

Manual for Users

(Edition 2.0, February 25, 2014)

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0. Introduction

Contact

Inter-University Network for Common Utilization of Research Equipments Office

Contact form : <https://chem-egnet.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)

- Enter the [User ID] and [Password] at the "Inter-University Network for Common Utilization of Research Equipments" top page (<https://chem-egnet.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.

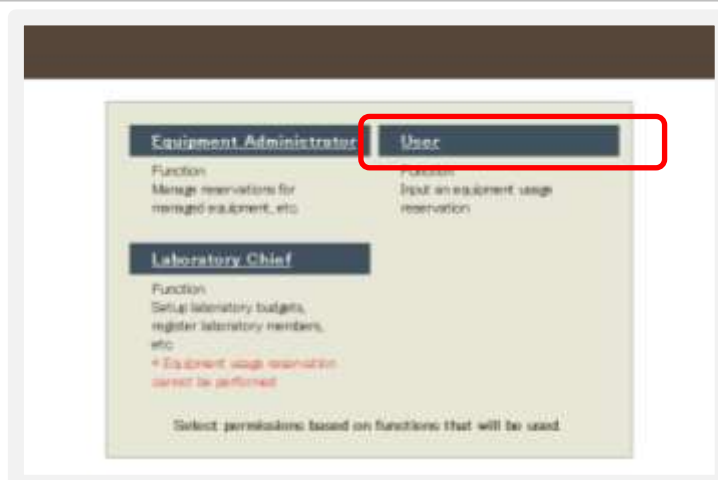


Fig. 0.2 Select permissions screen

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.

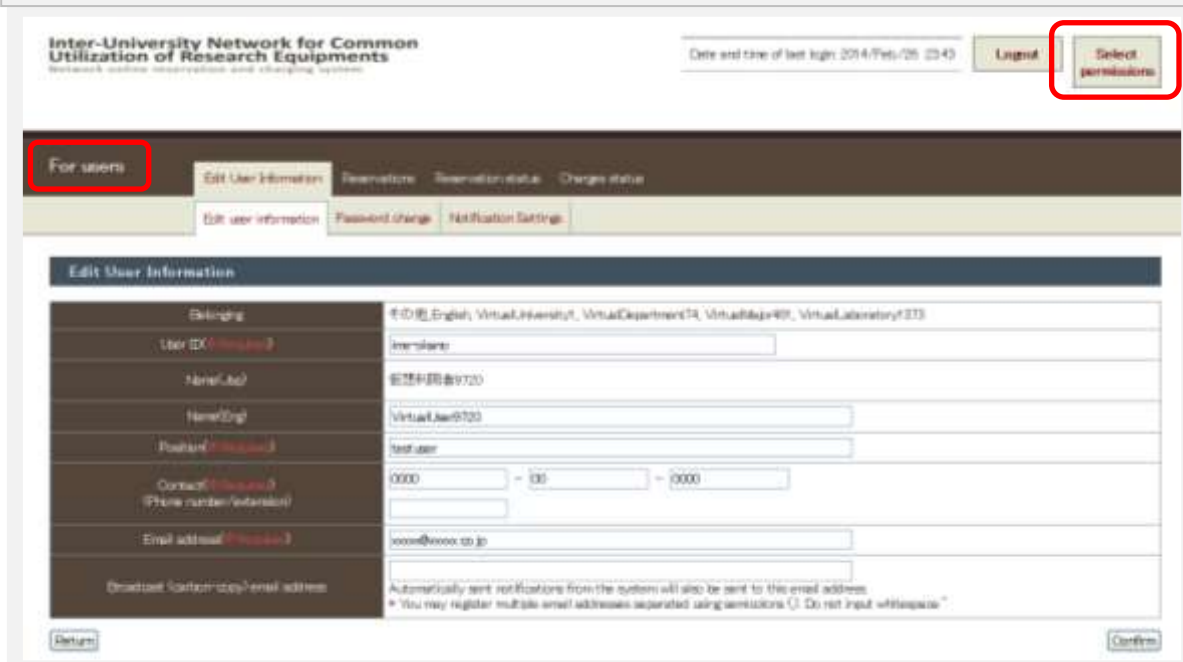


Fig. 0.3 Top left: Permissions display while working

Top right: Link to Select permissions screen

Resetting your password

- 1) Access the Password Reset screen (<https://chem-egnet.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.

The screenshot shows the 'Equipment Search' section of a web application. At the top, there are tabs for 'List' and 'Calendar', with 'Calendar' highlighted. Below the tabs is a search form with fields for 'Region' (All), 'Organization' (All), and 'Category' (All). A 'Free search' field is also present, with a note: '* Free search searches against equipment name, category, specifications and comments. Small and capital letters are not differentiated. Half-width and full-width characters are different.' There are 'Search' and 'Clear' buttons. Below the search form is a table of equipment with columns: 'Equipment Name', 'Category', 'Equipment owner', 'Equipment Administrator', and 'Status'. The table contains several rows of data, including 'VirtualEquipment0', 'VirtualEquipment451', 'VirtualEquipment454', 'VirtualEquipment005', 'VirtualEquipment532', 'VirtualEquipment120', and 'VirtualEquipment121'. The status column shows 'Shared' and 'Request' with radio buttons and 'X' marks. Annotations in red callouts point to the 'Calendar' tab, the search filters, the 'Search' button, and the status column.

