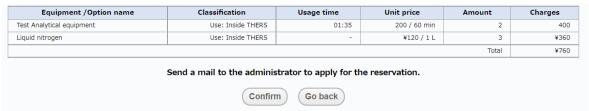


Figure 2-6 New reservation execution screen

5) By clicking the [Enter] button, the reservation will be fixed.

However, regarding equipment which require approval for each reservation, use by reservation will be fixed after the approva* I of the equipment manager. When it is not approved, the equipment cannot be used. Please be aware of this point. Approval may take some time. Please make your reservation with enough time in advance.

Change and cancellation of reservation

6) On the equipment reservation screen calendar (Figure 2-7), click the reservation to be changed or cancelled.

To change the reservation, drag the mouse on the calendar or input the use starting and finishing date and times.

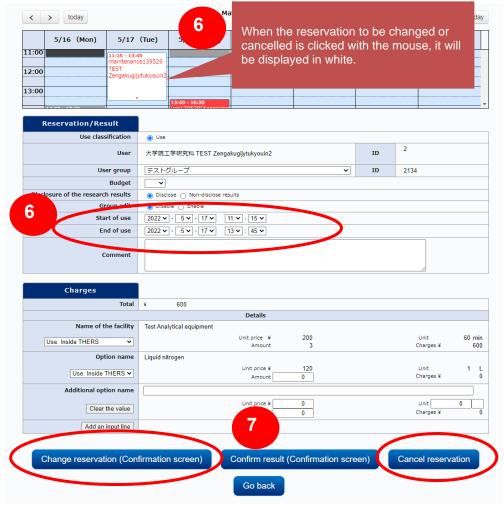


Figure 2-7 Equipment reservation screen

- 7) Click the "reservation change" button or "reservation cancellation" button.
- 8) By clicking the "Enter" or "OK" button, execute the change or cancellation.

Manual for users 3. Input of results

3. Input of results

Input of use results

After using equipment, please input the use results (time of use) by 4:00 A.M. of the day following the use finishing day.

Procedures for inputting use results

- 1) On the equipment reservation screen (Figure 3-1), change the user reservation time to the actual time of use.
- When options or supplies were used, input them in the charges column.
 When there are used options and supplies, change the classification of the list from "not using" and input the quantity.
- 3) Click the [Fix results (on the confirmation screen)] button.
- 4) The confirmation screen will be displayed. By clicking the "Enter" button, the use results will be completed.

When use results are input, the status will become "input results completed" and on the calendar it will be displayed with black boxes.

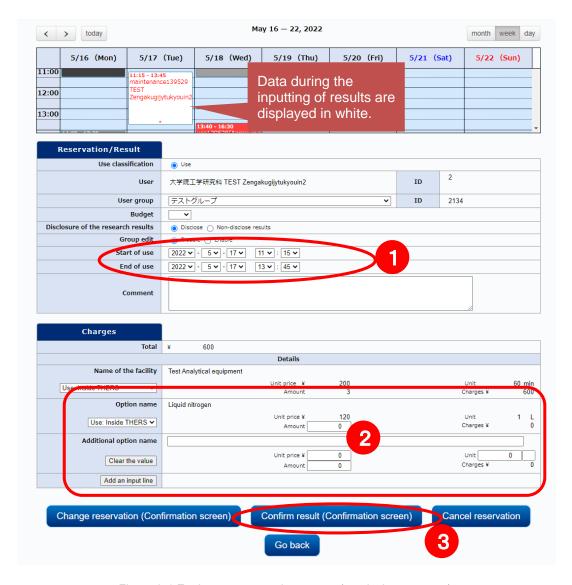


Figure 3-1 Equipment reservation screen (results input screen)

Manual for users 4. Work request

4. Work request

Work request (when a request for the operation of equipment is made to the "equipment manager")

While logged in, regarding the equipment for which the [request] button is displayed on the upper left of the equipment details screen, work requests can be made.



Figure 4-1 Equipment details screen (at the time of making reservations for requested work)

New request

Requests for work will be made to the equipment manager by e-mail.

- When "Request" is clicked on the equipment details screen (Figure 4-1), an e-mail form (Figure 4-2) will be displayed.
- 2) Choose the name of the user group and the use budget and fill in the details of your request.
- 3) Click the [Confirmation] button.
- 4) A confirmation screen of the request details will be displayed. By clicking the [Send] button, an e-mail will be sent to the equipment manager.

