System for Harmonizing Academic Resource Equipment (SHARE)

Manual for Off-Campus Users

Ver. 1. 6

Tohoku University Core Facility Center

SHARE
設備統合管理システム

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1. About the System

1.1. Purpose of the system

1. By creating a database (centralized management) of the facilities managed by our university and making them accessible both inside and outside the university,
   We aim to promote the broad utilization of our equipment.

2. By reviewing the on-campus equipment reservation system, we will enhance the convenience of facility reservations,
We aim for efficient operations from equipment reservations to payment processing.

1.2. System Overview

The following features can be used in this system.



1. Apply for facility use
To use the facilities, you will apply for equipment use and renew it for the following fiscal year.



2. View detailed information about the facilities
You can view detailed information about the facilities.



3. Check reservation status by facility
You can check the reservation status of the facility on a weekly basis.



4. Book the equipment
You can reserve facilities approved through your facility usage application using your own PC, smartphone, or the digital usage log located near the facility.



5. Register usage records for each facility reservation
You can register your usage history from your own PC, smartphone, or digital usage log located near your device.



6. Check the usage fee billing details (user responsible person limited feature)
You can set an application submission address for each facility usage record and check the usage fee information for each invoice destination.

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1.3. Menu List

Click the menu at the top right to open the menu list.

① Reservation calendar

Reservations and records of equipment for which facility usage applications have been approved

Displayed on a weekly calendar.



► Operations available from this screen

Equipment ReservationsRegistration・Copy

Equipment ReservationsConfirmation, Changes, and Cancellations

Equipment ReservationsFile Download

Usage RecordsRegistration

Usage RecordsChanges, Confirmations, and Approvals

Usage RecordsFile Download

② List of Equipment Reservations

Displays a list of facility reservations for which you are the user or responsible for use.

► Operations available on this screen

Equipment Reservation Registration & Replication

Equipment ReservationsConfirmation, Changes, and Cancellations

③ List of usage records

Displays a list of usage records for which you are the user or responsible for use.

► Operations available on this screen

Usage Records Registration

Usage History: Changes, Confirmations, Approvals

④ List of usage charges

If you are the person responsible for use (or a proxy responsible person),

Displays facility usage fee billing data in a list.

► Operations available on this screen

Checking Usage Fee Billing Data

Billing statement for usage fees and invoice delivery address adjustment

Usage Fee StatementMass approval

Usage Fee Billing DataExcelDownload

⑤ Equipment Usage Application

Displays a list of facility usage applications for which you are the user or responsible for use.

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► Operations available on this screen

Equipment Usage ApplicationRegistration

Equipment Usage ApplicationConfirmation, modification, cancellation, and approval by responsible person

Equipment Usage Applicationsuspension of use・renewal application

⑥ List of Research Topics

Displays a list of research topics for which you are the project leader or collaborator.

► Operations available from this screen

Research Topic Registration

Research Topics: Confirm, Change, and Delete

Issue SharerEditing

⑦ List of Results Information Linkage

Displays a list of research topics for which you are the project leader or collaborator.

► Operations available from this screen

Check Results Information

Results Information Changed

⑧ List of Equipment Reservations <Mobile>

Displays a list of facility reservations for which you are a user.

► Operations available on this screen

Equipment ReservationsRegistration

Equipment ReservationsConfirmation, Changes, and Cancellations

⑨ List of usage records <mobile>

Displays a list of usage records for which you are a user.

► Operations available on this screen

Usage RecordsRegistration

Usage History: Check & Change

⑩ Facility List

A list of facilities open to external visitors is displayed.

► Operations available from this screen

Facility InformationConfirmation

Equipment Usage ApplicationRegistration

Equipment ReservationsRegistration

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⑪ Changes to User Information

Check and update your account information.

► Operations available on this screen

Account Information Changes & Confirmation

⑫ Invoice Submission Information

Displays a list of invoice recipient information you have.

► Operations available on this screen

請求書送付先情報　追加・削除

1.4. Process from Reservation to Use of Equipment

To use the system, you will first create an account.

After registering a facility usage application and receiving approval from the person in charge or manager, you can reserve the facility.

* Depending on the settings set during facility usage application, the administrator may need to approve the reservation.

(For information on facility usage applications, see "5. Before Booking Equipment")

(For equipment reservations, see "6. Until you reserve and use the equipment."

After use, once the performance is confirmed by the user, administrator, or person responsible for use, billing will be processed.

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2. Create an account

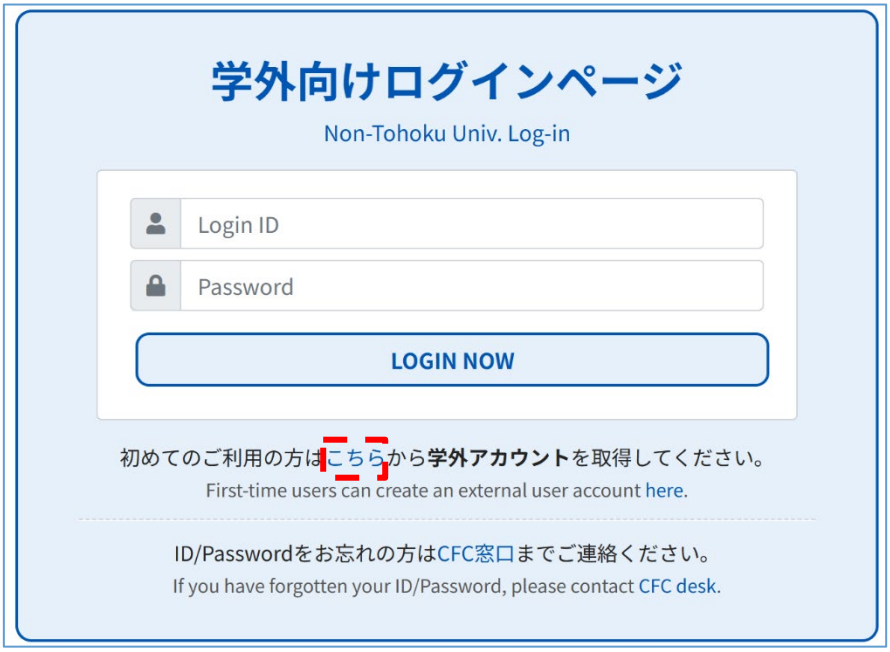
Create an account to use this system.

2.1. Enter and authenticate the email address for the created account

From the top page, click "Login for someone other than Tohoku University ID" to go to the system authentication screen.



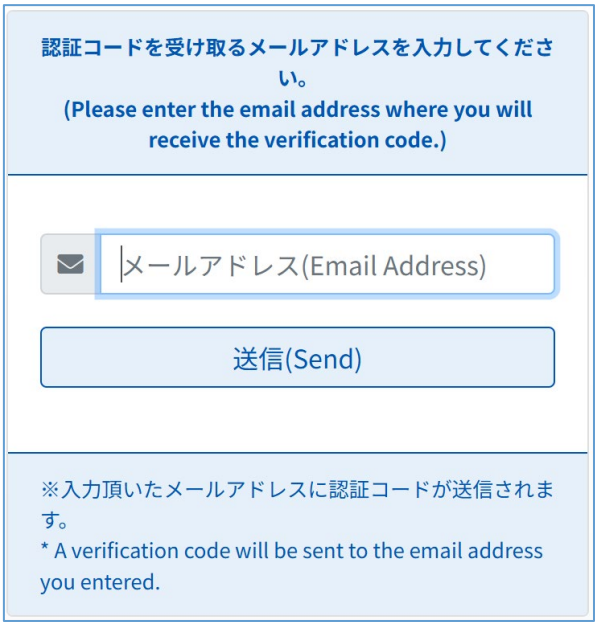
Click the link at the bottom of the system authentication screen titled "If you want to obtain an external account, please apply from here."



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Enter the email address to receive the verification code for account creation.

* The email address you enter will be the email address and login ID for the account you created.



Once the email is sent, you will be taken to the verification code input screen. Enter the 6-digit authentication code included in the received email.

If you cannot receive the email, click the link that says, "If you cannot receive the email, please try again from entering your email address." and enter your email address again.

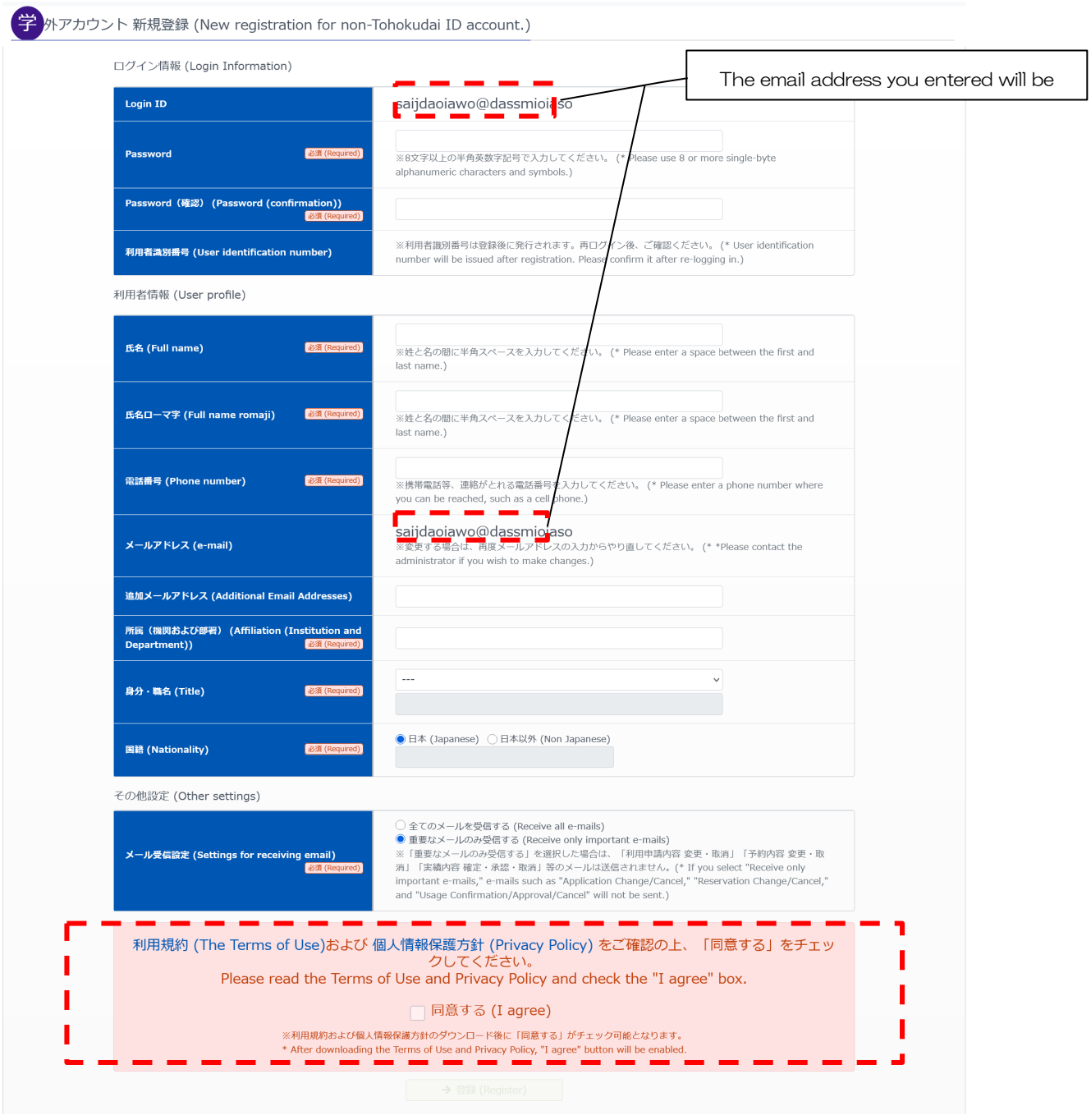


On the new off-campus account registration screen, enter your account information.

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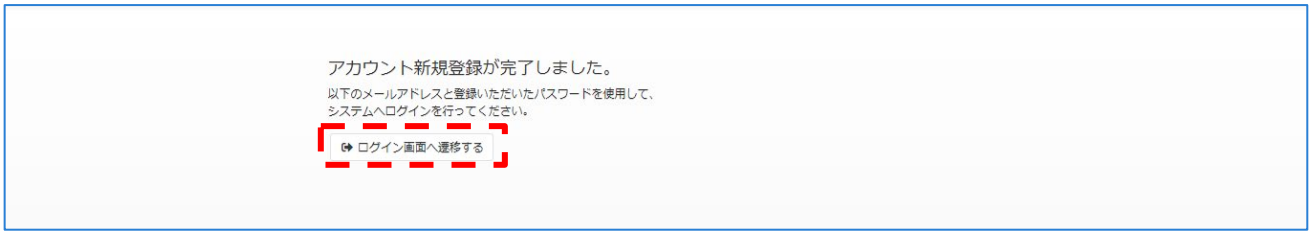
After entering the required information, please download the Terms of Use and Privacy Policy from the link and review the details.