Refine search based on affiliation, category, or free word

Link to equipment description

Shared usage, measurement request status (o/x)

Equipment Name	Category	Equipment owner	Equipment Administrator	Status
VirtualEquipment0	VirtualCategory000	VirtualUniversity1 VirtualDepartment1	VirtualUser1	Shared <input type="radio"/> Request <input checked="" type="radio"/>
VirtualEquipment451	VirtualCategory500	VirtualUniversity1 VirtualDepartment1	VirtualUser99	Shared <input type="radio"/> Request <input checked="" type="radio"/>
VirtualEquipment454	VirtualCategory000	VirtualUniversity1 VirtualDepartment75	VirtualUser100	Shared <input type="radio"/> Request <input checked="" type="radio"/>
VirtualEquipment005	VirtualCategory040	VirtualUniversity1 VirtualDepartment202	VirtualUser5399	Shared <input checked="" type="radio"/> Request <input type="radio"/>
VirtualEquipment532	VirtualCategory040	VirtualUniversity1 VirtualDepartment202	VirtualUser5399	Shared <input checked="" type="radio"/> Request <input type="radio"/>
VirtualEquipment120	VirtualCategory100	VirtualUniversity1 VirtualDepartment3	VirtualUser5008	Shared <input type="radio"/> Request <input type="radio"/>
VirtualEquipment121	VirtualCategory187	VirtualUniversity1 VirtualDepartment3	VirtualUser5008	Shared <input type="radio"/> Request <input type="radio"/>

Fig. 1.1 Equipment list

(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. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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	<p>The unit is displayed.</p> <ul style="list-style-type: none"> Minute: Calculated from the actual usage time. Hour: Calculated in 1 day units from the actual usage time. <p>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.</p> <p>(See Fee units (1 day).)</p> <ul style="list-style-type: none"> 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

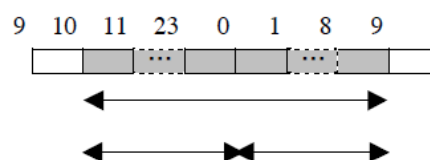
A comparison is made between [Equipment owner] and [User owner] from among the selected categories, and the category that matches most is applied. In the following example, fees within the organization are applied when used by users within the department.

	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.

