



## User Manual

(v.1.0)

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# 1. Introduction

This system provides the following services for the shared use of research facilities and equipment (“equipment”). Non-members of Fujita Health University can also use this service.

## **Equipment Search**

The user can search for research equipment available for shared use. The search targets equipment owned by Fujita Health University and registered in the “Fujita Health University Facilities and Equipment Management Database”.

This search is available to anyone, both inside and outside of the university. However, if you do not log in with your Fujita ID or User ID the equipment and the items displayed are limited.

## **Management of Equipment Use**

The user can use this system to reserve equipment, record the actual use results, and track total usage fees. It targets the equipment registered in the “Fujita Health University Facilities and Equipment Management Database” for which this system manages reservations.

Those with a Fujita ID can use the equipment immediately after user registration in the system. Non-Fujita members can also use the facilities but prior application and approval are required.

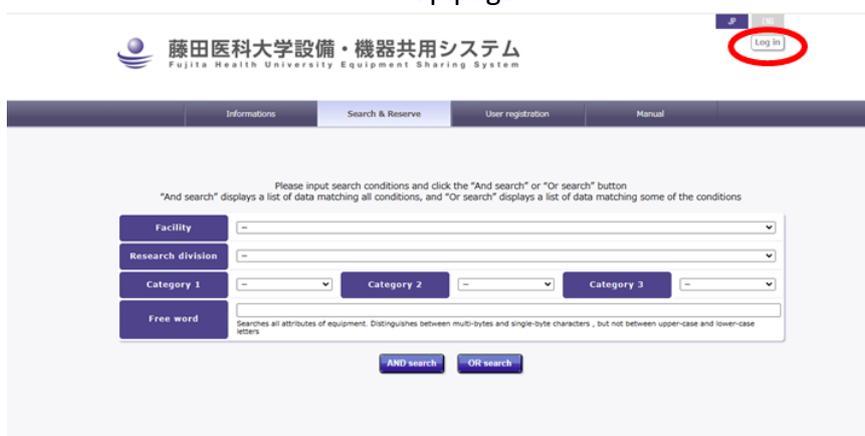
## 2. Log In/Log Out

The system can be used by logging in with a “Fujita ID” or a “User ID for external users”. If you have a “Fujita ID”, proceed to “2-1.log in”. For external users, the Research Support Division, Research Support Department issues User IDs. See “10. Support”.

### 2-1. Log In

#### Screen

##### Top page



藤田医科大学設備・機器共用システム  
Fujita Health University Equipment Sharing System

Log In

Informations Search & Reserve User registration Manual

Please input search conditions and click the "And search" or "Or search" button  
"And search" displays a list of data matching all conditions, and "Or search" displays a list of data matching some of the conditions

Facility [dropdown]  
Research division [dropdown]  
Category 1 [dropdown] Category 2 [dropdown] Category 3 [dropdown]  
Free word [text]  
Searches all attributes of equipment. Distinguishes between multi-byte and single-byte characters, but not between upper-case and lower-case letters

AND search OR search

##### Consuk



藤田医科大学設備・機器共用システム  
Fujita Health University Equipment Sharing System

Log In

Informations Search & Reserve User registration Manual

User ID [text]  
Password [text]  
login cancel

#### Procedures

- Open the top page of Fujita Health University Equipment Sharing System.  
<https://ess.rph.fujita-hu.ac.jp/>
- Click “Log In” at the top right of the page.
- Enter your **Fujita ID** or **User ID for external users** and **Password**.
- Click “login”.

## Note

- Retirees and graduates can log in with a Fujita ID, but need further registration to use the equipment. For details, please contact the Research Support Division.
- You can search equipment without logging in. However, the equipment and items displayed are limited.
- Logging in is necessary for reserving equipment. See “6-2. Reservation”.

## 2-2. Log Out

### Screen

Log Out button



### Procedures

- Click “**Log Out**” at the top right of the screen.

### Note

- Please be sure to log out when you finish using the system.
- This system automatically logs you out after 10 minutes of inactivity.

### 3. Searching for Equipment

This service provides a list of equipment for shared use and the details of each. These are owned by Fujita Health University and registered in this system.

#### 3-1. View a List of Equipment

##### Screen

Searching the equipment page

The screenshot shows a web interface for searching equipment. At the top, a navigation bar includes 'Search & Reserve' (circled in red with a '1'), 'Reservations & Results', 'User registration', and 'Manual'. Below the navigation bar, there is a search form with several fields: 'Facility', 'Research division', 'Category 1', 'Category 2', 'Category 3', and 'Free word'. The search form is circled in red with a '2'. Below the search form, there are buttons for 'AND search' and 'OR search'. The results section shows 'Result of "AND search" : 146 hits' and a table of equipment. The first row of the table is circled in red with a '3'.