After confirming the details, check "Agree" to create an account.



The account was created with the information you entered. Click 'Go to login screen' and log in to the system.

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3. Log in to the system

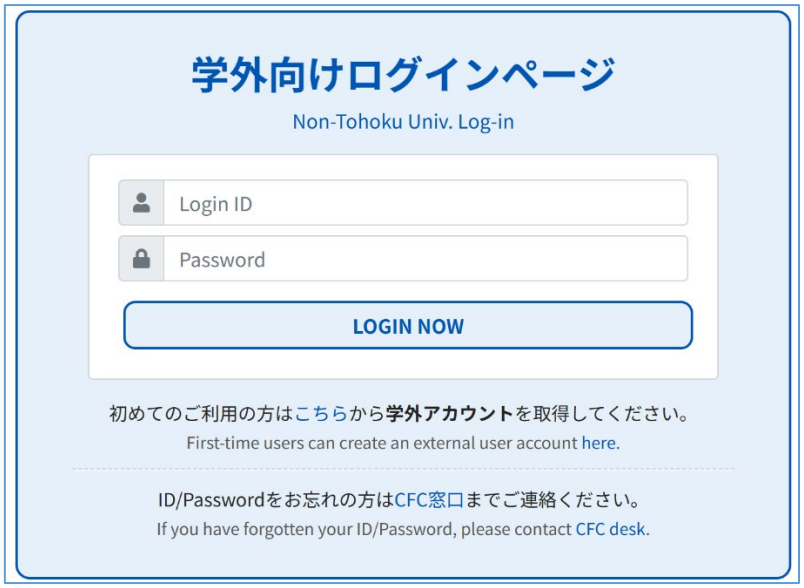
3.1. Local Account Authentication

From the top page, click "Login for someone other than Tohoku University ID" to go to the system authentication screen.



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

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POINT

What to consider if you can't log in

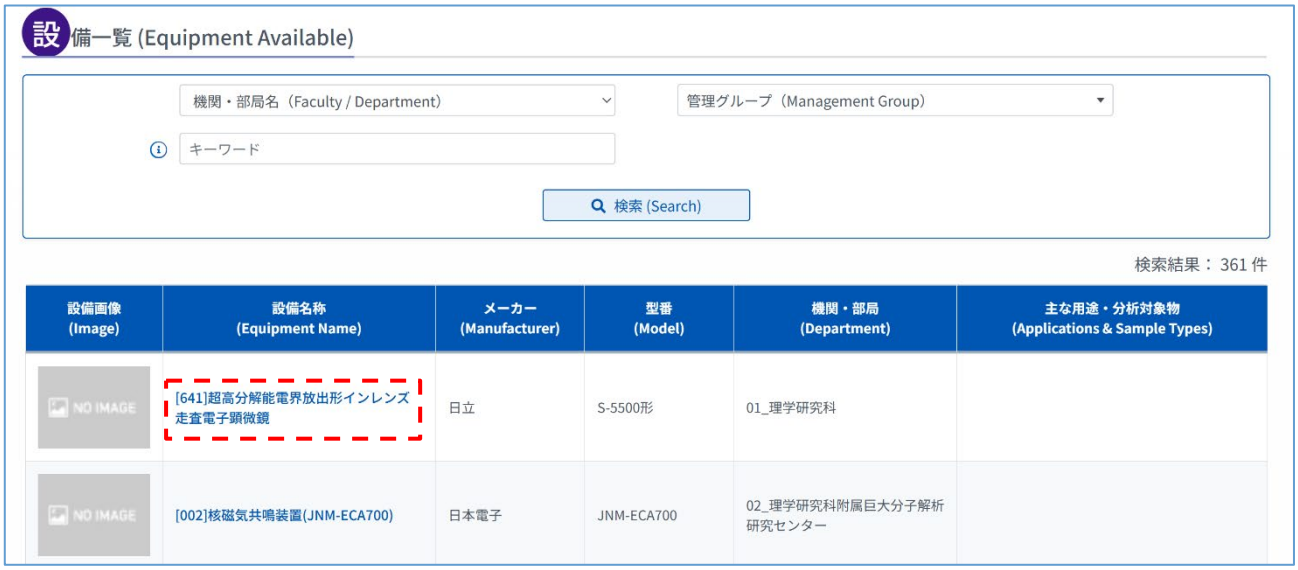
・The login ID or password is incorrect

→ Please contact the Tohoku University Technical Support Center.

4. View the equipment registered in the system

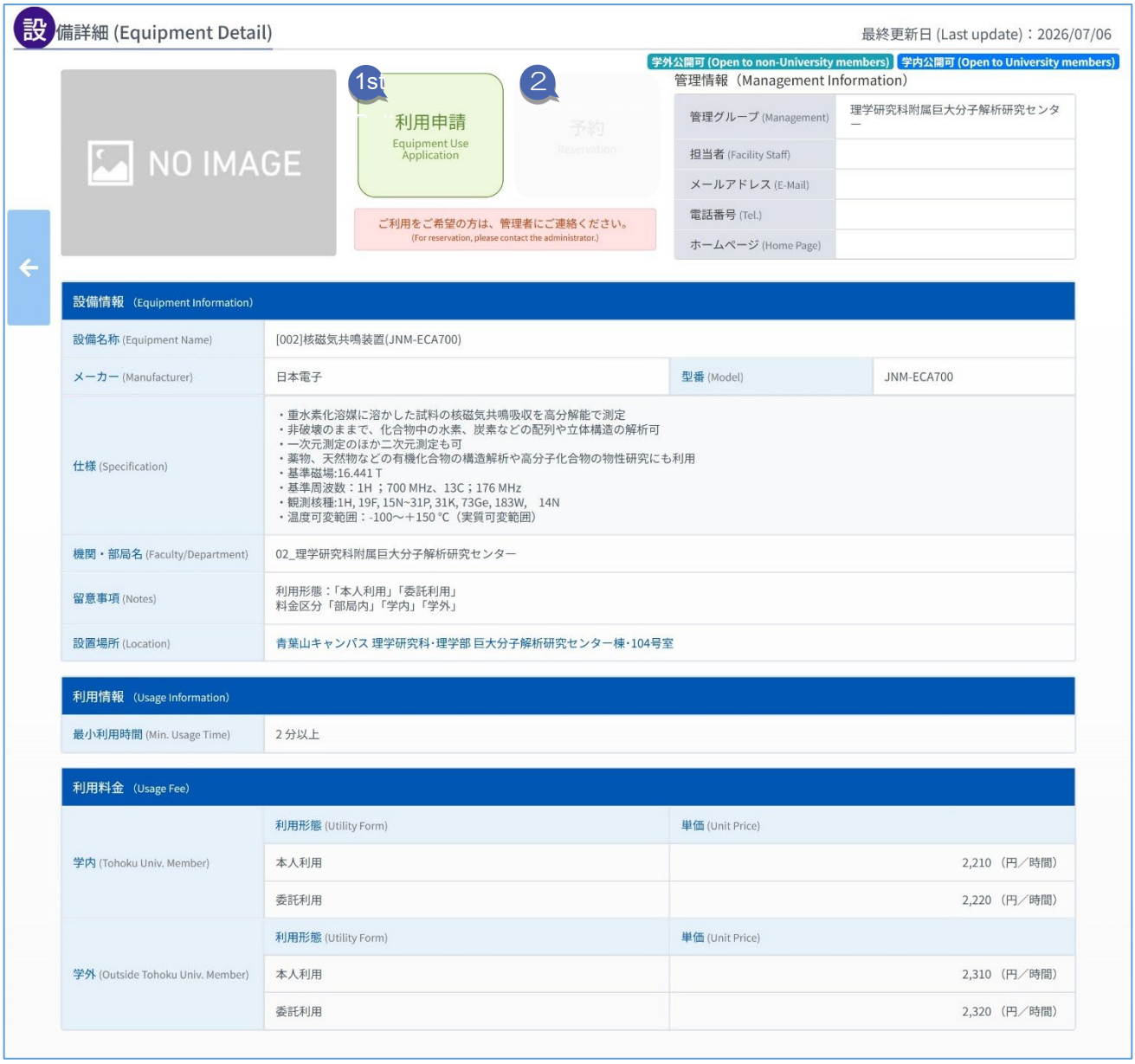
To display a list of facilities publicly available to external parties, click "Equipment List" in the upper right menu to display the equipment list screen.

To view detailed information about the equipment, click the link to the equipment name.



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4.1. About the facilities



① "Apply for Use" button

Click the button to display the usage application screen.

(For usage applications, see "5.2. Apply for use from the facility" for details.)

② "Reserve" button

This will be displayed when the facility is available for reservation. Click the button to display the reservation screen.

(For reservations, see '6. Until you reserve and use the equipment.')

＊Ａ usage application is required to reserve the facilities.

If you wish to reserve and use the facilities, click the "Apply for Use" button and register your application.

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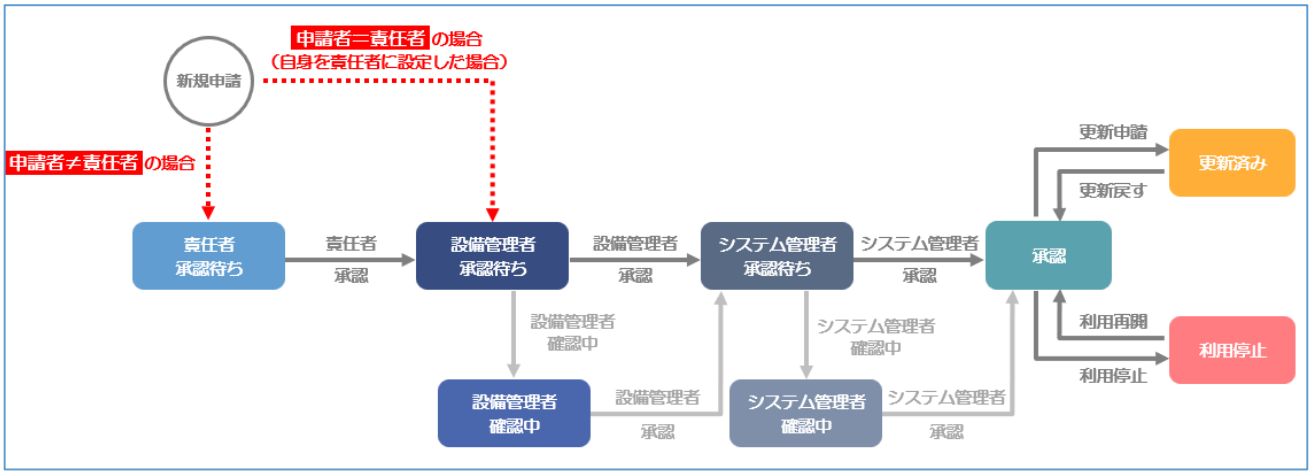
5. Before booking equipment

To reserve the equipment, you need to apply for facility use.

5.1. Status of facility usage applications

The application status for facility usage applications will be updated as follows.

Only equipment for applications with an application status marked as "Approved" or "Renewed" can be reserved.



5.2. Apply for use from the facility

Click the "Usage Application" button on the facility details screen to display the input screen for the facility usage application.



sup

You can also apply for use from the button on the application list screen 利用申請 (Application) .

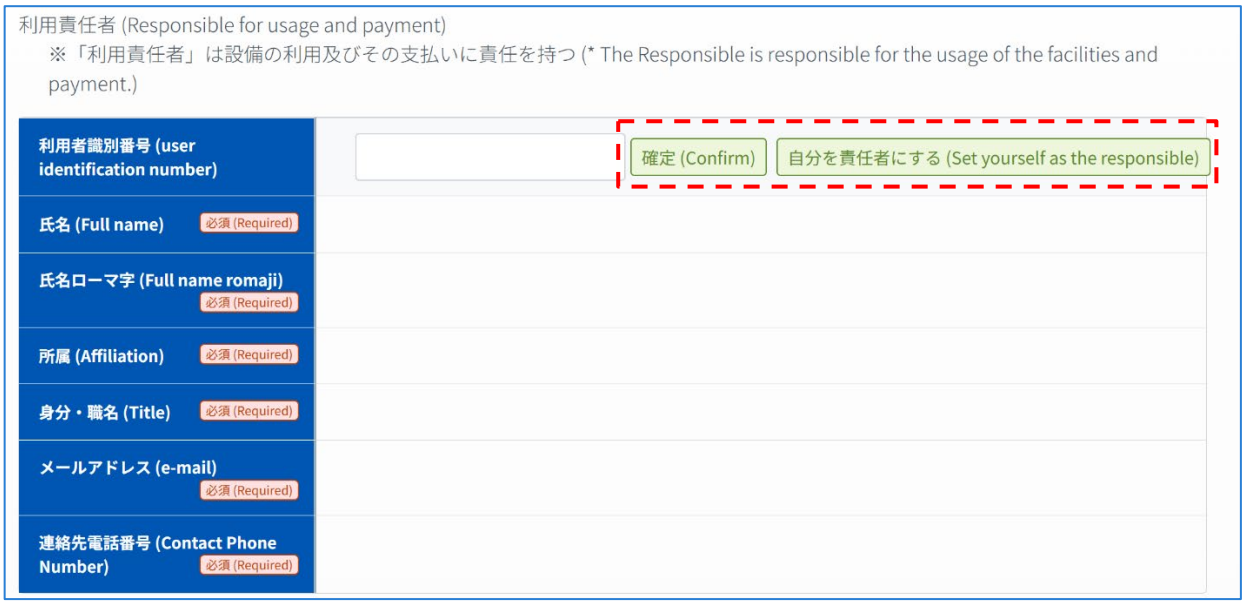
You need to set up a responsible user for the usage application. Enter the user identification number of the person responsible for using the user and click the 確定 (Confirm) button; the responsible person's information will be displayed in the display field.