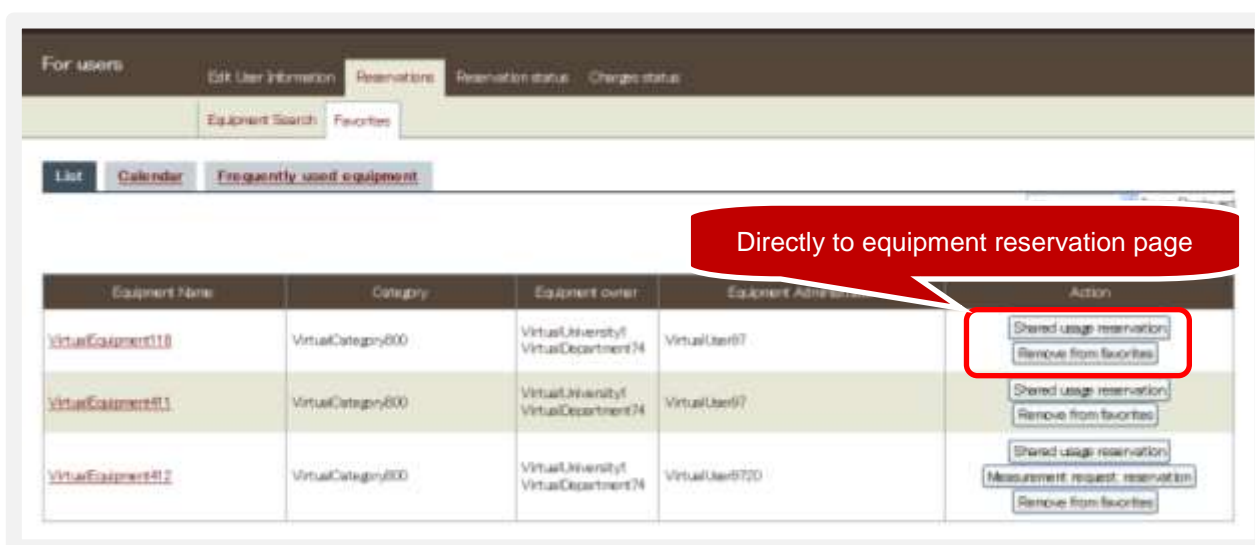


Fig. 1.4 Favorites list

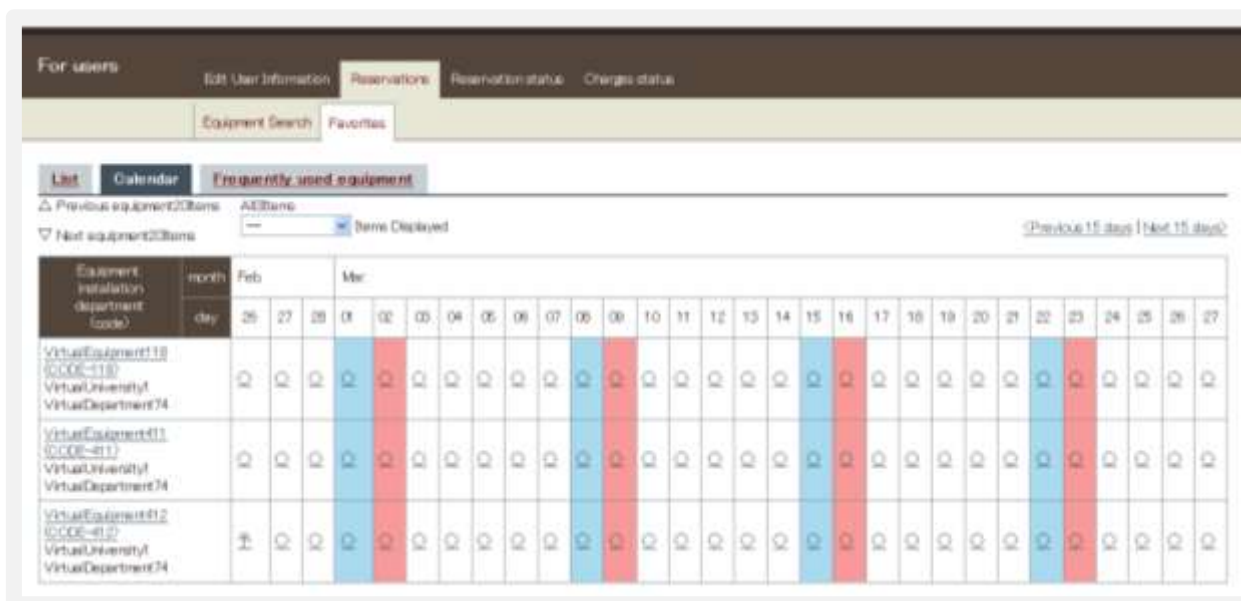


Fig. 1.5 Favorites list (calendar display)