ID	Equipment Name (Maker)	Model	Location	Shared to	Equipment summary	Use	Entrust
1	透過電子顕微鏡 (JEOL)	JEM-1400Flash	大字1号館 115号室 電子顕微鏡室	字内外	光学顕微鏡で観察できない小さな試料の断面を観察に用いる装置。厚さ100nm以下の超薄切片に電子線を照射して、超薄切片を透過する電子を捕集させることにより、試料の微細構造を観察できる。	○	×
2	走査電子顕微鏡 (JEOL)	JSM-7610FPlusIn	大字1号館 115号室 電子顕微鏡室	字内外	光学顕微鏡で観察できない小さな物の表面を観察に用いる装置。電界放出形電子銃から照射された電子線を試料に当てた時、試料から出てくる電子の情報に基づき、試料の凹凸や組成を観察できる。	○	×
3	走査電子顕微鏡 (HITACHI)	S-2600	大字1号館 115号室 電子顕微鏡室	字内	光学顕微鏡で観察できない小さな物の表面を観察に用いる装置。クングステンフィラメント電子銃から照射された電子線を試料に当てた時、試料から出てくる電子の情報に基づき、試料の凹凸や組成を観察できる。	○	×

##### Procedures

- Click “**Search & Reserve**” on the menu bar to display “**searching the equipment**” page (1).
- Input search conditions and click “**AND search**” or “**OR search**”. AND/OR search is available with **Facility**, **Research division**, **Category**, and **Free word** (2).
- The results will be displayed under the search field.
- Detailed information can be found by clicking each name of the equipment (3).

## 3-2. Details of the Equipment

### Screen

#### Equipment details page

The screenshot displays the 'Equipment details page' for an Ultramicrotome. The page includes a navigation bar with tabs for 'Informations', 'Search & Reserve', 'Reservations & Results', 'User registration', and 'Manual'. A user menu is visible with roles like 'User', '設備・機器管理者', '利用責任者', and 'システム管理者'. The main content area has buttons for 'Reservation', 'Favorite Registration', and 'Go back'. The equipment details are organized into sections: 'Common', 'Detailed information of equipment', 'Limitations of use', and 'Equipment use charges'. Red boxes highlight specific fields: 'Shared to' (Internal and outside), 'Accepted work' (x), 'Application for use qualification' (Required), 'Approval of reservation' (Not required), and 'Equipment use charges' (Unit price ¥100, Unit 60min, No cancellation charge).

Common	
	<ul style="list-style-type: none"> <li>When using this equipment, always receive handling instructions from the person in charge before using it for the first time.</li> <li>When using the equipment, please be sure to fill out the logbook provided with it.</li> </ul>

Detailed information of equipment	
ID	4
Equipment Name	Ultramicrotome
model	Ultracut H
Maker	Reichert
Category	Electron Microscope Sample Preparation Equipment
Facility URL	<a href="https://www.fujita-hu.ac.jp/~kyoriken/shisetsu/electronmicroscopesamplepreparationdevice/index.html#cob36a0b">https://www.fujita-hu.ac.jp/~kyoriken/shisetsu/electronmicroscopesamplepreparationdevice/index.html#cob36a0b</a>
Location	University Building 1, Room 113
Facility Name	Open Facility Center
Research division	Bioimaging Analysis Laboratory
Administrator	Takanori Onochi, Mika Maeshima, Sayaka Ogasawara, Michiyo Tominaga, Test Admin
Names of managed facility (addresses for transfer of use charges)	Bioimaging Analysis Laboratory
Shared to	Internal and outside
Inquiries etc.	Onouchi (Biological Imaging Analysis Room) 2320

Limitations of use						
Use: Inside the University	Available date	Year-round	Available times	00:00~24:00	Accepted work	x
	Possible reservation period limit	28 days from today	Reservation time limit within period limit	No limitation	Daily reservation limit	No limitation
	Application for use qualification	Required	Approval of reservation	Not required		

Equipment use charges	
Use: Inside the University	Unit price ¥100 Unit 60min No cancellation charge

### Field

- **Shared to:** available users for the equipment.
  - Internal: available for members of Fujita Health University
  - Internal and outside: available for members of Fujita Health University and external members whose application for use has been approved.
- **Limitations of use:** displayed according to the user's category (internal/external). When not logged in, all user categories are displayed; when logged in, only the user categories that apply to the user are displayed.
- **Accepted work:** whether the equipment manager accepted the equipment's operation.