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Also, if you have invoice recipient information, you 自分を責任者にする (Set yourself as the responsible) can click the button to set yourself as the user responsible person.

* Please check and enter the user identification number of the person in charge.

(For the person in charge, refer to the user identification number confirmation method "12.1. User Identification Number Confirmation and Change")



POINT

・Only accounts with invoice sending information can be set as the responsible user.

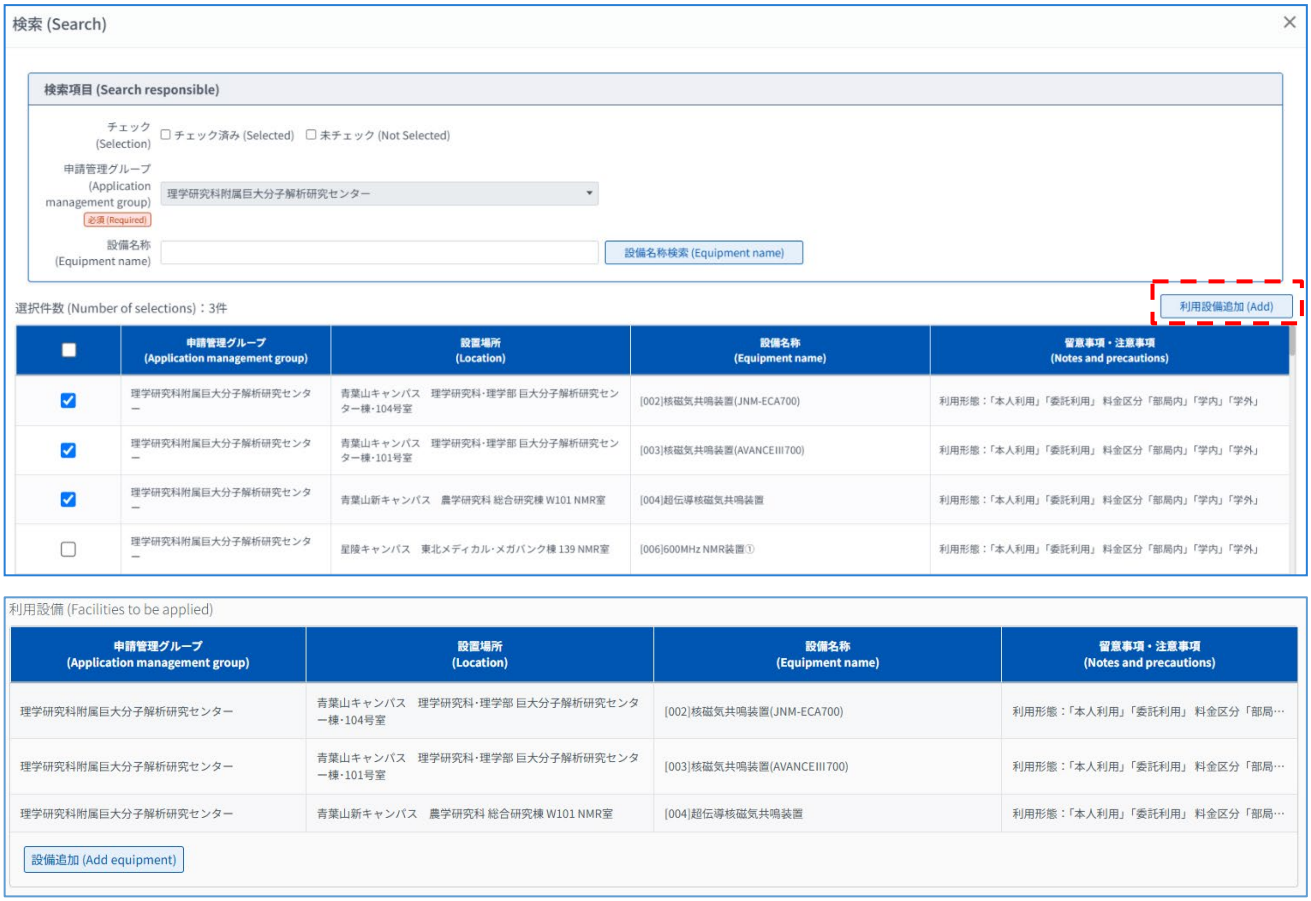
In the Facilities section for use, you can add or remove equipment.

Click the "Add Equipment" button to open the Equipment Addition Modal.



On the facility addition modal screen, check the desired facility and click "Add Equipment to Use" to add equipment to the facility section in the application application.

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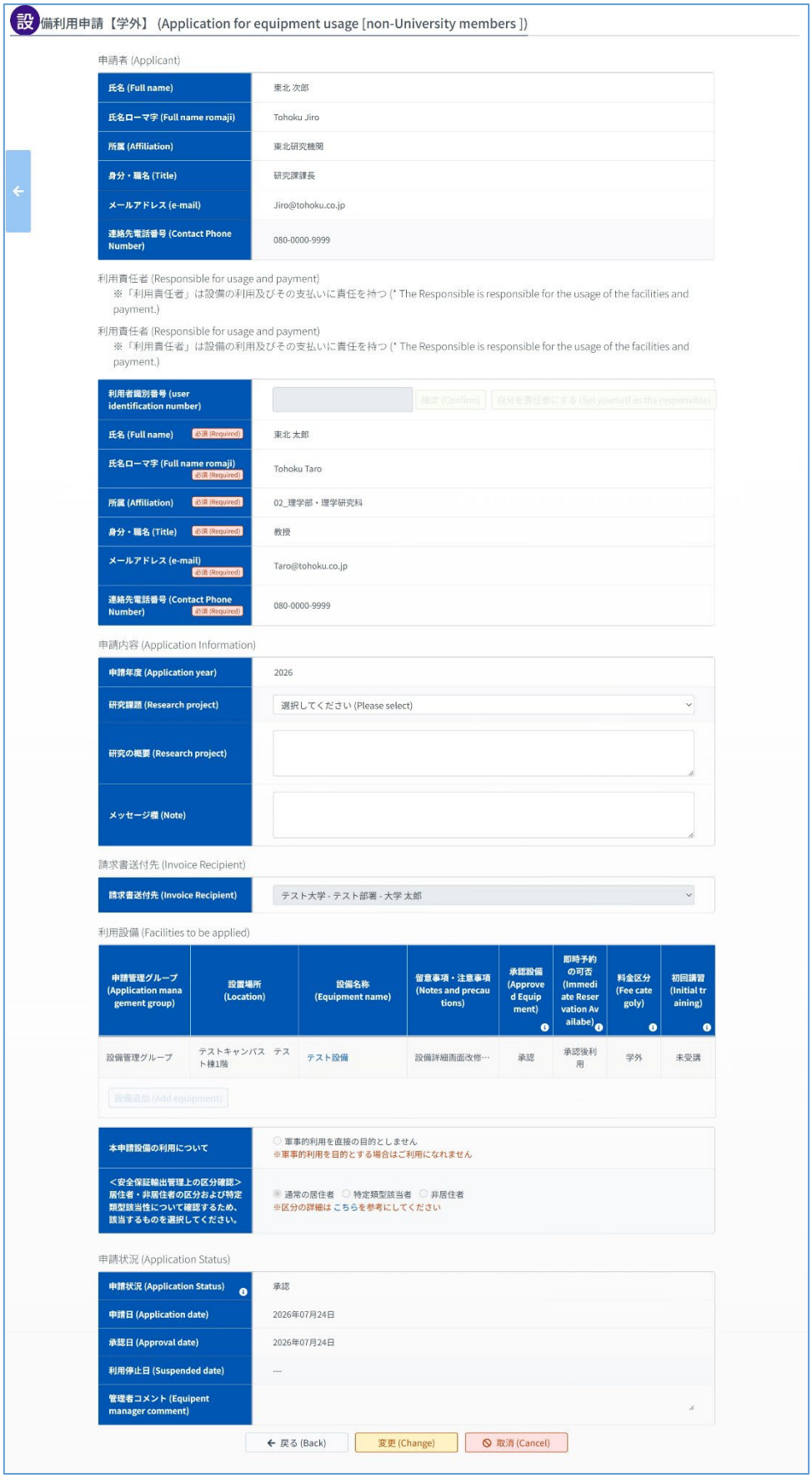
POINT

・There is no limit to the number of facilities you can select per application, but you can only select equipment from the same application management group.

・Only the equipment selected in the Equipment Addition Modal will be displayed in the Equipment Addition Mode, so if you uncheck the added facilities, they will be removed from the Equipment Used

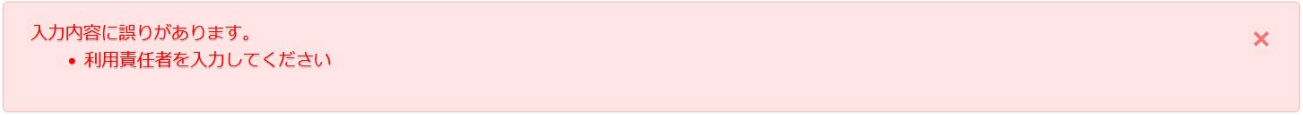
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After entering all the required information, click the "Apply" button.



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If you encounter an input error, an error message will appear on the screen.



If there is even one error, you cannot register a usage application.
Please correct your input and click the "Apply" button again.

Once your application is complete, the following message will be displayed.



If you assign someone other than yourself as the person in charge, you can reserve equipment usage by obtaining approval from the user manager→ by the facility administrator→ or by the system administrator.
If you set yourself as the person responsible, you can reserve equipment usage by obtaining approval from the facility manager → by the system administrator.

Also, if another user registers an application for facility use with you as the person responsible, the application requiring approval will be displayed on the list screen, so please have the person in charge approve it.
(For approval of responsible persons, see "5.3.3. Approval of responsible persons (for responsible users only)")

POINT

・The "Research Topic Information" set on the facility usage application screen can only be selected by the user's account. When "Research Topic Information" is set, it can be set as the initial value when registering equipment reservation usage.
・Invoice recipient information can only be selected by the account of the person responsible for use.

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5.3. Operation of Equipment Usage Application

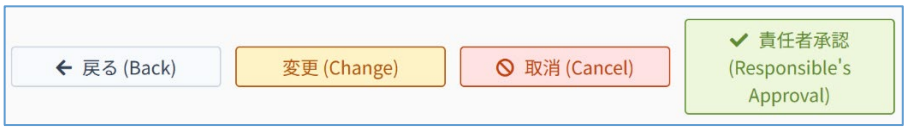
Click 'Equipment Usage Application' in the top right menu to display the facility usage application list screen.

To check the details of the facility usage application, click "Details" from the list screen to proceed to the detailed screen.
The button at the bottom of the detail screen may display differently depending on the applicant and the person in charge, as shown below.

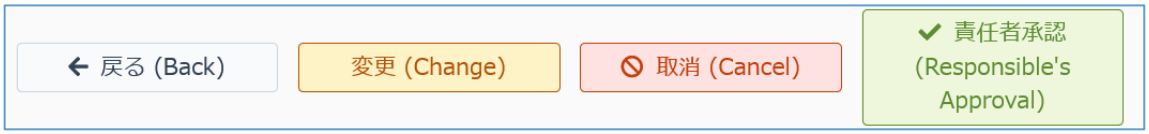
▼ For applicants



▼ For the person in charge (application registered by themselves)



▼ In case of a responsible person (another user registers themselves as the responsible party in a usage application)



5.3.1. Changes to the facility usage application details

From the facility usage application details screen, enter the items you wish to change and click "Change."
* The items you can operate on may vary depending on the application status and your authority.

5.3.2. Cancellation of facility usage application details

From the facility usage application details screen, please click "Cancel."
* Applications that have been canceled cannot be operated.

5.3.3. Approval of the person responsible (user responsible person only)

For usage applications where another user registers themselves as the responsible party, approval of the responsible person is required.
From the detailed screen for facility usage application, please click 'Approval of Responsible Person.'