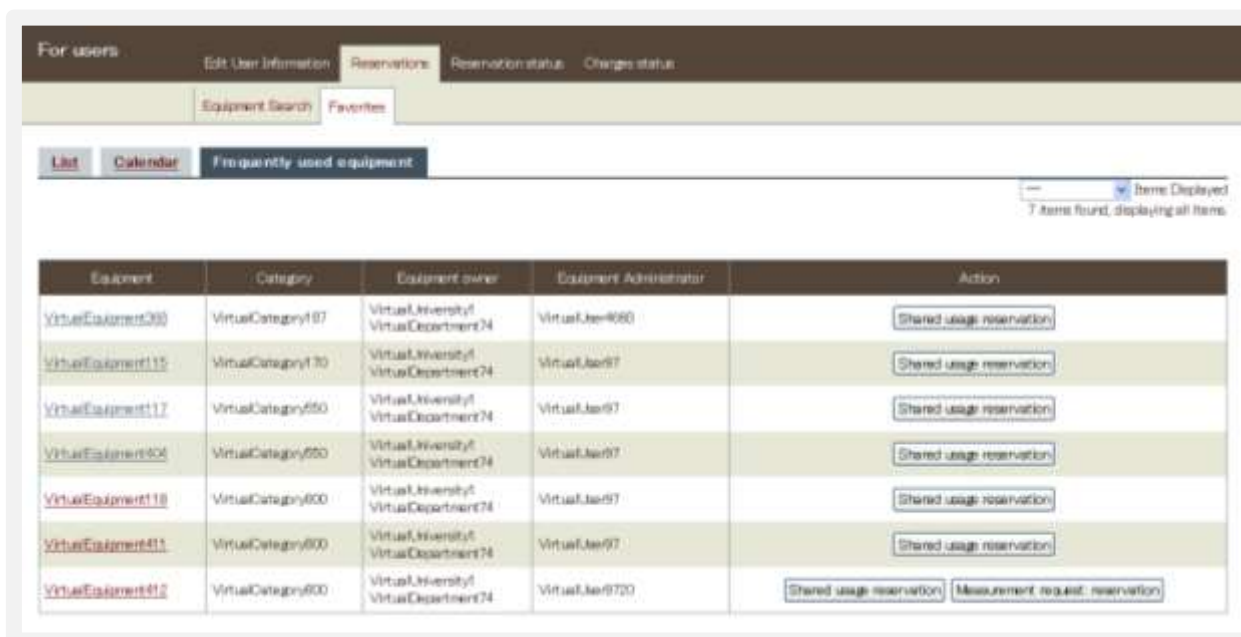


Fig. 1.6 Frequently used equipment list

Registering favorites

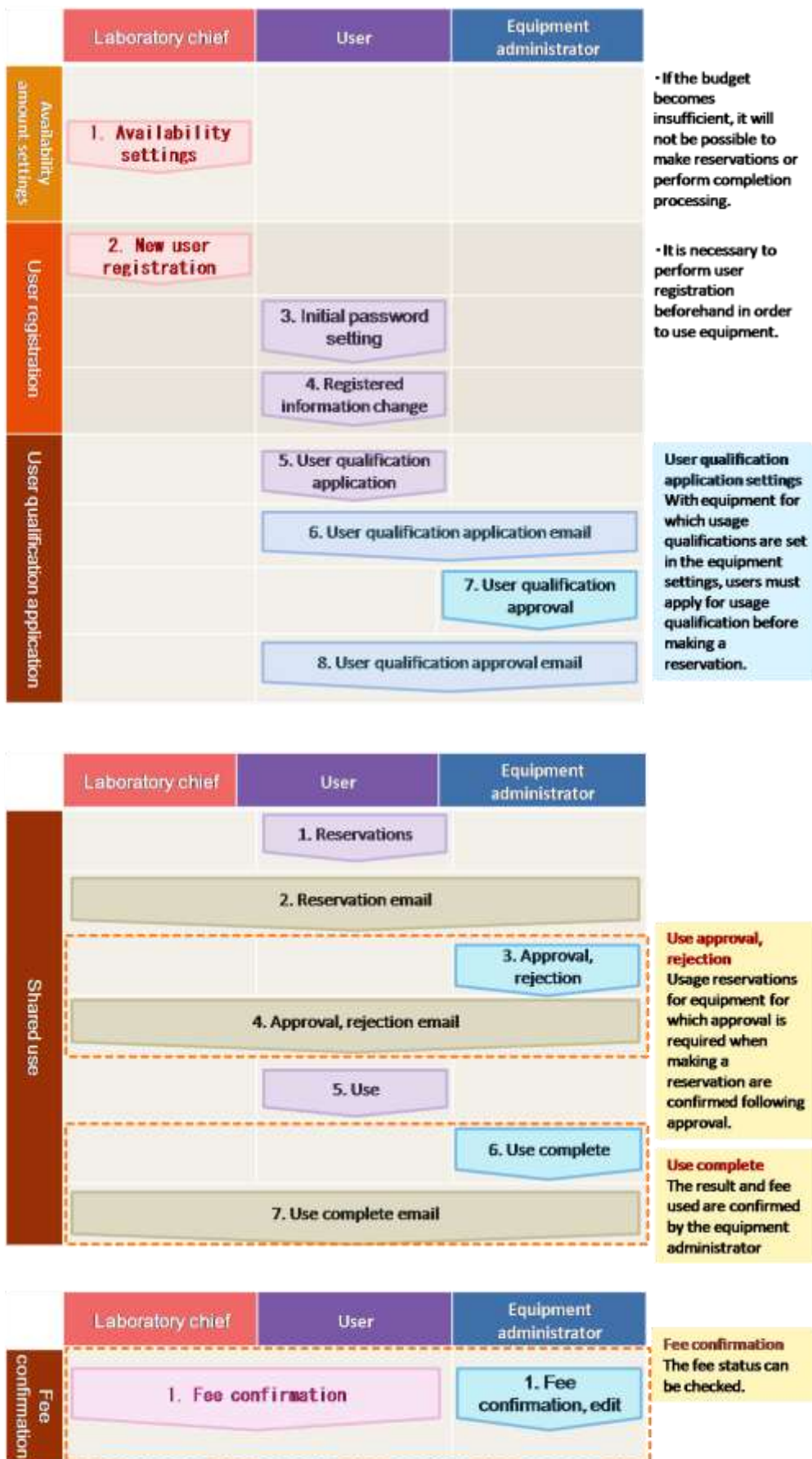
- 1) Click [Save as favorite] at [1-2\) Equipment description](#).

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 [1-2\) Equipment description](#).

* 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

For users Edit User Information Reservations Reservation status Charges status

Equipment Search Favorites

Equipment reservation

Equipment	VirtualEquipment120
Opening Hours	08:00 - 17:00
Equipment Administrator	VirtualUniversity1 VirtualDepartment3VirtualUser5068 xxxx@xxxx.co.jp
Usage fee	相互利用料金 Consolidated fee1.25¥/hr/5 minutes

Equipment News No News

Reservation Table (2014)

Prev. 10 days Next 10 days

month	Feb	Mar
day	26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
day	26	
hour	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	

The reservation start time can also be selected from the calendar

Reservation period and used laboratory budget selection

• Reservation Period

Start of use	2014 / Feb / 26 23:00
To	2014 / Feb / 26 23:00
Usage budget category	<input type="checkbox"/> Pay by Pocket Money (not use lab's budget)
Budget	0

Reservation verification

* Private expense means payment using personal funds. Please check with the university office in advance to confirm whether payment via private expense is allowed.