- **Application for use qualification:** some equipment requires further application before making reservations. See “**6-1. Application for User Qualification**”.
- **Approval of reservation:** some equipment requires approval by a manager for each reservation.
- **Equipment use charges:** displayed according to the user’s category. Some equipment requires a cancellation charge.

## 4. Outline of Equipment Usage

- a. The user joins a user group to reserve/use equipment.
  - The user group is the billing party for the usage fees.
  - The group manager approves membership in the group and is responsible for the payment of member's usage fees.
- b. Two types of usage
  - Reservation: for users to operate the equipment themselves.
  - Entrust: request for equipment managers to operation the equipment.
- c. Usage fees
  - Automatically calculated during the reservation.
- d. Input the time of use after operation
  - After using the equipment, input the actual time of use.
  - Input can be omitted if the reservation and time of use are the same.
  - For requested work, the equipment manager inputs the time of use.
- e. List of reservation, usage history, and fees
  - The user can see a list of their reservation, usage history, and fees.
- f. Calculation of fees
  - Usage fees are calculated each month based on the use results and fixed by the equipment manager. Fees are totaled per budget and reported to the group manager.

## 5. User Registration

User registration is required to reserve equipment on this system. The user cannot make a reservation until a registration has been completed.

### Screen

#### User registration page

Informations Search & Reserve Reservations & Results **User registration** Manual

You can perform following operations here.  
1.Change of the user information 2.Join or leave the user group

1. User information ( Just go to No.2 if editing is unnecessary. )

Name	Fujita ID	riyusya2
E-mail address	ooooo@oooo.jp	
E-mail address ( Confirmation )	ooooo@oooo.jp To change your E-mail address, please input new E-mail address twice to confirm.	
Telephone number	1234	
Current password		
New password		
New password(Confirmation)		

Change the user information

2. Choose the user group ( Choose the group which you want to join or leave. Skip if it is unnecessary for you. )

Joined Group	No joined Group
A group to join	Search key word : Input keywords to search, click Search button and select a group below. Input keywords to search, click Search button and select a group below. Search

Please agree to the following user agreements when you join the user group. Please get the consent of the person in charge of your group and let the check in the check box end of the sentences.

I agree to the user agreements and have got the consent of the person in charge of my user group.

Join this group Leave this group

### 5-1. User Information

#### Procedures

- Click “**User registration**” on the menu bar to display **1. User information** field.
- Enter **Email address** and **Telephone number**.
- If you want to change your password, enter the **Current password** and **New password**.
- Click “**Change the user information**”.
- A notification email will be sent to you for approval or disapproval of registration. The subject is “【藤田医科大学設備・機器共用システム】利用者登録（通知）について”.

## Note

- If you registered a new email address, a confirmation email will be sent to your new address. The subject is “【藤田医科大学設備・機器共用システム】利用者登録（メールアドレス）について”. If you do not receive the email, you might have entered an incorrect email address.
- The manager of the group established before FY2024 does not need this registration; for the group newly established after FY2025, the manager and sub-manager are required to register. Please contact the Research Support Division and submit the application form, “【設備・機器利用システム利用主責任者・副責任者申請書】”. Some groups may take time to approve. For queries, ask the manager responsible for acceptance by the group you applied for.
  - Automatically approved group: the user registration is completed immediately after the application is submitted.
  - Requiring approval by the manager: the manager is notified by email, and the approval process is carried out.
- To update user information, repeat the steps above.

## 5-2. Join User Group

### Procedures

- Click “**User registration**” on the menu bar to display **2. Choose the user group** field.
- Input Japanese keyword in **A group to join** field and click the drop-down menu to see a list of the groups that match your keyword.
- Select the user group you want to join.
- Check the box if you agree to the user agreement and have the group manager's approval.
- Click “**Join this group**”.
- The confirmation screen will be displayed. Click “**Enter**” to complete the process.

### Note

- All group names are displayed in Japanese.
- The user can join more than one group by repeating the steps above.
- When leaving a group, select the group and click “**Leave this group**”. By clicking “**User registration**” again, confirm the name of the group you left is removed from **Joined Group**.
- To change a group, follow the leaving/joining steps above.

## 6. Reserving Equipment

To make a reservation, following these steps.

