Equipment usage manual for users

Materials Analysis Division (Suzukakedai), Open Facility Center 2023.6.1

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Self-use

Slide 4∼5 Slide 6∼9

Particular manual

https://www.ofc.titech.ac.jp/tsys-h/tsys_manual/

Contact information



About the system :

Integrated Facilities Sharing System management committee HP: https://www.ofc.titech.ac.jp/tsys-h/ Slack: #help-統合設備共用システム-ofc Mail: sc sys@ofc.titech.ac.jp

About usage rules or anything : Materials Analysis Division(Suzukakedai), Open Facility Center https://www.ofc.titech.ac.jp/division/analysis-s/

Materials Analysis Division(Suzukakedai), Open Facility Center

Apply for request analysis

Login to

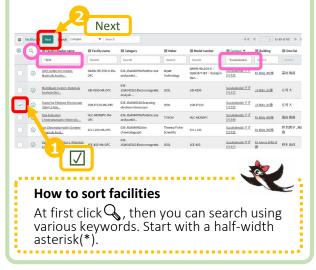
"https://www.ofc.titech.ac.jp/en/tsys-h/" with your user name and password. Then click "Request Something".



Click "Integrated Facilities Sharing System" button, then click "Reservation Management" \rightarrow "Request Task" \rightarrow "Registering basic request task information"



Once you see the list of available equipment, check the box next to the ones you want to request, then click "next".



You do not have to write the desired date and time entry (of course you are able to write). If you have any questions, feel free to write in the Contact information.

After create your application (download from the web page

https://www.ofc.titech.ac.jp/division/anal ysis-s/sb-order/

and fill in the required information), send it from "add attachments".

Then click "Submit".



User's manual for request analysis



Materials Analysis Division(Suzukakedai), Open Facility Center

Apply for Self-use training

Login to

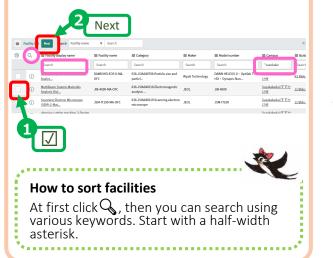
"https://www.ofc.titech.ac.jp/en/tsys-h/" with your user name and password. Then click "Request Something".



Click "Integrated Facilities Sharing System" button, then click "Reservation Management" → "Self-Use Training" → "Registering basic self-use training information"



Once you see the list of available facilities , check the box next to the ones you want to use, then click "next".





You will get the training date information from in charge person, then you should arrange the day. (You can write your desired date for reference.)

If you already have a license, comment "Licensed" in your message.

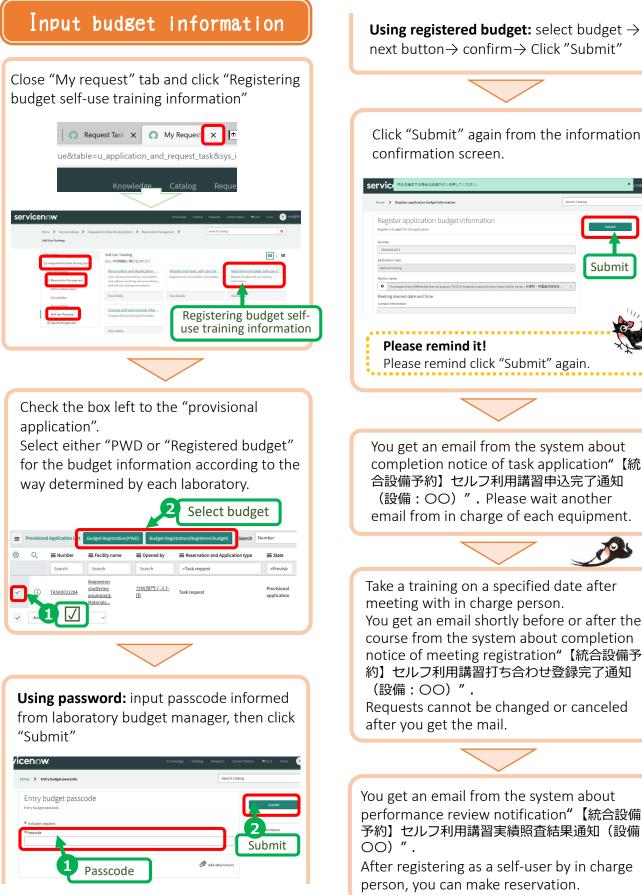
After create your application (download from the web page

https://www.ofc.titech.ac.jp/division/analysiss/sb-order/

and fill in the required information), send it from "add attachments". Then click "Submit".



Materials Analysis Division(Suzukakedai). Open Facility Center





After registering as a self-user by in charge person, you can make reservation.



Materials Analysis Division(Suzukakedai), Open Facility Center

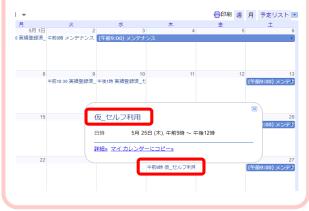
Input budget information



When you input the correct budget information, your reservation is confirmed. Please note that if you leave "provisional application" as it is, it will be canceled after **3 days**.

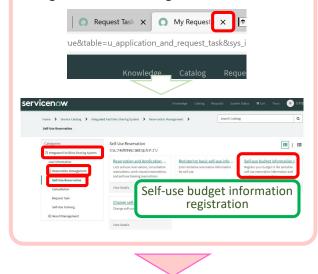
Important

After confirming that "仮_セルフ利用" is displayed in "Google calendar", input budget information. If you input budget information before it is reflected on Google Calendar, the reservation will be completed but it will not be reflected on the calendar.





Close "My request" tab and click "Self-use budget information registration".



Check the box left to the "provisional application". Select either "PWD" or "Registered budget" for the budget information according to the way determined by each laboratory

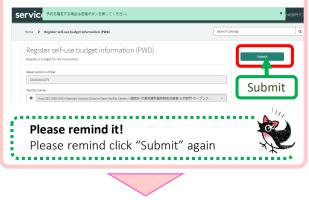
■ List of tentative reservation Budget Regulatation(Prot) Budget Regulatation(Regulated budget) Search Recervation number ▼ Search © Q If Reservation number ■ Facility name ■ Opened by ■ Purpose ■ State ■ Reservation start data time ■ Search Search Search Search Search Search S Search Search Search Search Search Search S Total Academic Search Search Search Search S Xary DSC SEBD-DSC: Materials/search Search S Search Search S Materials/search Search Search Search Materials/search Search Search Search Materials/search Search Search Search Search www.search Search Search		atory.	2	Sele	ct bu	ıdget	
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		Materials Analysis		Selfuse		2023-05-25 09:00:18	20;

Using password: Input passcode informed from laboratory budget manager, then click "Submit"

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Entry budget passcode					Submit	
* Indicates required * Passcode				6	matio	n
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Using registered budget: Select budget → next button→ confirm→ Click "Submit"

Click "Submit" again from the information confirmation screen. Your reservation for self-use is confirmed.



You get an email from the system about completion notice of task application"【統合 設備予約】予約完了通知(設備:〇〇)".

continued on next page