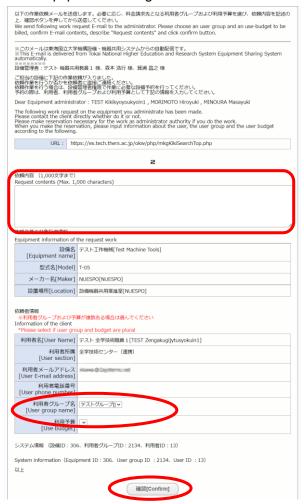


Figure 4-2 Mail form

Manual for users 4. Work request

Approval and non-approval of work requests

Regarding the approval or non-approval of work requests, the equipment manager will directly contact you by e-mail etc. at a later date. Further, if additional information is required, the equipment manager may contact you before the approval.

When a work request is approved, the equipment will be reserved by the equipment manager and the work request will be complete.

Change and cancellation of work request

Users cannot change or cancel a work request on the system. When a change or cancellation of work request is required, please contact the equipment manager.

Confirmation of work request status Users cannot confirm the status of work requests on the system. Please make inquiries to the

Completion of work request

equipment manager as required.

When a work request is completed, the equipment manager will input the results of equipment use and the use charges will be fixed. Regarding the confirmation method of use charges, please refer to the next Chapter.

The information of the completion of work is not done via the system; the equipment manager will do it directly.

Manual for users 5. Useful functions

5. Useful functions

Reservation status viewing page ("My favorites" function)

You can create a dedicated page on which the reservation status of multiple equipment can be confirmed in a list. Normally, before logging in, the reservation status is not displayed, but by adjusting your settings the reservation status can be viewed even when you are not logged in.

How to edit My favorites screen

- 1) Log in to the system and click the My favorites editing button on the upper right.
- 2) 2. Input title (voluntary name), group (voluntary name) and equipment ID, add or delete equipment as required, click the registration confirmation button, confirm if there are no errors and click the fix button, registering your My favorites page.

Please click registration confirmation after input the title and the group, the equipment ID (half-width digit, comma distinction)every calendar in indication order. Registration confirmation Calendar Title: Micro scope ID: □ Open Addition Group Elec Deletion Equipment II: 302,303 Addition Deletion Group: Opt Equipment ID: 304,305 Equipment ID: 306,307 Addition Deletion Group: Scan

Figure 5-1 My favorites editing screen

3) In the My favorites editing screen, you can confirm the URL.



Figure 5-2 My favorites editing screen

How to use the reservation favorites function)

status list screen (My

- 4) Access the dedicated URL directly.
- 5) My favorites screen will be displayed (Figure 5-3).

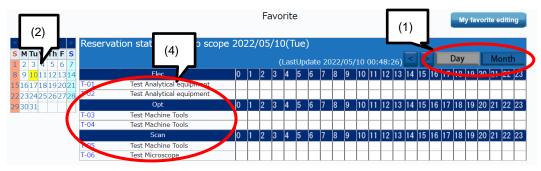


Figure 5-3 My favorites screen (date displayed)

Manual for users 6. Consultation contact

6) Confirm reservation status.

The times when reservations are already made will be displayed with a bar. By placing the mouse on the bar, detailed information will be displayed as tool chips.

By using the display scope selection button on the upper right of the timetable (1), display by day (Figure 5-3) or by month (Figure 5-4) can be chosen. By displaying the day, the day by day reservation status of multiple equipment can be confirmed. When you choose a date on the calendar (2), the reservation situation of that day will be displayed. By displaying the month, the

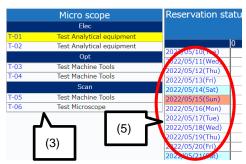


Figure 5-4 My favorites screen (monthly display)

- reservation status of one equipment for 4 weeks can be confirmed. When you choose a equipment in the equipment's list(3), the reservation status of the equipment will be displayed.
- 7) By clicking "equipment name" (4) in case of daily display and clicking "date" (5) in case of monthly display, you will move to the equipment reservation screen.

6. Consultation contact

Consultation contact

Inquiries about system failure and use method

THERS Innovation Core Facility Station

(Technical Center Nagoya University Equipment Sharing Promotion Office)

Phone 052-789-3820

E-mail address: tess@tech.thers.ac.jp

Working hours: 9:00 A.M. through 5:00 P.M.

Details of equipment

Please make inquiries to the managers of each equipment. Please confirm the contact in the detailed information screen of each equipment.