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The application status will change from 'Awaiting Person in Charge Approval' to 'Awaiting Facility Manager Approval'.

5.3.4. Check the results of approval by the facility manager

Once your facility usage application is approved by the facility manager, you can check values such as 'immediate reservation eligibility' and 'fee category' on the details screen.



Each item displays the following content.

① Approved Equipment

Whether you have been approved to use the facilities.

*If not approved, reservations will not be accepted

② Immediate reservation availability

Can you book immediately, or does an administrator need to approve your reservation?

③ Fare Categories

The fee category for use is one of "in-department," "on-campus," or "off-campus."

④ Initial Course

If the facility requires an initial course, whether you have attended the initial course.

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5.4. Suspension and Resumption of Facility Usage Applications

If you stop using the equipment you applied for, you can suspend your use.

* Suspension of use is only possible through an application for "Approval."

5.4.1. Suspension of facility usage application

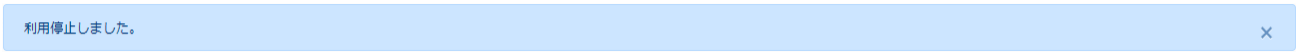
From the facility usage application list, click "Suspension of Use."



A confirmation modal screen will appear, so click OK.



Applications and facilities that have been suspended will become invalid, and you will not be able to register reservations for facility use.

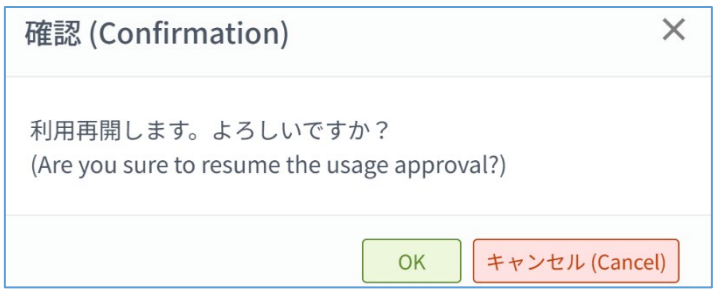


5.4.2. Resumption of facility usage applications

If you want to reactivate a usage application that has been performed with the "Suspend Use" operation, click "Resume Use" from the facility usage application list.

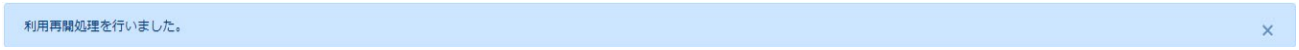


A confirmation modal screen will appear, so click OK.



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Your application will be activated and operational.



5.5. Renewal application for facility usage

If you wish to continue using the equipment next fiscal year, you will need to complete the renewal application process.

* Renewal applications can only be submitted for the use of "Approval."

5.5.1. Renewal application for facility usage

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

※ If the renewal application period is not available, you cannot click the "Renewal Application" button.

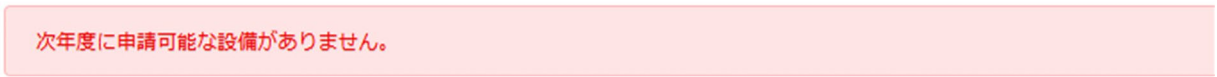


A confirmation modal screen will appear, so click OK.



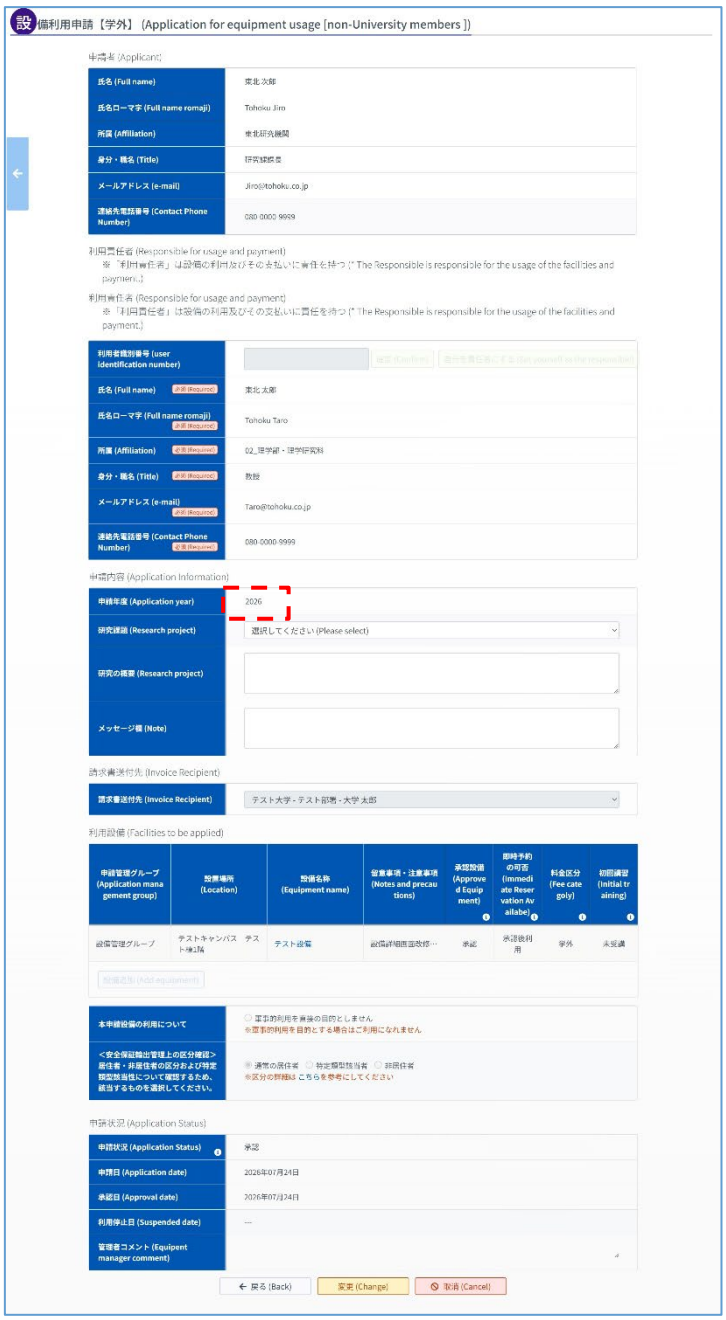
POINT

・If there are zero facilities available for application in the following fiscal year, an error message will be displayed on the screen.



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



When you submit a renewal application, the current year's application will be marked as "Renewed," and a new application for the next year will be created.



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Also, applications for use that have submitted an "Renewal Application" cannot be changed to invoice destination information or research topics, so if you wish to make changes, please proceed with "5.5.2 Return Renewal of Equipment Usage Application."

POINT

・Even if your facility usage application is in a 'renewed' state, it remains valid for the application year, so you can continue to use it.

5.5.2. Return the renewal of the facility usage application

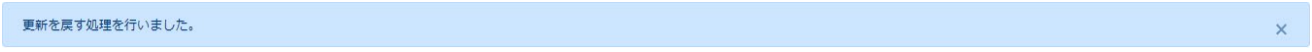
If you wish to process a usage application that has been performed with the "Renewal Application" operation, click "Revert Renewal" from the equipment usage application list.



A confirmation modal screen will appear, so click OK.



The application status will change to 'Approved,' and you will be able to proceed with the process.



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6. Until you reserve and use the facilities

6.1. Reservations and confirmation of equipment records

Click 'Reservation Calendar' in the top right menu to display the 'Reservation Calendar' screen.

For facilities for which facility usage applications have been approved, reservations and actual records are displayed on a weekly basis.



① Click ″< Previous Week″ or ″Next Week >″ to see the booking status for the week before and after the current week.

② Clicking on the equipment name will take you to the detailed information screen.

③ When you click on the reservation status, a simplified display modal for reservation information will be displayed.
If you are booking yourself or for whom you are the responsible person, click the 'Show Reservation Details' button,
You can view the reservation details screen.

④ If the facility is closed, it will display ″Closed Day″ and you cannot make a reservation.

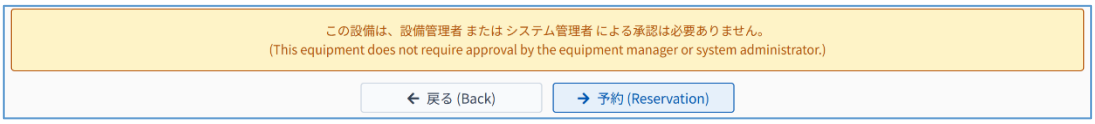
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6.2. Reservation usage status for equipment reservations

Depending on the "Immediate Reservation Eligibility" setting in the facility usage application, the reservation usage status after completion will differ.

6.2.1. For facilities that can be reserved immediately

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



Once your reservation is complete, your reservation status will be marked as "Reservation Confirmed," and it will appear on your reservation calendar as follows.



6.2.2. For equipment requiring approval

For equipment that requires administrator approval, the following is displayed at the bottom of the equipment reservation screen.



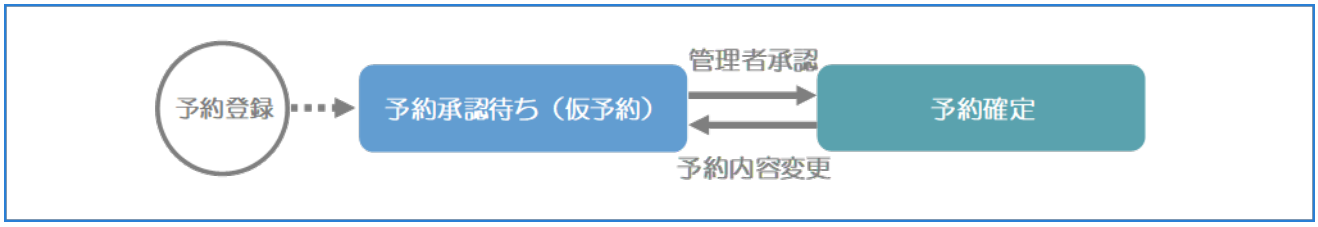
Once your reservation is complete, your reservation status will be marked as 仮 "Waiting for Reservation Approval" and will be marked on your reservation calendar.



Once a reservation is approved by the administrator, the usage status changes from "Reservation Approval Pending" to "Reservation Confirmed."

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Also, if you change your reservation details after approval, you will be again 'waiting for reservation approval.'



Please use the facilities only after your reservation is approved.

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

6.3. Make a reservation for the equipment

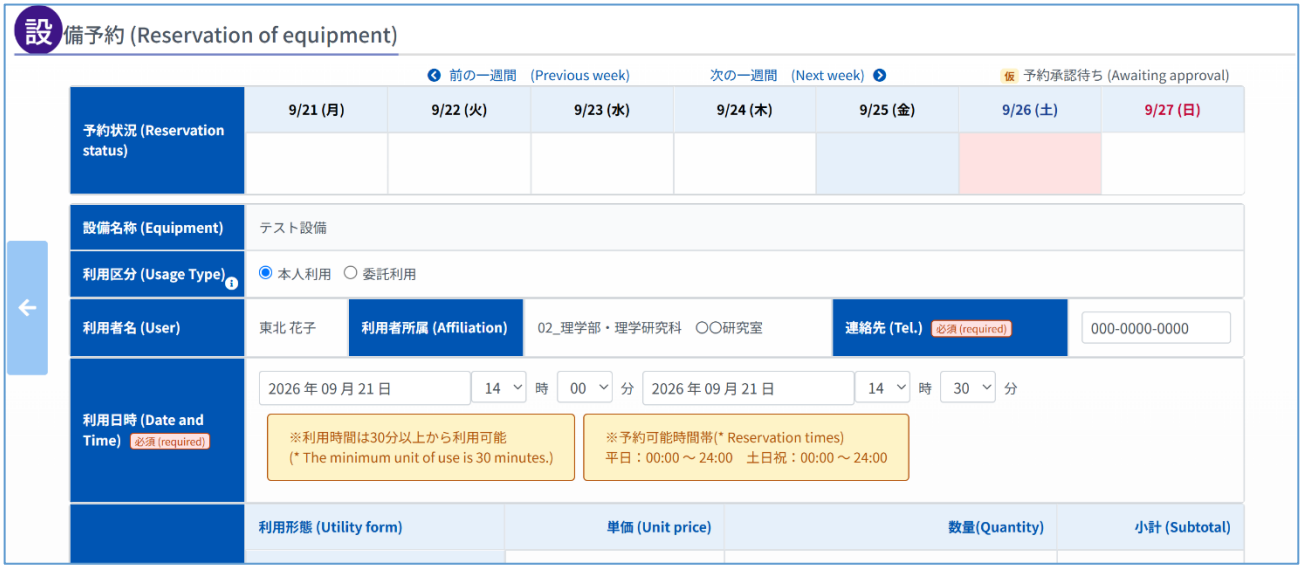
Click the icon for the equipment and date you wish to reserve , and the "Reservation & Usage Record Registration" modal screen will appear.





