Inter-University Network for Common Utilization of Research Equipments

Manual for Users

（Edition 2.0, February 25, 2014）

Contents

0. Introduction

Contact

Inter-University Network for Common Utilization of Research Equipments Office

Contact form : https://chem-eqnet.ims.ac.jp/contact/index.html

Tel. No. : 0564-55-7490

Account management

- Accounts are batched managed by the system, and are unique.
- Permissions for one person or more can be granted to accounts, and the available operations differ for each permissions. The registered permissions (laboratory chief, user, equipment administrator, etc.) can be selected after logging in.。

Login (user mode)

１）Enter the [User ID] and [Password] at the "Inter-University Network for Common Utilization of Research Equipments" top page (https://chem-eqnet.ims.ac.jp/) login screen, and then click the [Login] button to log in.

Fig. 0.1 Login screen

２）After logging in, click "User" at the Select permissions screen.

＊ For accounts with only user permissions, the Select permissions screen is skipped, and the Favorites screen described later appears.
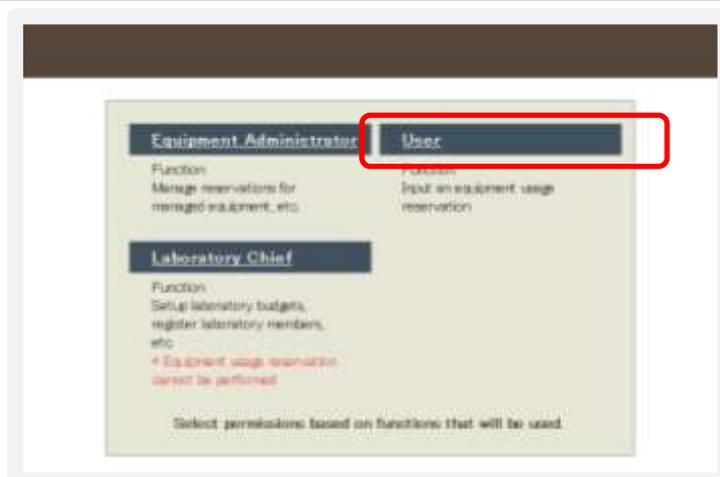

Fig. 0.2 Select permissions screen

３）By clicking [User Information Management] → [Edit User Information] on the menu after logging in (after selecting permissions for accounts with multiple permissions), your own account information (user ID, name, position, phone number, email address, broadcast (carbon-copy) email address) appears. If changes are necessary, enter the relevant items, and then click [Confirm] → [Register] to change.

The password used to log in can be changed by clicking [Password change] on the menu.

＊ The permissions currently being used for operation are displayed in the top left of the menu.
To change to other permissions, click [Select permissions] in the top right of the menu to return to the Select permissions screen, and then select the desired permissions.
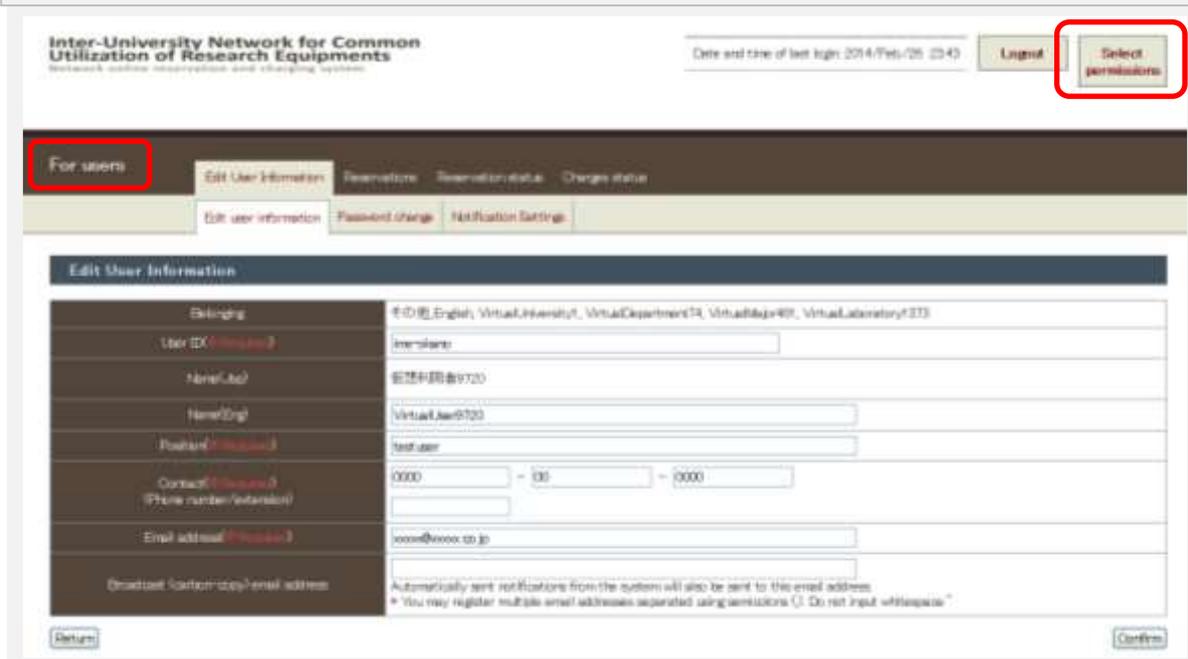

Fig. 0.3 Top left: Permissions display while working

Top right: Link to Select permissions screen

🔋 Resetting your password

１） Access the Password Reset screen (https://chem-eqnet.ims.ac.jp/system2/pwdreset.do), enter a name and password already registered in the system, and then click [Send].