2014/Feb/26 Maintenance status list

Start	Finish	Maintenance status
No matching records		

Fig. 2.1 Shared usage reservation

- Timetable notation
 - : Vacant
 - R: Reservation complete (person making reservation)
 - △: Reservation complete [partial] (other person)
 - x: Reservation complete [no vacancy] (other person)
 - : Outside usable time
 - : Outside machine time
 - F: Fault
 - M: Maintenance

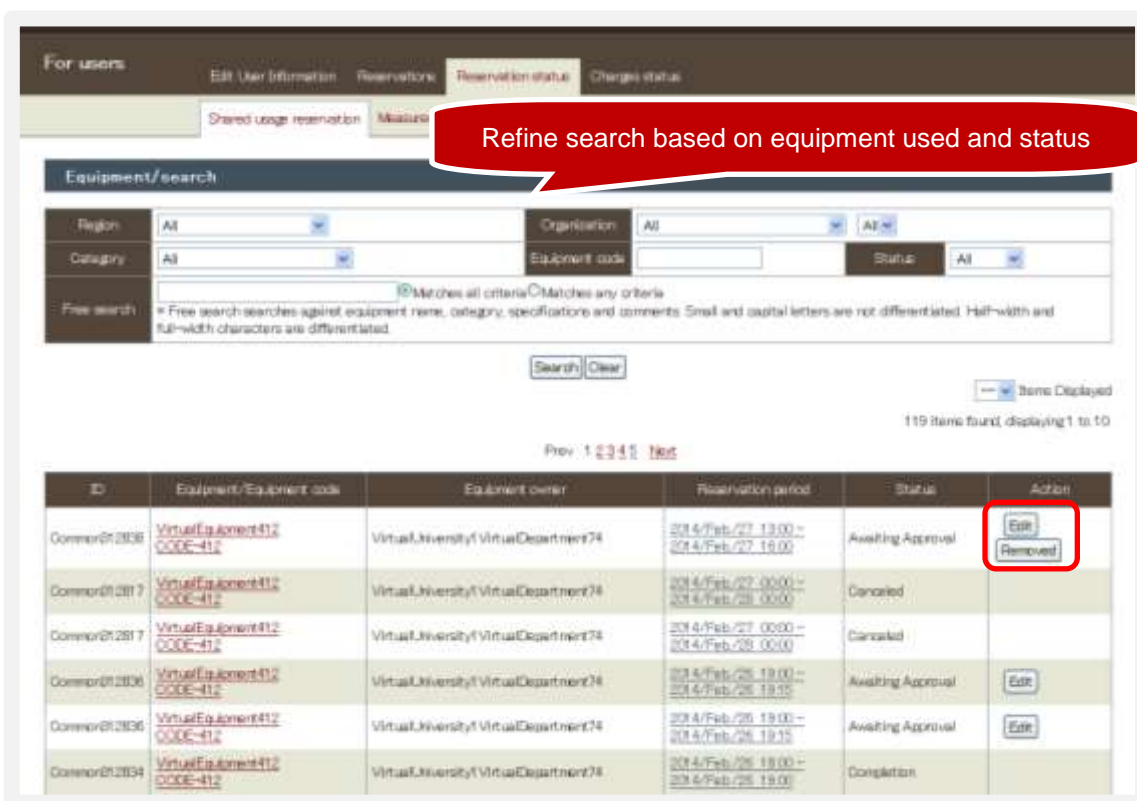
2-3) Editing reservations

- 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].

- * 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



Refine search based on equipment used and status

ID	Equipment/Equipment code	Equipment owner	Reservation period	Status	Action
Compor012036	VirtualEquipment412 CODE-412	VirtualUniversity/VirtualDepartment74	2014/Feb/27 13:00 - 2014/Feb/27 19:00	Awaiting Approval	Edit Removed
Compor012017	VirtualEquipment412 CODE-412	VirtualUniversity/VirtualDepartment74	2014/Feb/27 00:00 - 2014/Feb/28 00:00	Cancelled	
Compor012017	VirtualEquipment412 CODE-412	VirtualUniversity/VirtualDepartment74	2014/Feb/27 00:00 - 2014/Feb/28 00:00	Cancelled	
Compor012036	VirtualEquipment412 CODE-412	VirtualUniversity/VirtualDepartment74	2014/Feb/28 19:00 - 2014/Feb/28 19:30	Awaiting Approval	Edit
Compor012036	VirtualEquipment412 CODE-412	VirtualUniversity/VirtualDepartment74	2014/Feb/28 19:00 - 2014/Feb/28 19:30	Awaiting Approval	Edit
Compor012034	VirtualEquipment412 CODE-412	VirtualUniversity/VirtualDepartment74	2014/Feb/28 18:00 - 2014/Feb/28 19:00	Completion	

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.