Click the button to go to the reservation screen.

On the facility reservation screen, enter the necessary information such as reservation details and estimated fees.



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POINT

		利用責任者名 (Name)	利用責任者所属 (Affiliation)	研究課題 (Project)	支払予算・請求書送付先 (Budget or Invoice Recipient)	即時予約の可否 (Reservation)	料金区分 (Fees category)
◉	→ Details	渡邊 利用責任者	00_工学部・工学研究科（本部）	研究課題_設備改修2026	2026年度：所管1B(0001B)-財源1B(1111B)-目的1B(2221B)-プロジェクト1B(3331B)	承認後利用	学内

・→ Details By clicking the button, you can be redirected to the Off-Campus Facility Usage Application screen in a separate tab and check detailed application information.

POINT

・Research projects have operation permissions set according to account permissions. If the research project you want to use cannot be operated, please contact the administrator under "14. Contact

→ 予約 (Reservation) Click the button, and if there are no errors, the setup will be complete.

If there is an error, all error messages will be displayed on the screen.

入力内容に誤りがあります。
- 予約開始日時は、現在より未来の利用日時を入力してください

If there is even one error, the reservation will not be registered.
Please modify or change your input and click the "Reserve" button again.

Once your reservation is complete, the following message will be displayed.

予約が完了しました。

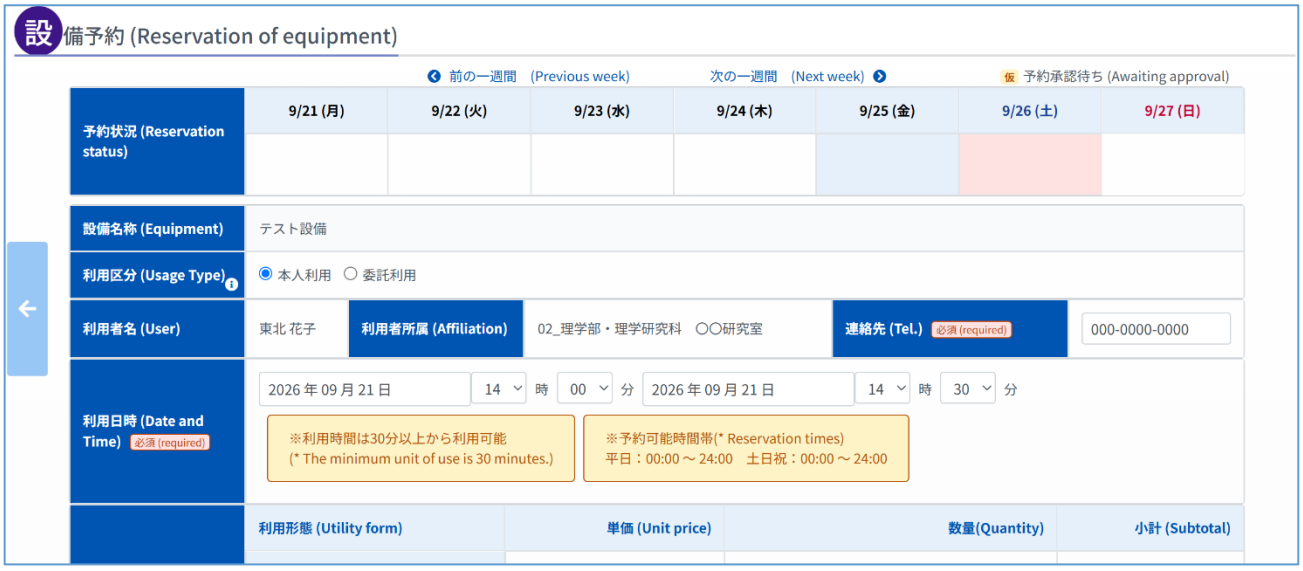
6.4. Duplicate a reservation

When you select your own reservation in the reservation calendar, the reservation details display modal will be displayed.

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Clicking the "Duplicate Reservation" button will display a reservation screen with the selected reservation information set as the default value.



After that, the process will follow the same process as "6.3. Make a facility reservation." Please enter your information as needed.

sup

You can also duplicate reservations from the "Duplicate" button on the equipment reservation list screen.

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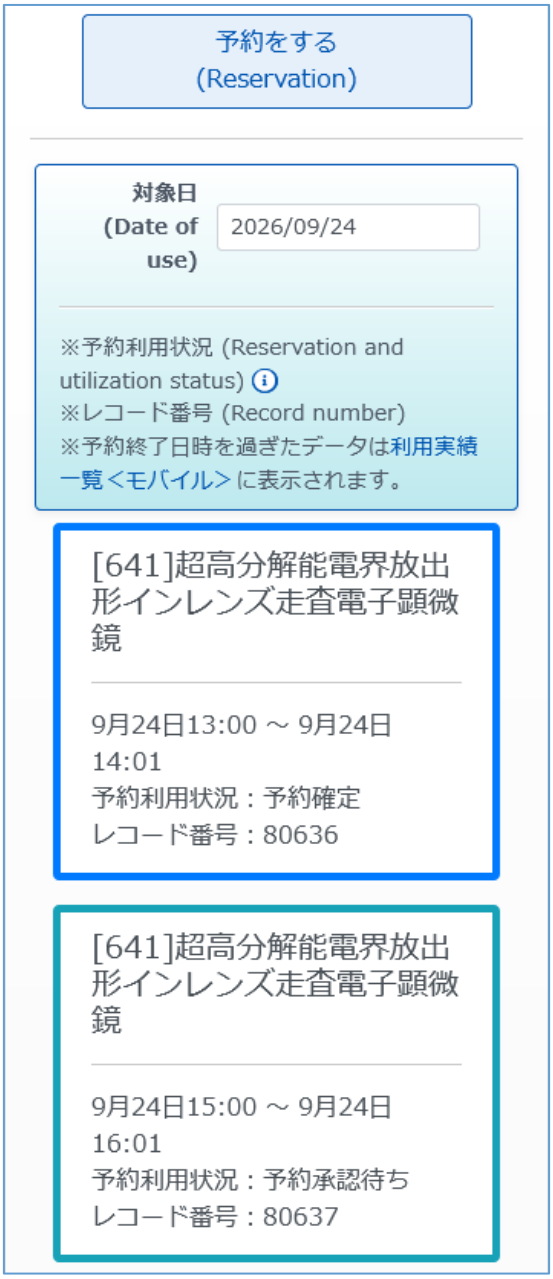
6.5. Reserve equipment from the mobile screen

From the mobile screen, you can make reservations for facilities for which your facility usage application has been approved, just like with the reservation calendar.

* Only facilities with approved usage applications will be displayed on the mobile screen's "Equipment List," so reservations for facilities without approved usage applications cannot be made.

6.5.1. Confirming, Changing Reservation Details, and Canceling

When you switch to the mobile screen, the 'Equipment Reservation List' screen will be displayed. The current date for the target date is set, and the reservation data for that day is displayed.



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POINT

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

Light Blue → "Reservation Approval Pending" Data * You can edit until the reservation deadline

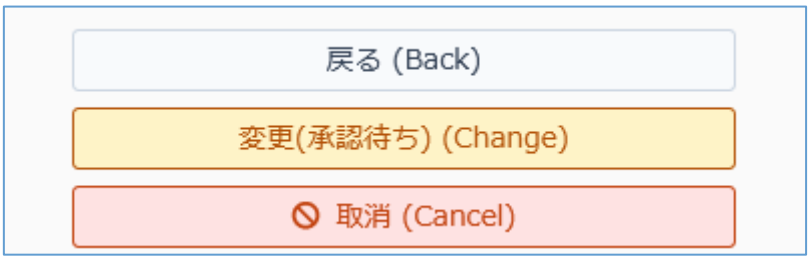
Blue → "Reservation Confirmed" data * You can edit until the reservation deadline

Gray → "Cancellation (Reservation)" data *Editable

Click on the reservation data you want to review, modify, or cancel to proceed to the reservation details screen.



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



If you wish to change your reservation details

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

If you cancel your reservation

Click the "Cancel" button to cancel your reservation.

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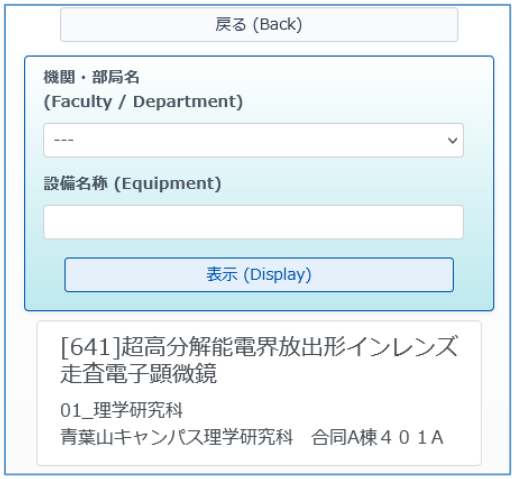
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6.5.2. Make a reservation for the equipment

Click the button at the 

top of the equipment reservation list screen to go to the equipment list screen.

On the equipment list screen, you'll see facilities whose usage applications have been approved, so click on the facility you want to reserve.



Click on the facility you want to reserve, and you'll be taken to the reservation input screen.



The subsequent steps are as follows: "6. 3. Make a reservation for the equipment."

Enter values such as date and quantity as needed, then click the "Reserve" button.

6.6. Reserve equipment from the digital usage book

From the digital usage book on shared terminals, you can make reservations for facilities for which facility usage applications have been approved, just like with a reservation calendar.

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POINT

・Facilities that can be reserved from the digital usage ledger are limited by shared terminal.
If the facility you wish to reserve is not listed in the digital usage book, please contact the facility manager.

6.6.1. See the list of reservations and achievements

When you open the digital usage log, reservation and usage data for the relevant dates are displayed under each facility tab.



① The names of facilities operable from shared terminals are displayed in tab format. By switching between the facilities tabs, you can view reservation and usage records for each facility.
Also, the name of the currently selected facility will be displayed below the tab.

② By clicking the "Day Before Day" or "Next Day" buttons, you can view reservation and performance information for dates before and after the dates displayed on the screen.
Also, clicking the "Same Day" button will display reservation and performance information for the current date.

③ Click the "Make a Reservation" button to start "New Equipment Reservation."
* For details, please refer to '6. 6.2. Make a Reservation for Equipment.'

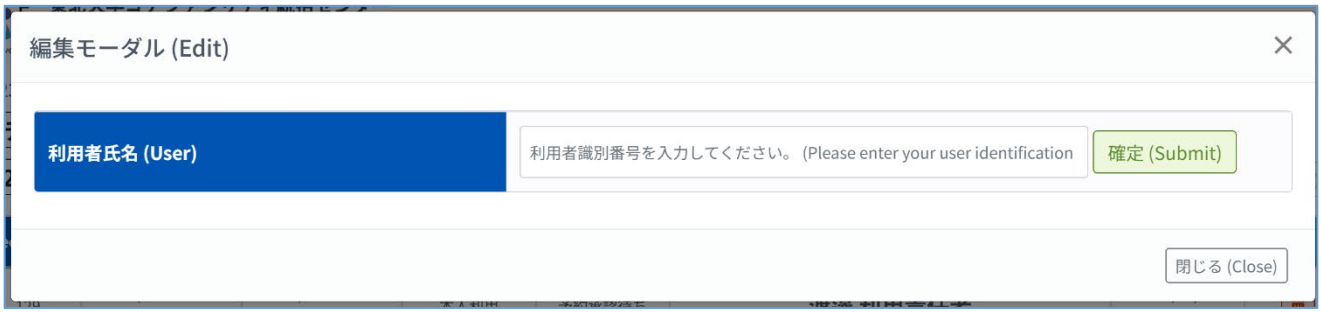
④ Click the "Reservation Date and Time Link" to display the "Edit Modal."
※ For details, please refer to '6. 6.3. Confirmation and Change of Reservation Details.'

⑤ Click the "Trash" button to display the "Cancellation Confirmation Mod."
※ For details, please refer to "6. 6.4. Cancel Reservation."

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6.6.2. Make a reservation for the equipment

Open the tab for the facility you want to reserve, click the 'Reserve' button, and the 'Edit Modal' option will appear.



Enter your "User Identification Number" and click the "Confirm" button to switch screens, allowing you to enter various information.

* For details on the "User Identification Number," please refer to "2.3.1. Check and Change User Identification Number."



* The basic operations for each item are the same as in '6. 3. Make a reservation for equipment.'
Clicking the "Reserve" button will register the information you entered so far into the system.

When you click 'Details,' the input fields for 'Application Information,' 'Payment Budget (or Invoice Submission Address),' and 'Research Topic' will be displayed.

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① Enter the project number in the "Research Project" field and click the "Enter Research Project Number" button to apply the research topic information.

② If "Related Files" have been uploaded, the file names will be displayed.