An email with link to the Password Reset screen is sent to the entered email address.

Fig. 0.4 Password Reset screen

２） By accessing the link in the email, a screen allowing a new password to be entered appears. Enter the new password, and then click [Login]. The newly set password can now be used to access the system.

> * The link in the email is only valid for one week after the reset procedure described in 1). If an attempt is made to reset the password after one week has elapsed since the procedure, carry out the password reset procedure again.

Fig. 0.5 New password setting

1. Equipment search

Equipment can be displayed in a list or searched, an equipment description can be displayed, details of equipment usage fees can be checked, and favorite equipment can be displayed.

1-1) Equipment list

By selecting [Reservations] → [Equipment Search] on the menu, a list of equipment appears.
Furthermore, by clicking the [Calendar] tab at the top of the page, the equipment reservation status is displayed in a calendar.
An equipment search is performed here.

Fig. 1.1 Equipment list

1-2) Equipment description

By clicking the equipment name in the list, details of the relevant piece of equipment are displayed.

Fig. 1.2 Equipment description

◉ Equipment description

Save as favorite	Registers the relevant piece of equipment in favorites. Equipment registered in favorites is displayed at the Favorites screen described later, and can be reserved immediately after logging in.
User Qualification Application	Applies for an equipment user qualification. Shared use of equipment for which the [User Qualification Application] is displayed cannot be reserved if the user qualification application has not been approved. * A user qualification application notification email is sent to the relevant equipment administrator when the application is made.
Reception for use	The type of permissible use is displayed. ● Shared usage: Reservation for use of equipment by the user personally ● Measurement request: Reservation for measurement by equipment administrator in response to requests from users

(Shared usage setting) * This item is only for shared use.

Available days of the week	The days on which use is possible are displayed.
Usable period	The period during which use is possible is displayed.
Period with reservation enabled	The period during which reservation is possible is displayed with the current day as the reference point.
Approved upon reservation	Displays whether the equipment administrator's approval is required when making a reservation. ● Required for all ● Required for users outside organization, not required for users inside organization ● Not required
Reservation limits during the period	Shows limits on reservations during the above reservation period. ● Activate: Only one reservation can be made within the reservation enabled period from the same account. The user may make the next reservation once the reservation end time has elapsed. ● Disable: Multiple reservations can be made within the reservation enabled period from the same account.
User qualification setting	Displays whether a user qualification is required to use the equipment. If application for a user qualification is required, shared usage cannot be reserved if the user qualification application has not been approved.
Machine time	The equipment reservation unit is displayed. The time table display will differ when making the reservation based on the set unit. ● Time: 5 min, 10 min, 15 min, 20 min, 30 min, 1 hr ● 1 day: 1 day (1 day start time) 　 * The 1 day start time for the "1 day" setting is also the "1 day start time" for fee calculation. 　(See Applicable fee unit categories.)
Cancellation fee	The cancellation fee setting is displayed. * Changes cannot be made to the start time and the usage time cannot be shortened for reservations made within the period subject to cancellation fee. (The end time can be extended.) However, operations by equipment administrators are not subject to cancellation fees, and there are no restrictions on changes to usage time.

(Shared settings) * These are common shared usage and measurement request settings.

Fee description	Displays a description of fees for shared usage and measurement requests. For more information refer to the fee details.
Remarks	Other remarks are displayed.

1-3) Fee description

By clicking [Fee description] in the the equipment description, details of fees for the relevant piece of equipment are displayed.

If there are multiple fee settings, an appropriate fee is selected by the equipment administrator when performing completion processing.

Fig. 1.3 Fee description

◉ Fee description

A description of each item is given below.

Fee name	The name is displayed in order to identify the fee system.
Default fee	Used to check the amount of money remaining in the laboratory budget when making reservations.
Rate	The rate (amount per unit) is displayed.
Unit	The unit is displayed. ● Minute: Calculated from the actual usage time. ● Hour: Calculated in 1 day units from the actual usage time. The 1 day starting point is normally 0 am, however, priority is given to the 1 day start time set for the equipment machine time. (See Fee units (1 day).) ● 24 hours: Calculated in 24 hour units with the actual usage time start time as the starting point. ● Other: Units other than the above Example: /sample, /no. of times, etc.

◉ Applicable fee unit categories

A comparison is made between [Equipment owner] and [User owner] from among the selected categories, and the category that matches most is applied. In the following example, fees within the organization are applied when used by users within the department.