	User group manager	User	Equipment manager
Application for User Qualification		apply user qualification	receive application mail
			approve/disapprove
		received approval/disapproval mail	
Reservation for Using Equipment		reserve equipment	receive reservation mail
			approve/disapprove
		receive approval mail	
		use equipment	
		input user results	
Confirmation & modification of results	modify budget (if necessary)		modify use results (if necessary)
			aggregate result confirmation mail
	aggregate result confirmation mail		confirm results and modify
	confirm budget and modify		

### 6-1. Application for User Qualification

While logged in, equipment that has not been qualified for use is displayed with **Required** in the equipment details page. To reserve the equipment in question, the user must be qualified by an equipment manager.

#### Screen

#### Use qualification application button



#### Procedures

- Display an equipment details page.
- Click “**User qualification application**”.
- A notification email will be sent to the equipment manager.
- You will later receive a notification email with approval or disapproval of the application. The subject is “【藤田医科大学設備・機器共用システム】利用資格申請（通知）について”.

## Note

- Only equipment you are qualified to use can be reserved.

## 6-2. Reservation (For Users to Operate Equipment)

While logged in, the user can reserve equipment that displays “**Reservation**” on the top left of the equipment details page. Check the availability and make a reservation following the procedures.

### Screen

Reservation button



### Procedures

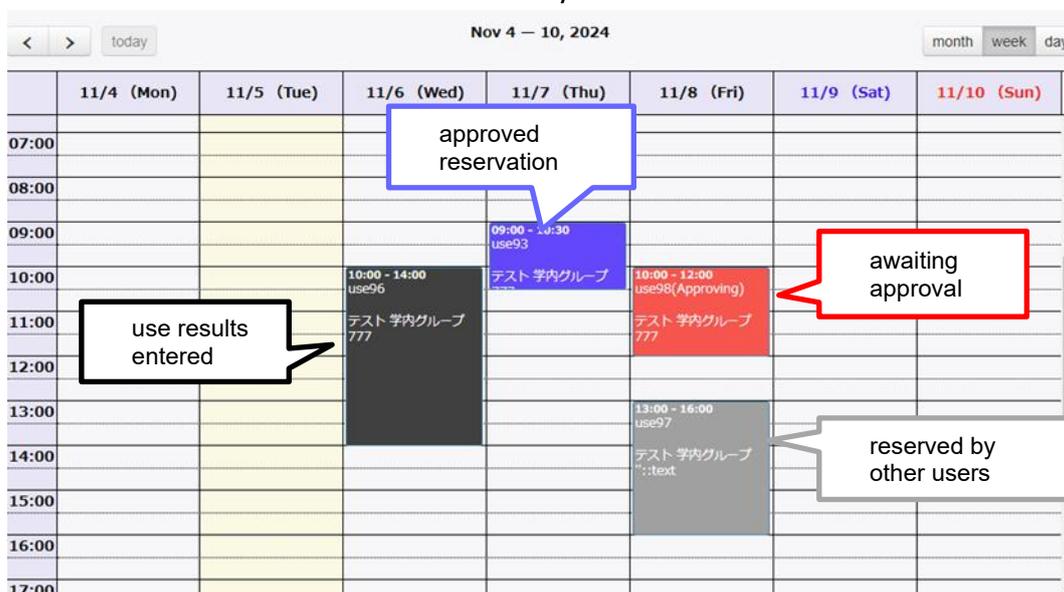
- Click “**Reservation**” on the equipment details page to open the **Calendar**.

#### 6-2-1. Calendar

Equipment availability can be found on the **Reservation** page or **My favorites** page (see “9. “**My favorite**”page”). Here we explain how to reserve equipment on the **Reservation** page.

### Screen

Availability calendar



Each colored box indicates the following:

- Blue: your approved reservation.
- Red: awaiting approval.
- Black: use results entered.
- Gray: reserved by other users.

### Procedures

- Check the availability of equipment and select your preferred date and time of use by mousing on the calendar or setting a **Start/End time of use** in the field (see next section).

## 6-2-2. New Reservation

### Screen

#### Equipment reservation screen

The screenshot displays the equipment reservation interface for November 4-10, 2024. At the top, a calendar shows reservation slots for various days. A callout box highlights a reservation on Nov 7 (Thu) from 09:00 to 10:30, labeled 'use93' and 'テスト 学内グループ'.