* Please download the file from the [Usage History] screen after logging in.

6.6.3. Checking and Changing Reservation Details

When you click "Reservation Date and Time Link" on the reservation/performance list screen of the digital usage book, the "Edit Modal" for the relevant reservation information will be displayed.

* At this time, entering the "User Period-specific Number" is not required. The subsequent steps are the same as in 6.6.2. Reserve Equipment.



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If you click and display the "Reservation Date and Time Link," information such as "Payment Budget (or Invoice Submission Address)" and "Research Project" cannot be referenced.

6.6.4. cancel a reservation

When you click the "Recycle Bin" button on the reservation and performance list screen of the digital usage book, the "Cancellation Confirmation Modal" for the relevant data will be displayed.



Enter the "User Identification Number" and click the "Confirm" button to delete the data.

POINT

・Since reservations by system administrators or facility administrators cannot be canceled from the digital usage book, a message will be displayed.



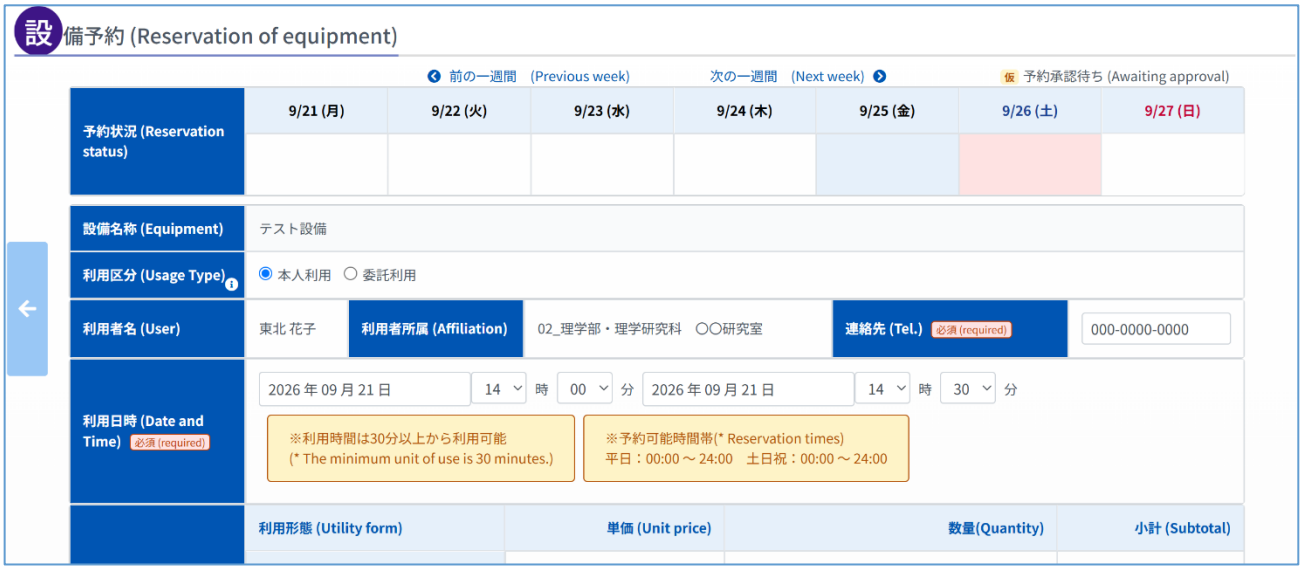
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7. Reservation Confirmation, Changes, and Cancellations

When you select your own reservation in the reservation calendar, the reservation details display modal will be displayed.



Clicking the 'Reservation Details' button will take you to the reservation details screen.



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You can also access the reservation details screen from the "Details" button on the equipment reservation

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



If you want to change your reservation details

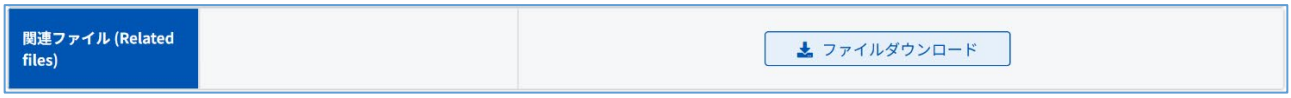
Change your reservation details and click the "Change" button.

If you cancel a reservation

Click the "Cancel" button to cancel your reservation.

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7.1. Download the file



From the facility 

reservation details screen, clicking the button will output the currently displayed related files in ZIP format.

【出力ファイル名（例）：20250313_DownloadFiles.zip】

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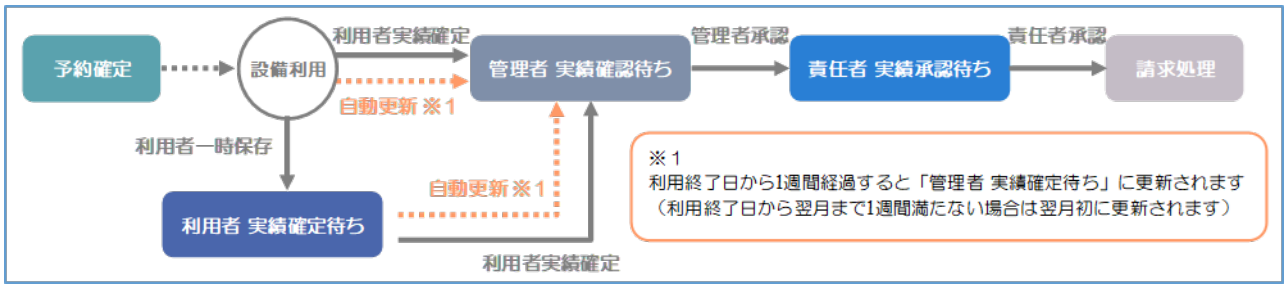
8. Enter your usage history

8.1. Usage Records of Reservations and Usage

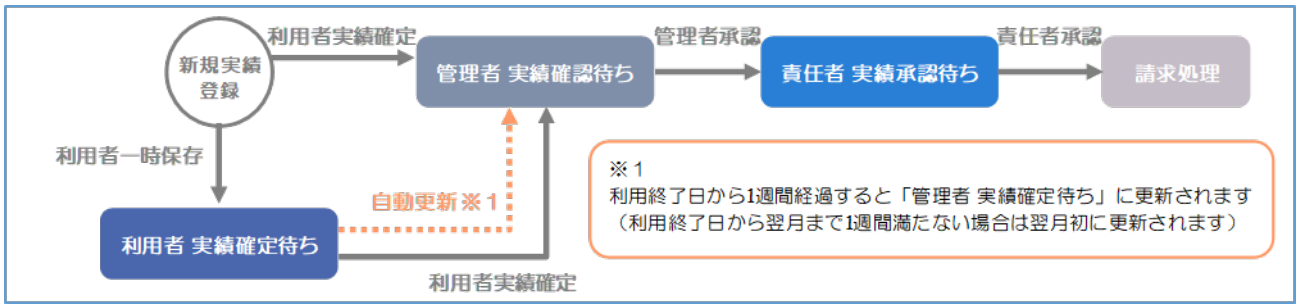
With this system, you can register usage records for reserved equipment and new usage records for equipment used without reservations.

The reservation usage status for each usage is updated as follows.

[Record Registration for Reserved Equipment]



[New record registration for facilities used without reservation]



8.2. Operations from the reservation calendar

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

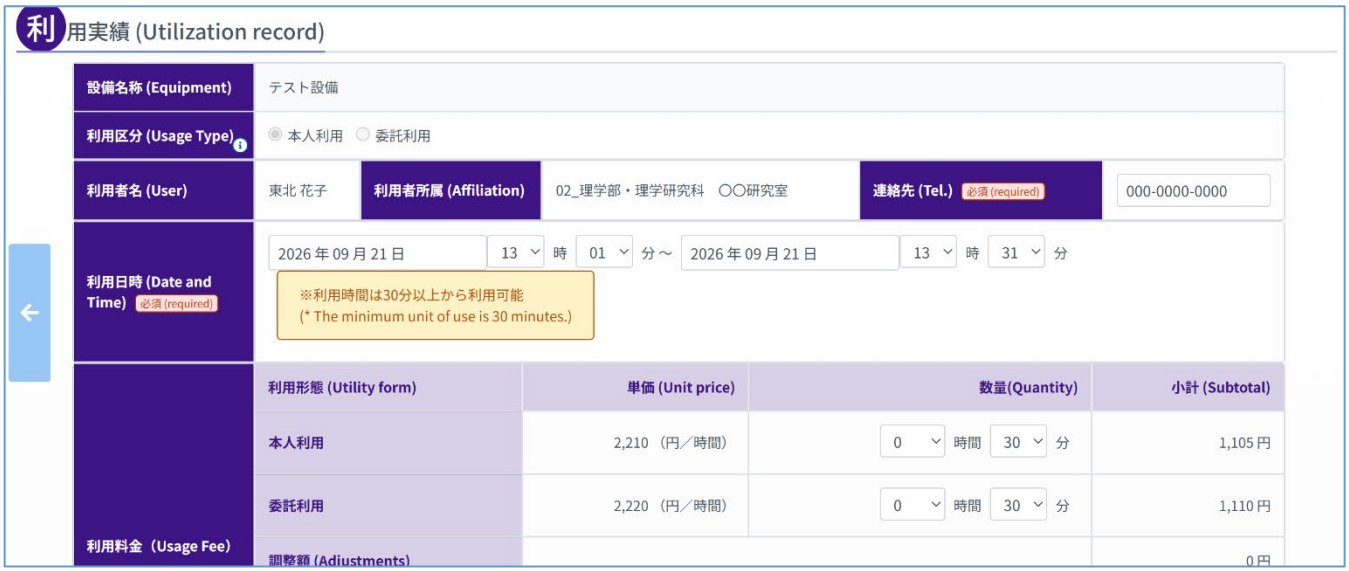
8.2.1. Enter usage history of reserved facilities

When you select your own reservation after the reservation end date and time in the reservation calendar, a reservation detail display modal like the one below will be displayed.

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Clicking the "Achievement Details" button will take you to the achievement registration screen.



sup

You can also navigate to the achievement registration screen from the "Details" button on the usage

Since the reservation information is entered as the initial value, please change the usage date and quantity as needed.



Clicking the "Confirm" button confirms the achievement, making it impossible for the user to edit the reservation details. After confirmation, the administrator must confirm the achievement and the person responsible for the achievement approve.

If you may need to edit your achievements again, please use the "Temporarily Save" button to save your changes.

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POINT

・Usage records for "Reservation Confirmed" and "User Performance Confirmation Pending" are automatically confirmed by the user or administrator, or if the usage is completed 7 days or the month following the end date.

8.2.2. Register new records for equipment that has not been reserved.

Click the icon for the facility and date you want to register to display the "Reservation/Usage Record Registration Modal" screen.





Click the button to go to the achievement registration screen.

The subsequent operation is the same as "8.2.1. Enter the usage history of reserved equipment."

If necessary, change values such as usage date and quantity, and click the "Temporary Save" or "Confirm" buttons.

8.3. Operation from mobile screens

From the mobile screen, you can register usage records for reserved facilities and new usage records for facilities used without reservations, just like with the reservation calendar.

* Only facilities with approved usage applications will be displayed on the mobile screen's "Equipment List," so new performance registrations for facilities without approved usage applications cannot be made.

8.3.1. Enter usage history of reserved facilities

When you log in to the mobile screen, you will be taken to the usage history list screen.

The current date is entered as the initial value for the data target date.

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POINT

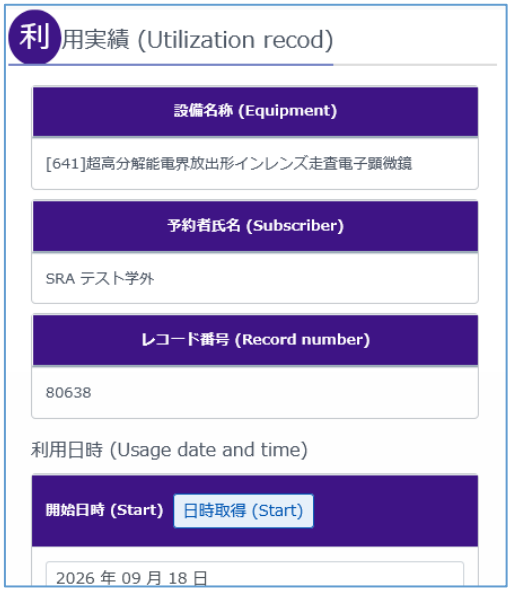
The color of the usage record frame varies depending on reservation usage status and other factors.

Blue → "Reservation Confirmed" Data * Editing is possible after the reservation deadline

Green → 'User Performance Pending' data *Editable

gray →Data after 'Administrator: Awaiting Achievement Confirmation' *Editable

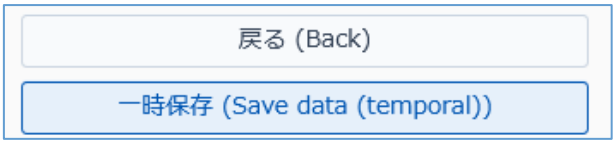
Click on the reservation or achievement data you want to register to take you to the achievement input screen.