	Check		Category adapted based on user's organization
Outside the organization	ON		Outside the organization
Within the organization	ON		Within the organization, within the department, within the area of study
Within the department		OFF	
Within the area of study		OFF	
Within the laboratory	ON		Within the laboratory

◉ Fee units (1 day)

If used from 10 am to 9 am on following day

● 1 day designation (10 am as 1 day start time): for 1 unit
● 1 day designation (0 am as 1 day start time): for 2 unit
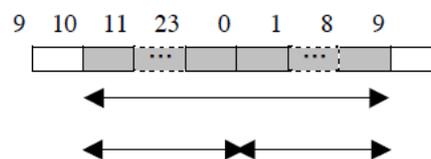
1-4) Favorites

By clicking [Reservations] → [Favorites] on the menu, a list of equipment registered in favorites appears. Furthermore, by clicking the [Calendar] at the top of the page, the reservation status of equipment in favorites is displayed in a calendar, and by clicking the [Frequently used equipment] tab, equipment for which reservations have been made in the past is displayed.
Equipment is registered or deleted from favorites here.
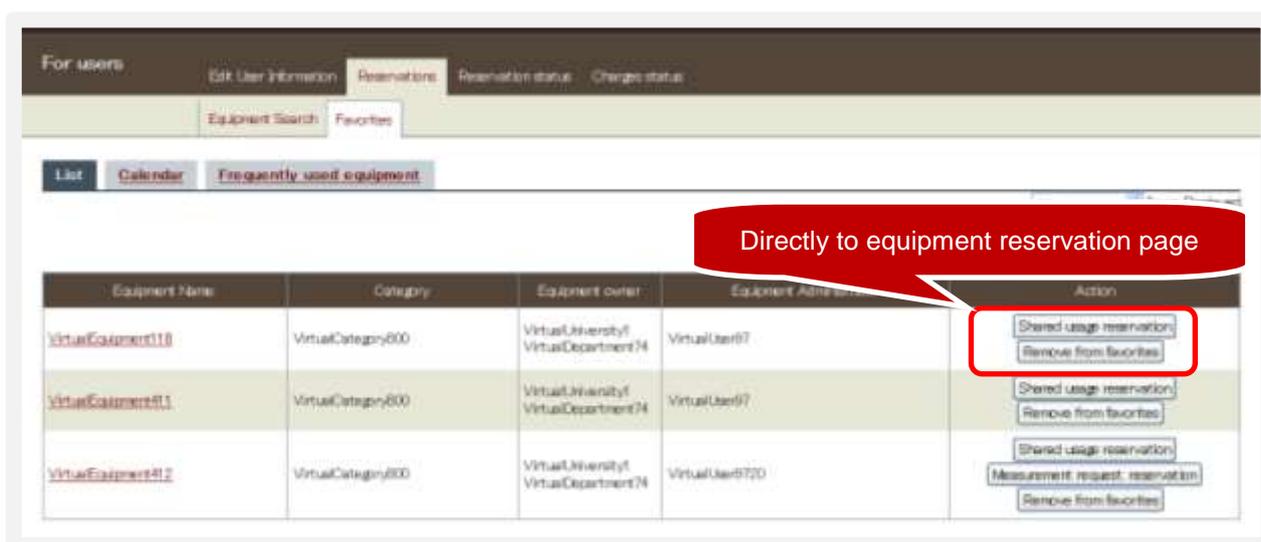
Fig. 1.4 Favorites list
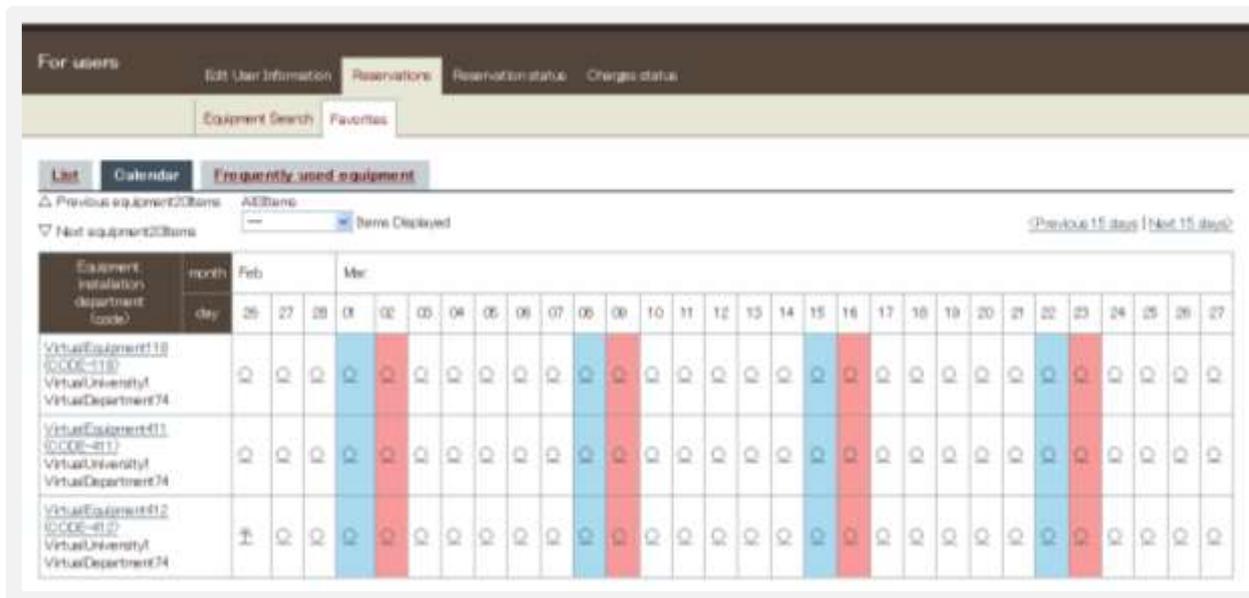
Fig. 1.5 Favorites list (calendar display)
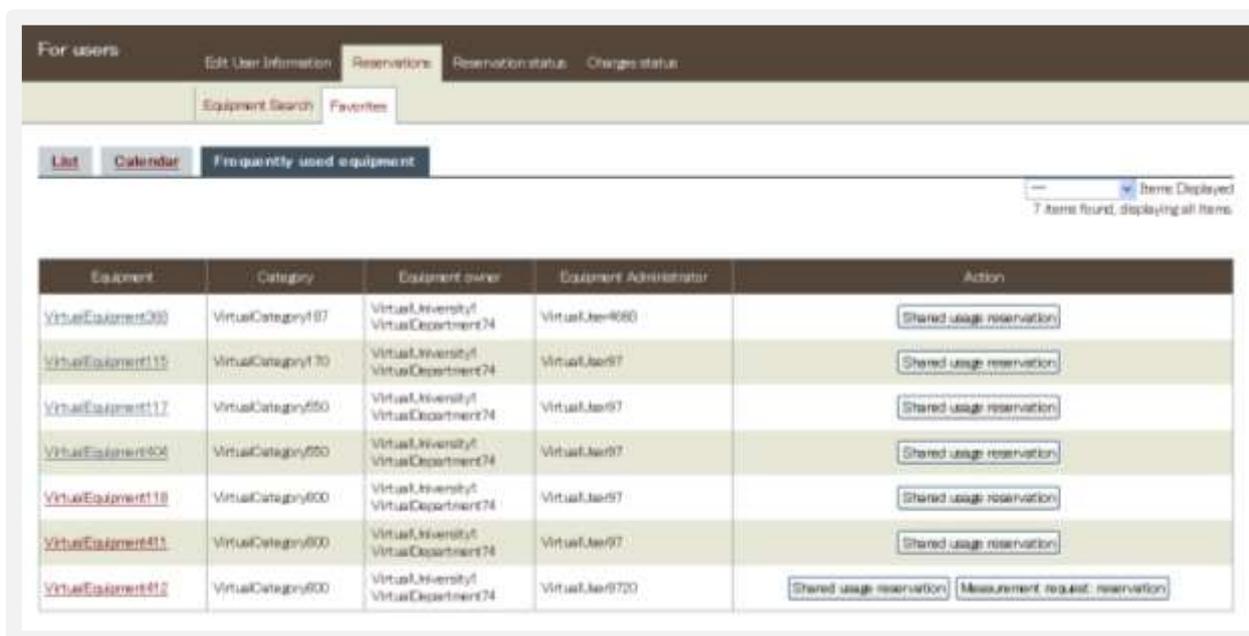
Fig. 1.6 Frequently used equipment list