- * 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

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.

The screenshot shows a web interface for 'Charges status'. At the top, there are tabs for 'Edit User Information', 'Reservations', 'Reservation status', and 'Charges status'. Below the tabs, there are buttons for 'Shared usage fee' and 'Measurement request fee'. A red callout box points to the search filters with the text 'Refine search based on equipment used and status'. The search filters include 'Region' (All), 'Category' (All), 'Organization' (All), 'Equipment code', and 'Status' (All). There are also radio buttons for 'Matches all criteria' and 'Matches any criteria', and a 'Free search' section with a note: '* Free search searches against equipment name, category, specifications and comments. Small and capital letters are not differentiated. Half-width and full-width characters are differentiated.' Below the filters are 'Search' and 'Clear' buttons. On the right, there is a dropdown for 'Items Displayed' set to 5, and a message '5 items found, displaying all items'. The main content is a table with the following data:

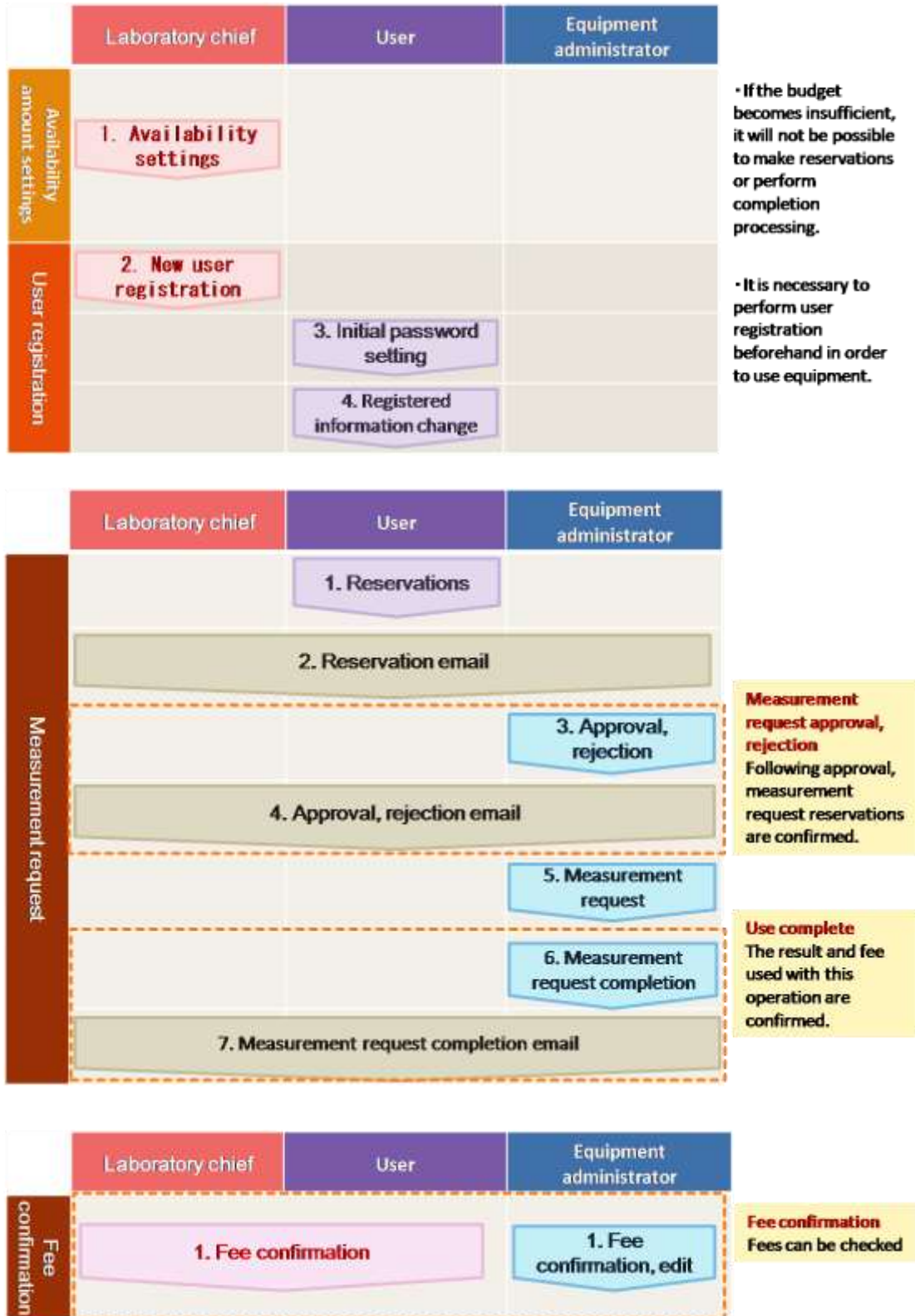
ID	Equipment/Equipment code	Equipment owner	Usage Period	Status	Fee (budget category)
Common012004	VirtualEquipment412 OCCE-412	VirtualUniversity/VirtualDepartment74 VirtualMajr461VirtualLaboratory1373	14/ Feb/ 26 18:00 - 14/ Feb/ 26 19:00	Completion	100/ten (private expense)
Common012006	VirtualEquipment412 OCCE-412	VirtualUniversity/VirtualDepartment74 VirtualMajr461VirtualLaboratory1373	14/ Jan/ 30 00:00 - 14/ Jan/ 31 00:00	Completion	400/ten (private expense)
Common044318	VirtualEquipment412 OCCE-412	VirtualUniversity/VirtualDepartment74 VirtualMajr461VirtualLaboratory1373	12/ Jan/ 30 01:00 - 12/ Jan/ 30 12:00	Completion	1000/ten (運営費交付金)
Common044315	VirtualEquipment412 OCCE-412	VirtualUniversity/VirtualDepartment74 VirtualMajr461VirtualLaboratory1373	12/ Jan/ 16 01:00 - 12/ Jan/ 18 06:00	Completion	700/ten (運営費交付金)
Common033774	VirtualEquipment118 OCCE-118	VirtualUniversity/VirtualDepartment74 VirtualMajr461VirtualLaboratory1373	11/ Dec/ 15 20:30 - 11/ Dec/ 16 10:00	Completion	1200/ten (運営費交付金)