Since the reservation information is entered as the initial value, please change values such as the date and quantity as needed and click the "Temporary Save" button to save.

* You cannot perform the achievement confirmation process from the mobile screen.

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How to Use the 'Get Date and Time' button

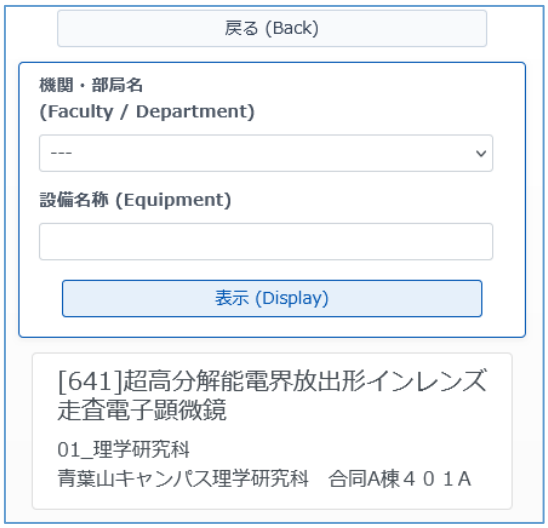
・Clicking the "Start 日時取得 (Start) Date and Time" button will set the current date and time to the "Start Date and Time." Additionally, "Current Date and Time + Minimum Usage Time" will be set to the "End Date and Time." If there is no minimum usage time setting, the current date and time will also be set in the "End Date and Time."

・Clicking the "End 日時取得 (End) Date and Time" button will set the current date and time to the "End Date and Time."

8.3.2. Register new records for equipment that has not been reserved.

Click the button at the top 実績のみ登録する (Utilization record) of the usage history list screen to go to the equipment list screen.

On the equipment list screen, facilities with approved usage applications will be displayed, so click on the facility you want to register your usage history for as a new one.



Click on the facility you want to register your achievement for to take you to the achievement input screen.

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The subsequent operation is the same as "8.2.1. Enter the usage history of reserved equipment."
Change values such as usage date and quantity as needed, and click the "Temporary Save" button.

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8.4. Usage record registration from the digital usage ledger

From the digital usage book of shared terminals, you can register usage records for reserved facilities and new usage records for facilities used without reservations, just like with the reservation calendar.

POINT

・The number of devices that can register usage records from the digital usage ledger is limited for each shared terminal.

If the facility you wish to register usage records for is not displayed in the digital usage ledger, please

8.4.1. See the list of reservations and achievements

When you open the digital usage log, reservation and usage data for the relevant dates are displayed under each facility tab.



① The names of facilities operable from shared terminals are displayed in tab format. By switching between the facilities tabs, you can view reservation and usage records for each facility.
Also, the name of the currently selected facility will be displayed below the tab.

② By clicking the "Day Before Day" or "Next Day" buttons, you can view reservation and performance information for dates before and after the dates displayed on the screen.
Also, clicking the "Same Day" button will display reservation and performance information for the current date.

③ Click the "Register Achievements Only" button to start "Registering New Usage Records Without Reservation."
* For details, please refer to "8.4.2. Register new usage records without making a reservation."

④ Click the "Date and Time Link for Use" to display the "Editing Modal."
* For details, refer to "8.4.3. Register usage records for reserved equipment."

⑤ Click the "Trash" button to display the "Cancellation Confirmation Mod."
* For details, please refer to '8.4.4. Cancel Usage Record'.

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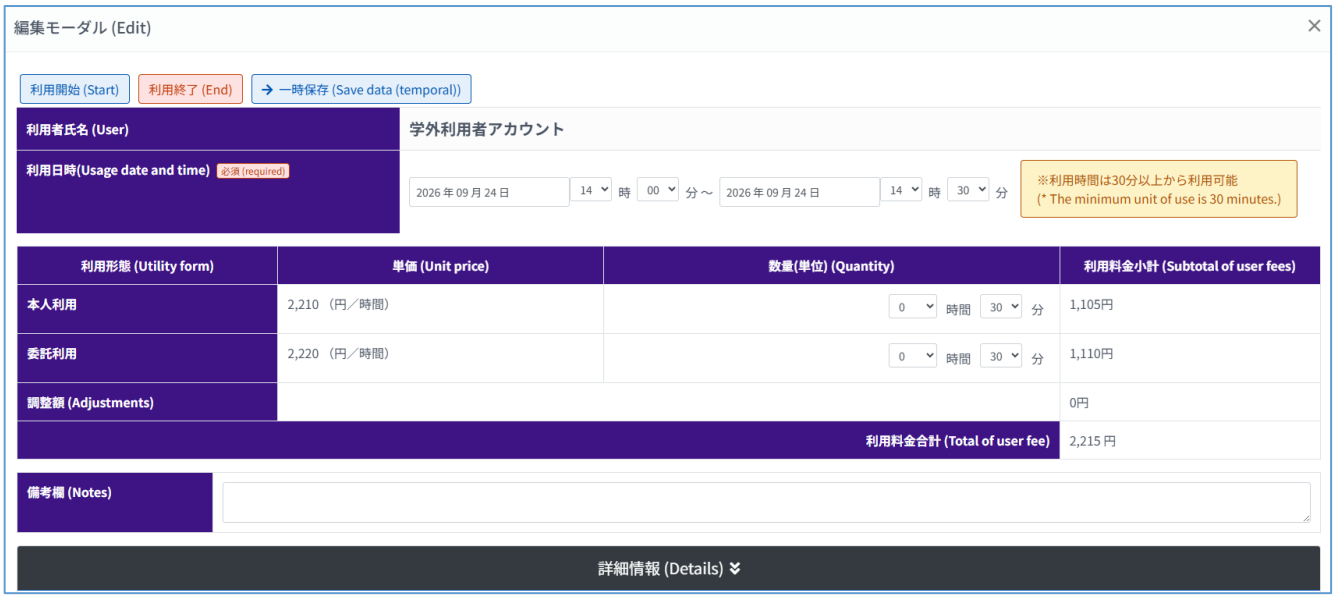
8.4.2. Register new usage records without making a reservation

Open the tab for the facility you want to register usage history and click the "Register Achievements Only" button to display "Edit Modal."



Enter your "User Identification Number" and click the "Confirm" button to switch screens, allowing you to enter various information.

* For details on the "User Identification Number," please refer to "12.1. Check and Change the User Identification Number."



* The basic operations for each item are described in "8. 2. 1. Register usage records of reserved facilities.

When you click the "Start Use" or "End of Use" buttons, the current start and end dates for each start and end date and time are entered, and all previously entered information is registered in the system.
You can also change the date and time of use manually, but in that case, you will not be registered in the system.

Clicking the "Temporary Save" button will register the information you entered so far into the system.

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Clicking "Details" will display the input fields for "Application Information," "Invoice Submission Address (or Payment Budget)," and "Research Project."



③ Enter the project number in the "Research Project" field and click the "Enter Research Project Number" button to apply the research topic information.

④ If "Related Files" have been uploaded, the file names will be displayed.
* Please download the file from the [Usage History] screen after logging in.

8.4.3. Register usage records for reserved facilities

On the reservation and performance list screen of the digital usage book, clicking the "Usage Date and Time Link" will display the "Edit Modal" for the relevant data's performance information.

* At this time, entering the "User Period-specific Number" is not required. Subsequent operations are as follows: "8. 4. 2. Registering new usage records without making a reservation.



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If you click the "Date and Time Link for Use" button to display it, information such as "Invoice Submission Destination (or Payment Budget)" and "Research Project" cannot be referenced.

8.4.4. Revoke usage records

When you click the "Recycle Bin" button on the reservation and performance list screen of the digital usage book, the "Cancellation Confirmation Modal" for the relevant data will be displayed.



Enter the "User Identification Number" and click the "Confirm" button to delete the data.

POINT

・Data that can be deleted is limited to 'usage records for facilities used without a reservation.' The relevant data will have the reservation date and time blank on the list screen.

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9. Changes, Confirmation, and Approval of Usage Records

9.1. Changes and Confirmation of Usage Records

After registering your performance, if your reservation status is 'User Awaiting Confirmation,' you can change or confirm your usage record.

The operation procedure is the same as in '8.2.1. Enter the usage history of reserved equipment.'

9.2. Approval of usage records (for the person responsible for usage only)

The responsible user must approve the usage records of the equipment for which they are responsible for use.

From the usage details screen of the usage data where the reservation usage status is 'Person in charge pending actual approval', please click the 'Approve' button.

The reservation usage status will change from 'Responsible Person: Awaiting Performance Approval' to 'Billing Processing'.

POINT

・Usage records where invoice sending information is not set cannot be approved.

・Only usage records of the "Responsible Person Performance Approval Pending" can be approved.

・On the usage fee billing detail screen, you can approve multiple usage records at once.

(For batch approval, please refer to '11.3. Bulk approval of usage statement results.')

9.1. Download the file



From the usage history 

detail screen, clicking the button will output the currently displayed related files in ZIP format.

【出力ファイル名（例）:20250313_DownloadFiles.zip】

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10. Registering an invoice submission address

Click 'Invoice Submission Information' in the top right menu to display a list of invoice submission recipients.

追加する (Add) Click the button to display the invoice recipient information registration screen.



POINT

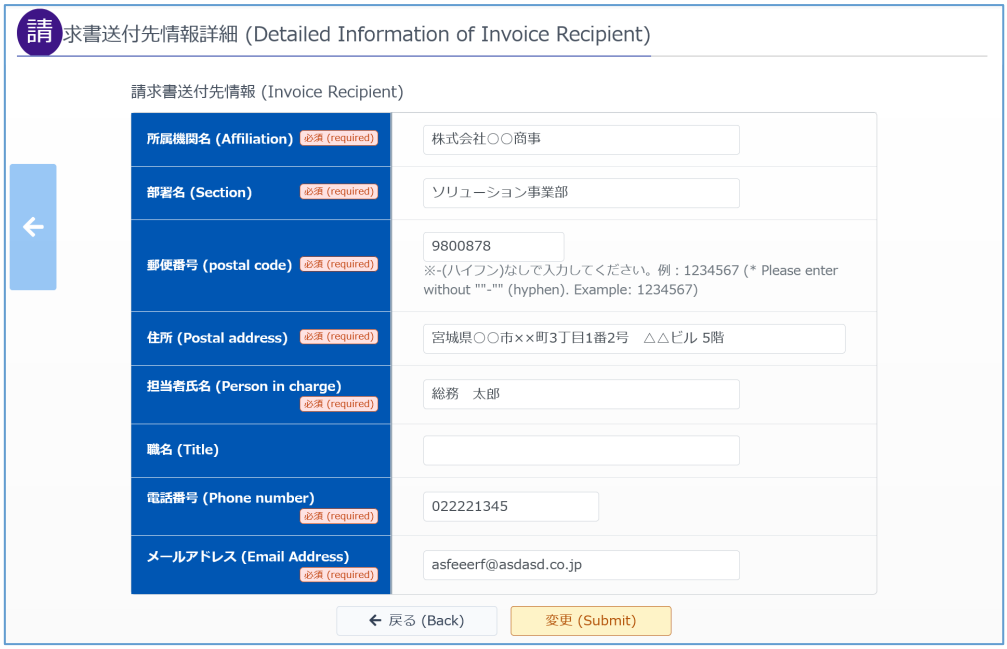
・By registering invoice submission information, you can set yourself as the user responsible for the

10.1.1. Change invoice recipient information

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

After changing the content, click Change to complete the change of invoice recipient information.

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11. Manage usage fee billing data (for the person responsible for usage only)

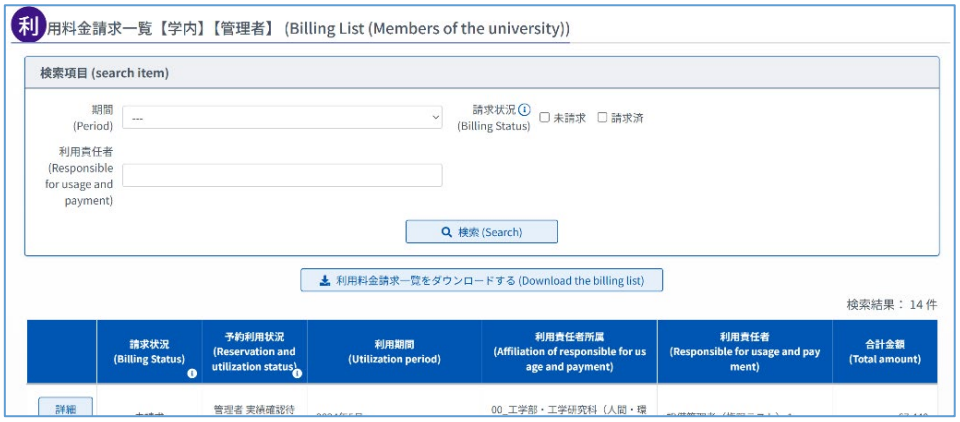
On the usage fee billing list screen, you can view the list of usage fees for the actual data for which you are responsible for use.