Registering favorites

１）Click [Save as favorite] at 1-2) Equipment description.

Removing favorites

１）Click [Remove from favorites] for the equipment to be removed at the Favorites screen.

2. Shared usage

Shared usage is performed using the following procedure.
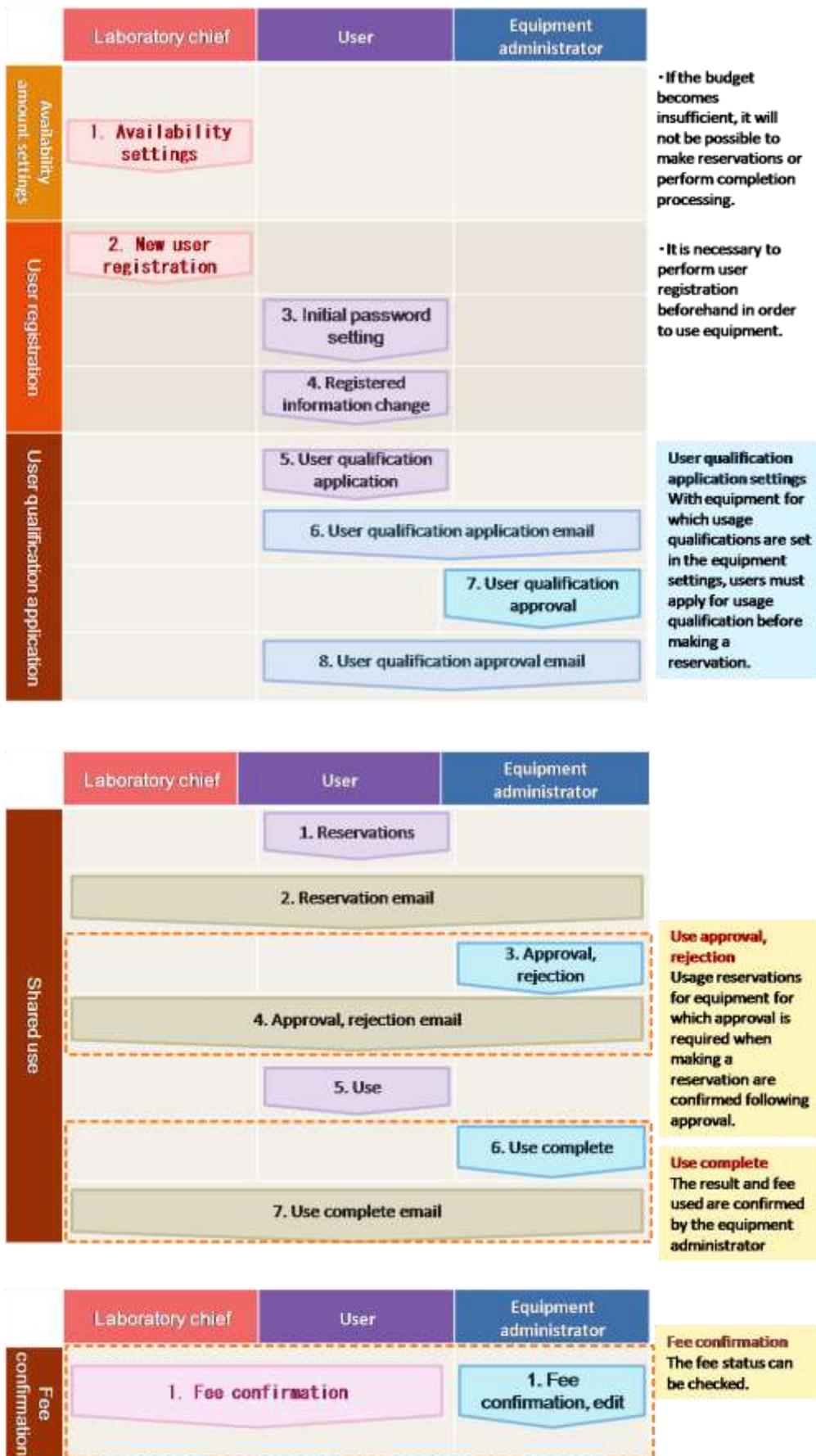
2-1) User qualification application

It is necessary to apply for usage qualifications for equipment requiring qualifications, and obtain the approval of the equipment administrator prior to making reservations.

📘 User qualification application

１）Click [User Qualification Application] at <u>1-2) Equipment description.</u>

* An email notification is sent to the equipment administrator when applying for a user qualification, and if approved by the equipment administrator, shared usage reservations can be made for the relevant equipment provided that the usage qualification is not removed.

🔵 **Title of sent email**
- Approved: [Inter-University Network for Common Utilization of Research Equipments] usage permission approval
- Rejected: [Inter-University Network for Common Utilization of Research Equipments] usage qualification application rejection
- Removed: [Inter-University Network for Common Utilization of Research Equipments] usage qualification removal

2-2) New reservations

１）Click [Shared usage reservation] for the relevant equipment in favorites or the equipment description.

２）Select the usage time and usage budget category, and then click [Reservation verification] → [Reserve].

* When a reservation is made, a reservation email is sent to oneself, the laboratory chief in one's own organization, and to the equipment administrator for the equipment being reserved.
* If approval is required when reserving equipment, an email is sent notifying the user of approval (or rejection) by the equipment administrator.
* After using the equipment, completion processing is performed by the equipment administrator, and the usage results and fees are confirmed.
    (A completion email is sent when completion processing is performed.)
    The fee status can be checked at 2-5) Charges status.
* If equipment maintenance is registered by the equipment administrator during the reservation period, an email to that effect is sent.