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.



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

The screenshot shows a web interface for making a reservation. At the top, there are navigation tabs: 'For users', 'Edit user information', 'Reservations', 'Reservation status', and 'Charge status'. Below these are 'Equipment Search' and 'Favorites' buttons. The main form is titled 'Measurement request: reservation'. It contains several sections:

- Equipment Name:** 研究所用 富士フイルム 画像形成システム (全国共通ネットワークシステム) 用レーザー装置
- Fee description:** 研究費補助料として Considered fee8000/ev/Other
- Equipment Fees:** No fees
- User:**
 - Belonging: VirtualUniversity/ VirtualDepartment24/ VirtualMap481/ VirtualLaboratory1375
 - Name: VirtualUser020
- Description of Request:** A text area with a red callout bubble saying 'Sample name, memo'.
- Sample Reservation Table:**

Sample	Plan/sample reservation	Action
		Delete
		Delete
		Delete
- Application Form:** A file upload area with a red callout bubble saying 'Application form upload'.
- Comment Field:** A text area.
- Usage budget category:** A dropdown menu.
- Budget:** A numeric input field.
- Requested Date:** A date picker set to 2014/1/20 Before this date!
- Reservation verification:** A button highlighted with a red box and a callout bubble.

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

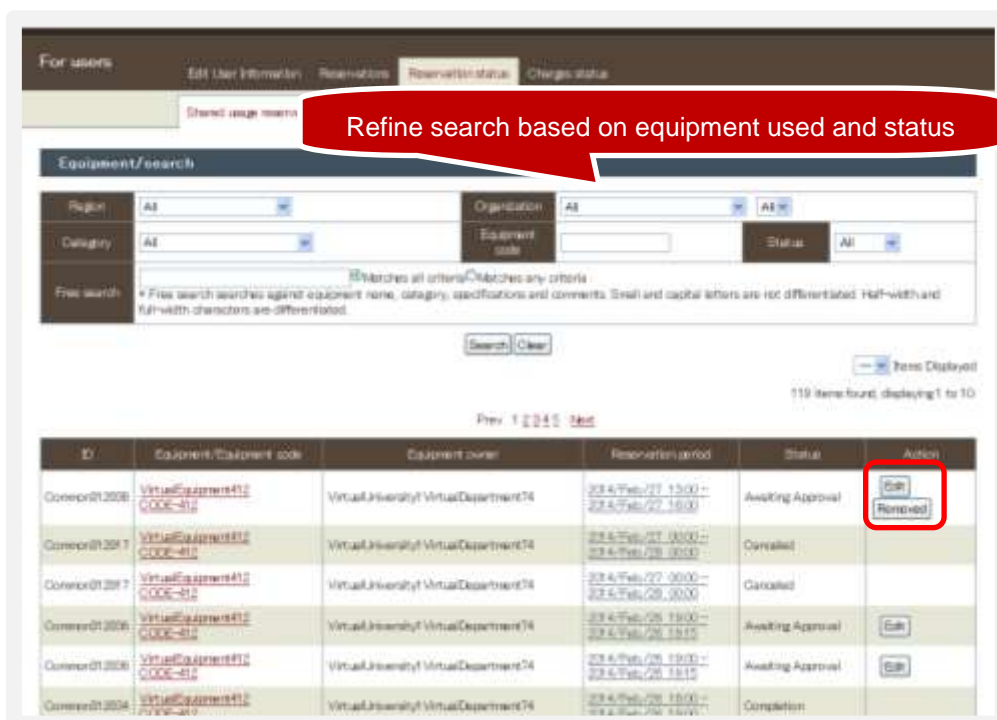


Fig. 3.2 Shared usage reservation fee status

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

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.