The main form is divided into several sections:

- Reservation/Result:**
  - Use classification:  Use
  - User: 開発部 (ID: 3)
  - User group: テスト 学内グループ (ID: 1)
  - Budget: test account
  - Group edit:  Disable  Enable
  - Start of use: 2024-11-07 09:00
  - End of use: 2024-11-07 10:30
  - Comment: (empty)
- Charges:**
  - Total: ¥ 600
- Details:**
  - Name of the facility: 共焦点レーザー顕微鏡
  - Use: Inside the University
  - Option name: 指導料 (Unit price ¥ 0, Amount 0)
  - Additional option name: (empty)

At the bottom, there are three main buttons: 'Change reservation (Confirmation screen)', 'Confirm result (Confirmation screen)' (highlighted with a red circle), and 'Cancel reservation'. A 'Go back' button is also present.

## New reservation confirmation screen

**Check the details of your reservation and confirm it.**

Name of the facility・Model	ウルトラマイクロトーム ・ Ultracut H
Use classification	use
User	(ID : 3)
User group	テスト 学内グループ (ID : 1)
Budget	test account
Group edit	Disable
Usage time	2024-11-08 14:00:00 ~ 2024-11-08 15:00:00
Comment	

Equipment /Option name	Classification	Usage time	Unit price	Amount	Charges
ウルトラマイクロトーム	Use: Inside the University	01:00	50 / 60 min	1	50
Total					¥50

Confirm
Go back

### Procedures

- Select the **User group** and **Budget**.
- Input **Start/End time of use**.
- If you have accompanying persons, please enter each of their **Staff ID (Student ID)** and **Full Name** in the comment field.
- Check the use charges. If relevant, input optional information.
- Click **“Reserve (Confirmation screen)”**.
- A confirmation screen will be displayed. Click **“Confirm”** to complete the process.

### Note

- Equipment that requires approval for each reservation must be approved by the manager. This may take some time, so please make reservations well in advance. The user will be notified of approval/disapproval for reservation by email.

## 6-2-3. Change/Cancel Reservation

### Screen

#### Change/Cancel reservation button

**Charges**

	Total	¥	600		
<b>Details</b>					
Name of the facility	共焦点レーザー顕微鏡	Unit price ¥	300	Unit	60 min
Option name	指導料	Amount	2	Charges ¥	600
Additional option name	<div style="border: 1px solid #ccc; padding: 2px;">Not available</div> <span style="color: red; font-size: small;">There are no available</span>	Unit price ¥	0	Unit	分
<div style="border: 1px solid #ccc; padding: 2px;">Clear the value</div>	<div style="border: 1px solid #ccc; padding: 2px;">Add an input line</div>	Amount	0	Charges ¥	0

Change reservation (Confirmation screen)
Confirm result (Confirmation screen)
Cancel reservation

Go back

### Procedures

- Follow the steps in “**6-2-2. New Reservation**”.
- Click “**Change reservation (Confirmation screen)**” or “**Cancel reservation**”.
- The confirmation screen will be displayed. Click “**Confirm**” to complete the process.

### Note

- If the equipment requires approval for each reservation, please wait for the manager’s approval again.
- Reservations can be changed until the cancellation deadline. The deadline is set on some part of the equipment and displayed in the Charges filed on the equipment details page.
- Cancelling a reservation may result in a cancellation fee. Please consult with the manager.
- If you finish using the equipment earlier than scheduled, enter the actual time of use results instead of changing the reservation.

## 7. Recording the Actual Use Results

After using the equipment, input the use results (time of use) by 1:00 am of the day following the completion of use day. However, if the time of usage is the same as the reservation time, the recording procedures can be skipped.

### Screen

Result field

Reservation / Result	
Use classification	<input checked="" type="radio"/> Use
User	開発部 <span style="float: right;">ID 3</span>
User group	テスト学内グループ <span style="float: right;">ID 1</span>
Budget	test account
Group edit	<input checked="" type="radio"/> Disable <input type="radio"/> Enable <small>If you select "Enable," emails will be sent to all members of the "User group" you have selected above. Besides, any member of the selected "User group" can change the reservation.</small>
Start of use	2024 - 11 - 7 9 : 0
End of use	2024 - 11 - 7 10 : 30
Comment	<input type="text"/>

Charges	
Total	¥ 600
Details	
Name of the facility	共焦点レーザー顕微鏡
Use: Inside the University	Unit price ¥ 300 Unit Charges ¥ 60 min 600
Option name	指等料
Not available	Unit price ¥ 0 Unit Charges ¥ 分
Additional option name	
Clear the value	Unit price ¥ 0 Unit 0
Add an input line	Amount 0 Charges ¥ 0

## Procedures

- In the **Reservation/Result** field, change the **Start/End of time** to the actual time of use.
- If you used any options and supplies, record them in the **Charges** field.
  - Options available on the list: select the name and input the unit.
  - Options not available on the list: enter the **Additional option name**, **Unit**, and **Amount**.
- Click **“Confirm result (Confirmation screen)”**.
- The confirmation screen will be displayed. Click **“Confirm”** to complete the process.