🔵 **Title of sent email**
- Reserved: [Inter-University Network for Common Utilization of Research Equipments] usage reservation
- Approved: [Inter-University Network for Common Utilization of Research Equipments] usage reservation approval
- Rejected: [Inter-University Network for Common Utilization of Research Equipments] usage reservation approval rejection
- Completed: [Inter-University Network for Common Utilization of Research Equipments] usage completion
- Maintenance: [Inter-University Network for Common Utilization of Research Equipments] usage reservation notification
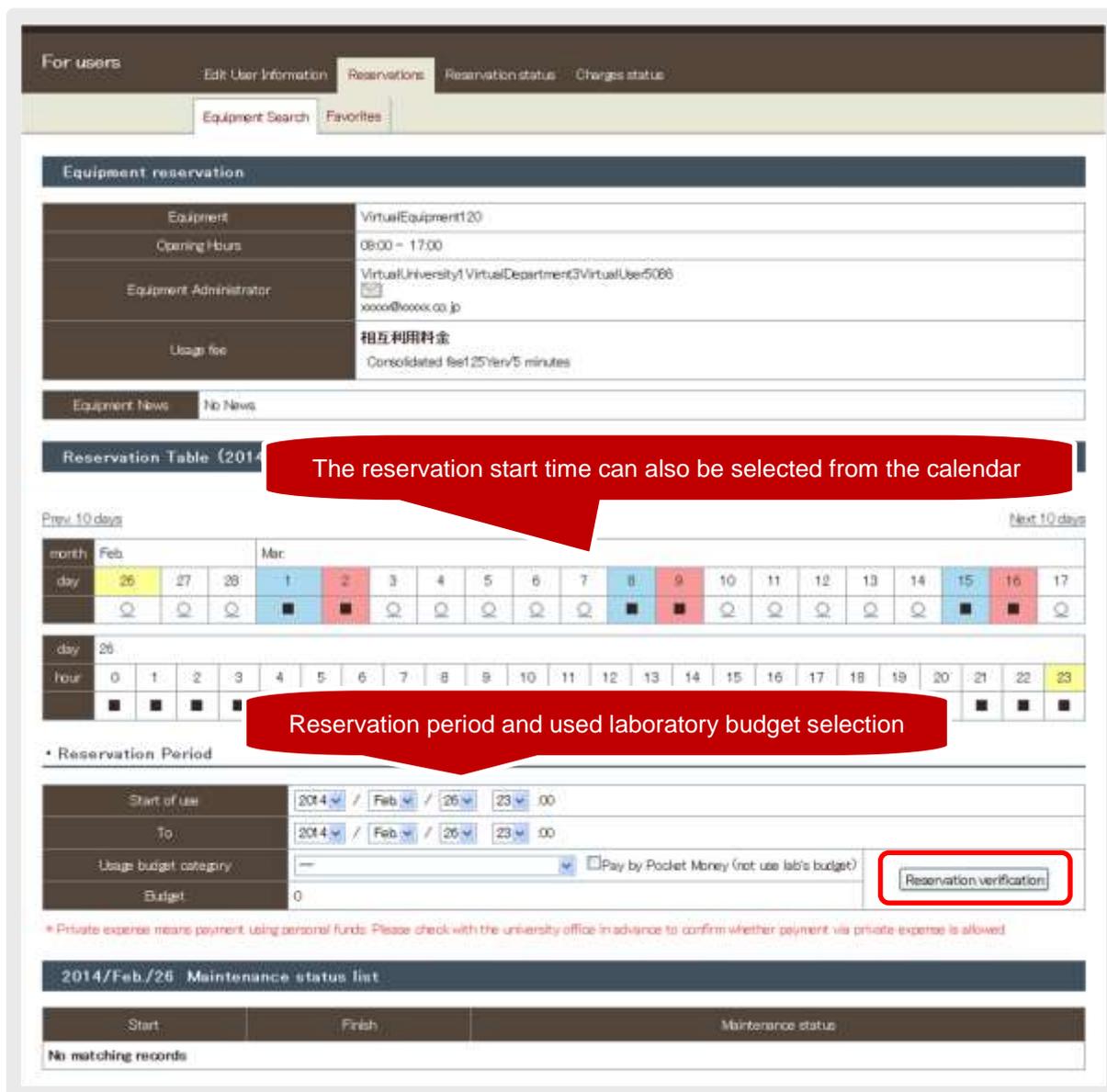
Fig. 2.1 Shared usage reservation

🔶 Timetable notation

○: Vacant

R: Reservation complete (person making reservation)

△: Reservation complete [partial] (other person)

✕: Reservation complete [no vacancy] (other person)

■: Outside usable time

-: Outside machine time

F: Fault

M: Maintenance

2-3) Editing reservations

１）Select [Reservations] → [Shared Usage Reservation] on the menu, and click [Edit] for the reservation to be edited.

２）Select the usage time and usage budget category, and then click [Reservation verification] → [Reserve].

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* When editing a reservation, a reservation email is sent to oneself, the laboratory chief in one's own organization, and to the equipment administrator for the reserved equipment.
* If approval is required when reserving equipment, the reservation returns to the unapproved status, even if it has already been approved.
* The equipment usage start time cannot be changed for reservations for which the start time has already elapsed.
* Changes cannot be made to the start time and the usage time cannot be shortened if the equipment and period are subject to cancellation fee. (The end time can be extended.)