The screenshot shows a web interface for managing charges. At the top, there are tabs for 'For users', 'Edit User Information', 'Reservations', 'Reservation status', and 'Charges status'. Under 'Charges status', there are sub-tabs for 'Shared usage fee' and 'Measurement request fee'. The 'Shared usage fee' tab is active.

Below the tabs is a search section titled 'Equipment/search'. It includes dropdown menus for 'Region' (set to 'All') and 'Category' (set to 'All'). There are input fields for 'Equipment code' and 'Status' (set to 'All'). A search button and a 'Clear' button are present. A red callout box points to the search filters with the text: 'Refine search based on equipment used and status'.

Below the search section, there is a table with 6 columns: ID, Equipment/Equipment code, Equipment owner, Description of Request, Status, and Fee (budget, category). The table displays 4 items found.

ID	Equipment/Equipment code	Equipment owner	Description of Request	Status	Fee (budget, category)
Request type6702	VirtualEquipment412 CODE-412	VirtualUniversity1/VirtualDepartment34 VirtualMajor481/VirtualLaboratory1573	Details	Completion	1,000 Yen (private expense)
Request type6999	VirtualEquipment412 CODE-412	VirtualUniversity1/VirtualDepartment34 VirtualMajor481/VirtualLaboratory1573	Details	Completion	1,000 Yen (private expense)
Request type6990	VirtualEquipment412 CODE-412	VirtualUniversity1/VirtualDepartment34 VirtualMajor481/VirtualLaboratory1575	Details	Completion	200 Yen (private expense)
Request type699	VirtualEquipment412 CODE-412	VirtualUniversity1/VirtualDepartment34 VirtualMajor481/VirtualLaboratory1575	Details	Canceled	500 Yen (課外費交付金)

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].

The screenshot displays the reservation interface for 'VirtualEquipment412'. It includes a language toggle, equipment details, a reservation calendar for February and March 2014, and login fields. Red callouts provide instructions: 'Language change' points to the English/Japanese toggle; 'The start time can also be selected from the calendar' points to the calendar view; 'Update to latest reservation status' points to a button; and 'Enter login information' points to the ID and Password input fields. A '予約確認' button is also highlighted in red.

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].

The screenshot shows a web interface for equipment reservation verification. The title is 'Inter-University Network for Common Utilization of Research Equipments'. The interface includes the following sections:

- Equipment Information:**

Equipment	VirtualEquipment412
Opening Hours	00:00~ 24:00
Belonging	VirtualUniversity1 VirtualDepartment74
Administrator	VirtualUser9720
- Reservation Period:**

From	2014/Feb/28 10:00
To	2014/Feb/28 12:00
- User:**

Name	VirtualUser9720
Belonging	VirtualUniversity1VirtualDepartment74VirtualMajor481VirtualLaboratory1373
- Budget:**

Pay by: (A dropdown menu is highlighted with a red callout box containing the text 'Select the laboratory budget category to use').

Pay by Pocket Money (not use MI's budget)

At the bottom right, there is a button labeled '予約確認' (Reservation Confirmation) which is highlighted with a red box.

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.

For users: Edit User Information Reservations Reservation status Charge status

Edit user information Password change Notification Settings

Notification Settings

* The notification settings allow you to set whether you would like to receive email notifications when the following operations take place. (This does not change whether email notification messages are sent to users with different permissions.)
 Normally a message is sent to the addresses sent for the User, Accounting Administrator, Equipment Administrator and Carbon Copy (CC) email addresses if they are set.

xxx.ac.jp
 CC<xx@xxx.ac.jp>

User: Laboratory Chief Equipment Administrator

Use the settings here to determine whether you will receive notifications as a user.

Grouped settings: Personal Carbon Copy (CC)

Operator	Operations	Receiver settings * Remove check marks from settings that you do not need notifications about.
User (Your own operations)	Shared usage reservation (reserve/change/delete)	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Measurement request reservation (change/delete)	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Application for usage qualification for equipment	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
Laboratory Chief (Operations by the administrator of your laboratory)	Shared usage reservation (change/delete)	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Measurement request reservation (change/delete)	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Laboratory member new registration/account deletion	<input type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Laboratory member profile change/password reset	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
Equipment Administrator (Operations by the administrator of equipment being used)	Shared usage/measurement request reservation (approve/reject/change/delete)	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Shared usage/measurement request reservation (approve/reject/change/delete)	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Setting/changing maintenance machine time (message only sent when this time overlaps with a currently reserved shared usage)	<input type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Equipment usage qualification (approve/remove)	<input type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)
	Replacement reservation (shared usage/measurement request)	<input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Carbon Copy (CC)

Legend
 You cannot change this notification setting. It will always be sent.

Register

Can be changed for each permissions

Check all

Fig. 4.3 Notification settings