On this screen, you can set invoice recipient information in bulk or approve it by the person responsible for using the invoice after setting it.

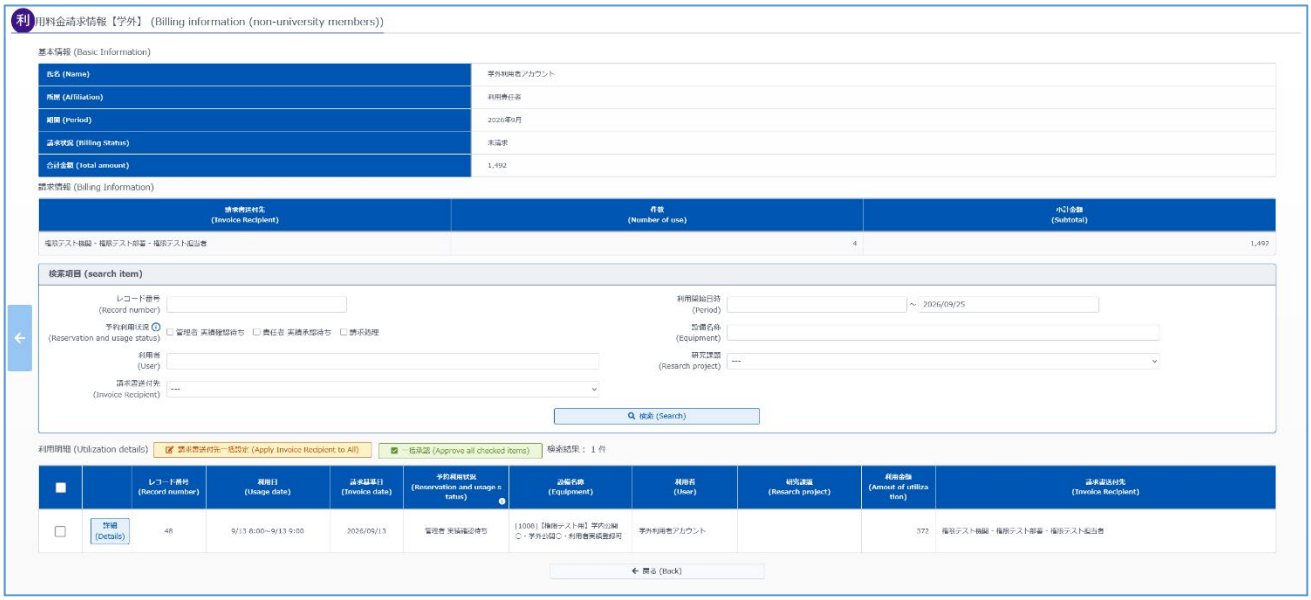
11.1. Claim confirmation

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

You can check the total billing amount and billing status during the period from the list.



By  clicking the list button, you will be taken to the "Usage Fee Billing Information" screen and check the breakdown of your billing information.



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11.2. Bulk setting of invoice recipients for usage statements

On the "Billing Information" screen, select your usage history in the statement section and click the "Bulk Invoice Destination Settings" button to display the bulk invoice destination setting modal.



On the modal screen, specify the invoice recipient, then click the "OK" button. The invoice recipient will be set in bulk for the selected statements.



POINT

・For usage records where the reservation usage status is marked as 'Billing Processing,' the person responsible for using the user has already approved the billing details,

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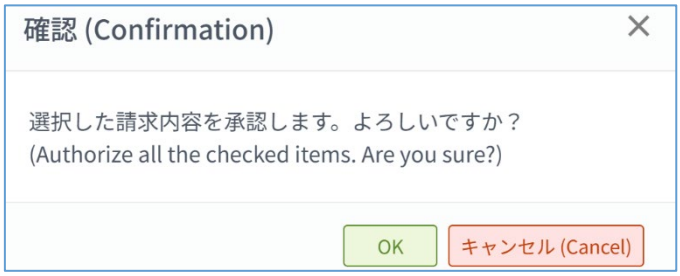
11.3. Bulk approval of usage statement performance

If your usage statement includes usage records for 'Responsible Person: Pending Actual Approval,' please complete batch approval by following the steps below to process your claims.
(For details on reservation usage status, please refer to "8.1. Usage Records of Reservation Usage Status.")

On the usage statement screen, select the usage history to approve, and click the "Batch Approve" button to display the confirmation mode.



When you click the OK button on the modal screen, all checked usage records will be approved in bulk, and the reservation usage status will change from 'Person in charge: Results Approval Pending' to 'Billing processing.'



POINT

- Usage records where invoice sending information is not set cannot be approved.
- Only usage records of the "Responsible Person Performance Approval Pending" can be approved.
- Approved usage records cannot be edited, so please check that there are no corrections to the usage amount or invoice recipient information on the usage statement before making a batch approval.

11.4. Download the list of usage fee billing

From the billing list, click 利用料金請求一覧をダウンロードする (Download the billing list) the button to output the billing information aggregated from the currently displayed data in Excel. (Output file name: Billing.xlsx)
The exported Excel files can be used for usage billing operations.

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12. Change your account information

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

If changes are needed, after updating the information, click the "Change" button to register.



12.1. Confirmation and Change of User Identification Number

You can check and change your "User Identification Number" on the user information change screen.



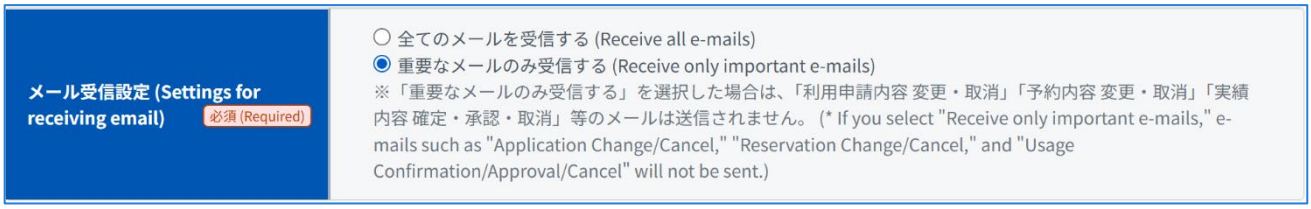
POINT

・The "User Identification Number" is used when assigning the person responsible for usage applications or when registering reservations and records in the digital usage book.

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12.2. Email Reception Settings

You can configure how to receive emails from the system.



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

12.2.1. About applying and making reservations for your own use

Equipment Use Application When System Administrator Approves

Facility usage reservation: Registration, Change, Cancellation, and Approval

Facility usage record: When canceled

12.2.2. Regarding applications and reservations for which you are the user responsible for the use

Equipment Usage Application: When the application status becomes 'Pending Approval from the Responsible Person'

12.2.3. About my own usage record

When the usage date and time of the following performance data are changed by the system administrator or facility administrator

・Data from 'Administrator Results Pending Approval'

・Data on 'Person in Charge: Awaiting Performance Approval'

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13. Register, modify, or delete research topics

Available research topics will be created and set in the following ways.

(1) Creating research topics as project leaders themselves.

(2) You are assigned as a project sharer for research projects created by other users.

(3) The system administrator is assigned as the project leader or project sharer for research projects registered by the system administrator.

(3) Users may only view the data. (Modification or deletion is not allowed.)

sup

・Project Leader: The account managing the research topic

・Project sharer: An account authorized by the project leader to use the research topic

13.1. Refer to the list of research topics

Click  'Research Topic List' in the upper right menu to display the list of research topics.

This screen shows the research topics available to you (for which you are the project leader or collaborator).



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13.2. Registration of Research Topics

Clicking the "Add Research Topic" button in the list of research topics will take you to the new registration screen for research projects.



Enter the required information and click the "Register" button to register your research topic.

POINT

・Discounts on usage fees are not available for newly registered research projects using this feature.

13.3. Changes or Deletions of Research Topics

Click the "Details" button for the research topic you want to view in the research topic list to go to the detailed research project screen.



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



When changing information about a research topic

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

When deleting research topics

Clicking the "Delete" button allows you to delete the research project.

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13.4. Setting Issue Sharers

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



Click the 'Change Issue Sharer' button to display the issue sharer change mod.

sup

If you are not the project leader yourself, only the list of project co-authors will be displayed.

When adding a problem sharer

Enter the user identification number and click the 'Add Issue Sharer' button to set up as a problem sharer.

When deleting a task sharer

If you check the account you want to remove from the issue sharing list and click the 'Remove Issue Sharer' button, you will be removed from the issue sharing group.

13.1. Control of registration and modification of research topics on the reservation record screen

For each research project, we control who is available for operation—users, the person in charge of use, or the facility manager.

Research topics created from the research project registration screen can be operated by users and the person in charge, and an error message will be displayed when the facility manager attempts to register or change them.

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14. Linking Research Topics with Outcome Information

14.1. See the list of achievement information

Click the  "Achievement Information Linkage List" in the top right menu to display the results linkage list.

This screen shows the research topics available to you (for which you are the project leader or collaborator).



14.2. Linking Outcome Information

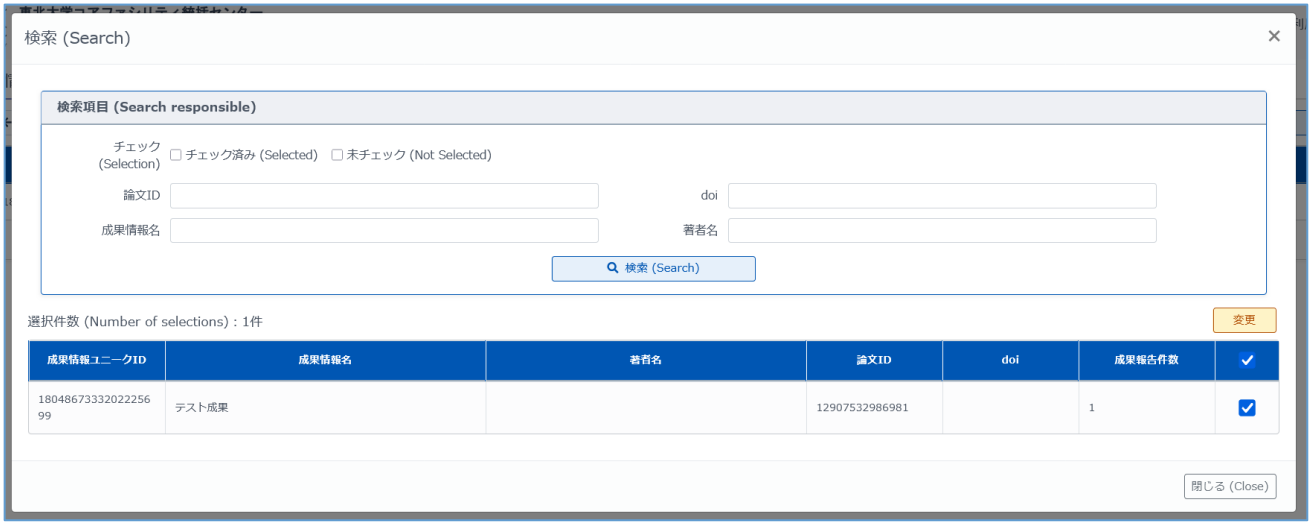
Clicking the 'Add Achievement Information' button in the Achievement Information Linking List will take you to the linkage screen between the research topic and outcome information.



Clicking the 'Add or Delete Outcome Information' button will display the Add/Remove Outcome Information modal.

sup

For research projects for which you are not the project leader, the 'Add/Delete Outcome Information' button will not be displayed.



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Check the results information you want to link to the research topic and click the "Change" button to link the outcome information to the research topic.

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15. Contact Information

Core Facility Center, Tohoku University Research Promotion and Support Organization
Contact Information ：022-217-6295Extensions: 91-6295
Email ：terea-tsc@grp.tohoku.ac.jp

16. Update History

Date of Date	View	updater	Update Details	Notes
2023/06/06	1.0	SRA Northeast	first edition	
2023/07/27	1.1	SRA Northeast	Update	
2024/03/22	1.2	SRA Northeast	・Added research project registration function ・Added results information linking feature	
2025/03/13	1.3	SRA Northeast	・Image updates	
2025/07/09	1.4	SRA Northeast	・Added equipment reservation list (mobile) ・Added equipment reservation via digital usage book ・Important email sending postscript ・Image updates	
2026/03/25	1.5	SRA Tohoku	・Updated images on each screen	
2026/09/25	1.6	SRA Northeast	・Updated images on each screen ・Changes to logs and organization names ・Fill in the contact information	

SHARE
設備統合管理システム

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