● **Title of sent email**

● Edited: [Inter-University Network for Common Utilization of Research Equipments] usage reservation change

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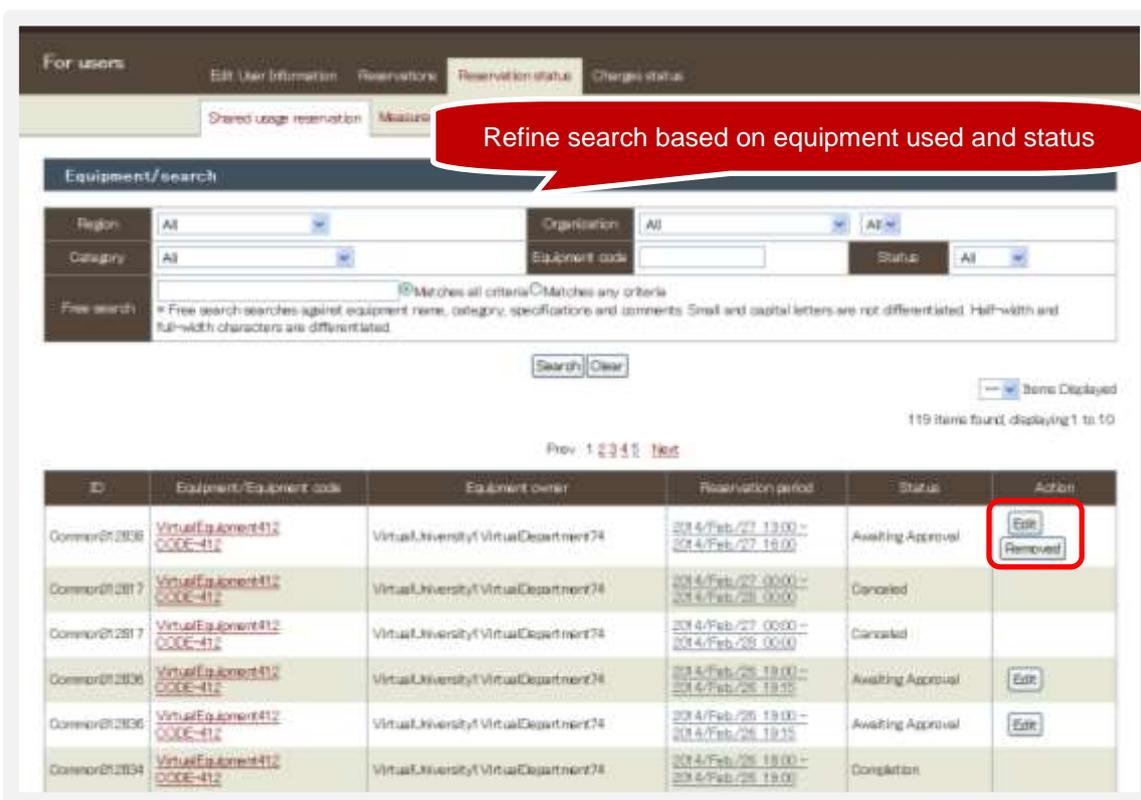
Fig. 2.2 Shared usage reservation list

2-4) Canceling reservations

１）Select [Reservations] → [Shared Usage Reservation] on the menu, and click [Removed] for the reservation to be canceled.

２）Click [Delete reservation] at the confirmation screen.

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* When removing a reservation, a reservation email is sent to oneself, the laboratory chief in one's own organization, and to the equipment administrator for the reserved equipment.
* A cancellation fee is charged if the equipment and period are subject to cancellation fee.

● Title of sent email

- Removed: [Inter-University Network for Common Utilization of Research Equipments] usage reservation removal

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2-5) Charges status

By selecting [Reservations] → [Shared usage fee] on the menu, the status of the usage results and fees is displayed in a list.

Fig. 2.2 Shared usage reservation fee status

3. Measurement requests

Measurement requests are made using the following procedure.

All operation methods are basically the same as those for shared usage.

	Laboratory chief	User	Equipment administrator	
Availability amount settings	1. Availability settings			・If the budget becomes insufficient, it will not be possible to make reservations or perform completion processing.
User registration	2. New user registration			・It is necessary to perform user registration beforehand in order to use equipment.
		3. Initial password setting		
		4. Registered information change		

	Laboratory chief	User	Equipment administrator	
Measurement request		1. Reservations		
	2. Reservation email			
			3. Approval, rejection	**Measurement request approval, rejection** Following approval, measurement request reservations are confirmed.
	4. Approval, rejection email			
			5. Measurement request	
			6. Measurement request completion	**Use complete** The result and fee used with this operation are confirmed.
	7. Measurement request completion email			

	Laboratory chief	User	Equipment administrator	
Fee confirmation	1. Fee confirmation		1. Fee confirmation, edit	**Fee confirmation** Fees can be checked

3-1) New reservations

１） Click [Measurement request: reservation] for the relevant equipment in favorites or the equipment description.

２） Select the desired measurement date and usage budget category, upload an application form, enter a comment, or enter the sample name as required, and then click [Reservation verification] → [Reserve].

* When a reservation is made, a reservation email is sent to oneself, the laboratory chief in one's own organization, and to the equipment administrator for the equipment being reserved.
* After making a reservation, an email is sent notifying the user of approval (or rejection) by the equipment administrator.
* After making a measurement request, completion processing is performed by the equipment administrator, and the usage results and fees are confirmed.
   (A completion email is sent when completion processing is performed.)
   The fee status can be checked at 3-4) Charges status.