## Note

- You can also change the user group and budget in this process.
- After the results are entered, the box on the calendar turns black (It turns white while you input the results).

## 8. Entrust

In the equipment details page (Figure 5), equipment with a “○” in the **Accepted work** column can be requested for operation by the equipment manager.

### 8-1. Sending a Request

## Screen

### Entrust button



### Requesting email form

以下の作業受託メールを送信します。必要に応じ、料金請求先となる利用者グループおよび利用予算を選び、受託内容を記述の上、確認ボタンを押してから送信してください。  
We send following work acceptance E-mail to the administrator. Please choose an user group and an use-budget to be billed, confirm E-mail contents, describe "Accepted contents" and click confirm button.

※このメールは藤田医科大学設備・機器共用システムからの自動配信です。  
※This E-mail is delivered from Fujita Health University Equipment Sharing System automatically.  
設備管理者：設備管理者1 様

ご担当の設備に下記の作業依頼が入りました。  
受託作業を行うか否かを依頼者に直接ご連絡ください。  
受託作業を行う場合は、設備管理者様で作業に必要な設備予約を行ってください。  
予約の際は、利用者、利用者グループおよび利用予算として下記の情報を入力してください。

Dear Equipment administrator :

The following work request on the equipment you administrate has been made.  
Please contact the client directly whether do it or not.  
Please make reservation necessary for the work as administrator authority if you do the work.  
When you make the reservation, please input information about the user, the user group and the user budget according to the following.

URL : <https://ess.rph.fujita-hu.ac.jp/oha2/php/mkgKikSearchTop.php>

受託内容 (1,000文字まで)  
(Please contents (Max. 1,000 characters))

受託作業の対象設備情報  
Equipment information of the request work

設備名 [Equipment name]	LC-MSJ
型式名 [Model]	Orbitrap Fusion
メーカー名 [Maker]	ThermoFisher SCIENTIFIC
設備場所 [Location]	大学1号館 304号室

依頼者情報  
※利用者グループおよび予算が複数ある場合は選んでください  
Information of the client  
(Please select if user group and budget are plural)

利用者名 [User Name]	利用者1
利用者所属 [User section]	総務部
利用者メールアドレス [User E-mail address]	s_ohara@3systems.net
利用者電話番号 [User phone number]	5678
利用者グループ名 [User group name]	--
利用予算 [Use budget]	--

システム情報 (設備ID : 58, 利用者グループID : 1, 2, 3, 利用者ID : 3)  
System information (Equipment ID : 58, User group ID : 1, 2, 3, User ID : 3)  
以上

確認[Confirm]

## Procedures

- Click “Entrust” at the top left of the equipment details page.
- A requesting email form will be displayed.
- Fill out Request contents and select the User group name.
- Click “Confirm”.
- Click “Send” on the confirmation screen.

## 8-2. Approval/Disapproval of Request

The equipment manager will contact you regarding approval or disapproval of your

request. The manager may also contact you asking for additional information. When a request is accepted, the manager will reserve the equipment.

### **8-3. Change/Cancellation of Request**

The user cannot change or cancel the request in the system. Please contact the equipment manager.

### **8-4. Checking Progress of Accepted Work**

The user cannot check the progress of accepted work on the system. Please contact the equipment manager.

### **8-5. Completing Accepted Work**

When the requested work had been completed, the equipment manager will report to you directly, not on the system. The manager also inputs the usage time and fixes the usage fees.



- By selecting an equipment, the reservation status will be displayed for each item.
- Click the name of equipment in daily mode, or the date in monthly mode, to jump to the **Equipment reservation** page.

## 10. Support

### **For inquiries about usage and system failures:**

Research Support Division, Research Support Department, Fujita Health University

TEL: 0562-93-2641

E-mail: [openfacility@fujita-hu.ac.jp](mailto:openfacility@fujita-hu.ac.jp)

Office hours: 9:00 am-5:00 pm

### **For inquiries about details of the equipment:**

Please contact the equipment manager. Contact information is in the **equipment details**.