🔵 **Title of sent email**

● Reserved: [Inter-University Network for Common Utilization of Research Equipments] measurement request reservation

● Approved: [Inter-University Network for Common Utilization of Research Equipments] measurement request approval

● Rejected: [Inter-University Network for Common Utilization of Research Equipments] measurement request approval rejection

● Completed: [Inter-University Network for Common Utilization of Research Equipments] measurement request completion

Fig. 3.1 Measurement request reservation

3-2) Editing reservations

１） 1) Select [Reservations] → [Measurement request: reservation] on the menu, and click [Edit] for the reservation to be edited.

２） After editing each item, click [Reservation verification] → [Edit].

* When editing a reservation, a reservation email is sent to oneself, the laboratory chief in one's own organization, and to the equipment administrator for the reserved equipment.

◉ **Title of sent email**

● Edited: [Inter-University Network for Common Utilization of Research Equipments] measurement request change
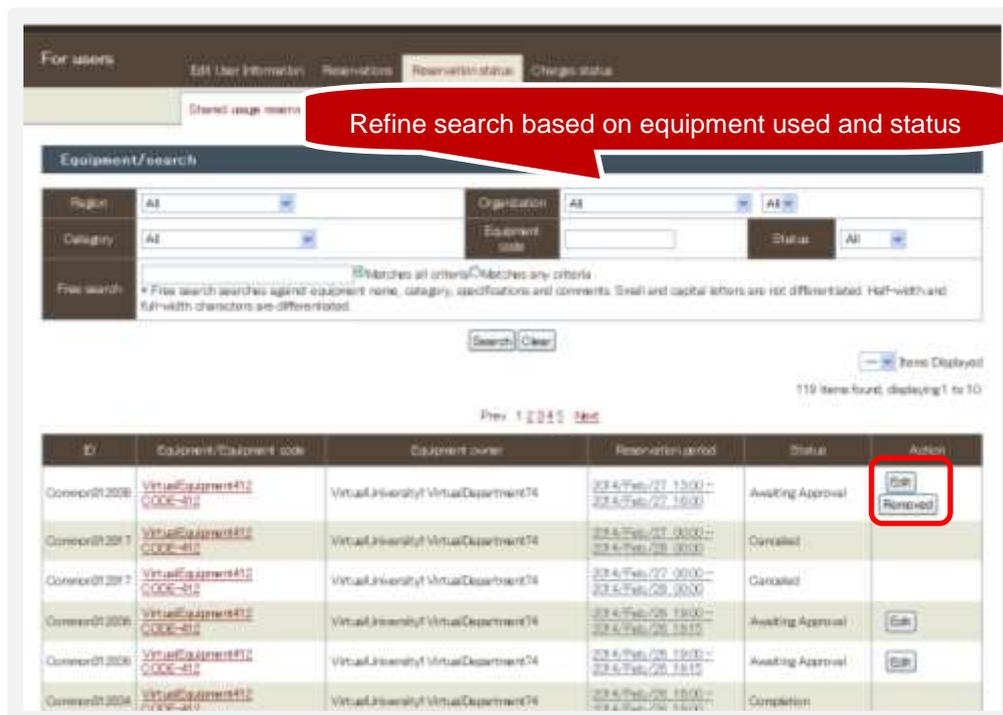
Fig. 3.2 Shared usage reservation fee status

3-3) Canceling reservations

１） Select [Reservations] → [Shared Usage Reservation] on the menu, and click [Removed] for the reservation to be canceled.

２） Click [Delete reservation] at the confirmation screen.

* When removing a reservation, a reservation email is sent to oneself, the laboratory chief in one's own organization, and to the equipment administrator for the reserved equipment.
* A cancellation fee is charged if the equipment and period are subject to cancellation fee.

◉ **Title of sent email**

● Removed: [Inter-University Network for Common Utilization of Research Equipments] usage reservation removal

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3-4) Charges status

By selecting [Charges status] → [Shared usage fee] on the menu, the status of usage results and fees thus far is displayed in a list.

Fig. 3.3 Shared usage reservation fee status

4. Other

4-1) Simple reservation page

The equipment reservation status can be checked directly and reservations can be made without logging in to the system.

The URL required to access the simple reservation page can be found on the 1-2) Equipment description screen after logging into the system. Copy the URL, log out from the system, and then access the copied URL.

Simple reservation entry

１）Enter the start date and login information (user ID and password used when logging into the system), and click [Reservation verification].

Fig. 4.1 Simple reservation entry

🔋 Simple reservation verification

１）Enter the start date and login information (user ID and password used when logging into the system) at the Verification screen, and click [Reservation verification].

Select the laboratory budget category to use

Fig. 4.2 Simple reservation verification

4-2) Notification settings

By selecting [User Information Management] → [Notification Settings] on the menu,

the current notification settings appear.

Set whether to accept emails from the system at this screen.

🔋 Changing settings

１）Clear the check boxes of locations for which emails are not required, and then click [Register].

* Notification settings for broadcast (carbon-copy) emails can also be changed.
* It is not possible to select not to receive email notifications for certain functions performed by laboratory chiefs and equipment administrators.
* If multiple permissions have been set, notification settings can be specified for each permissions.

Fig. 4.3 Notification settings