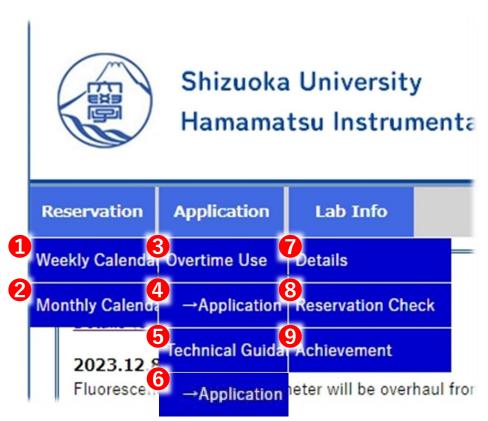
# How To Use the Reservation System of Instrumental Analysis Center (Updated April 2024)

# Reservation System Manager:

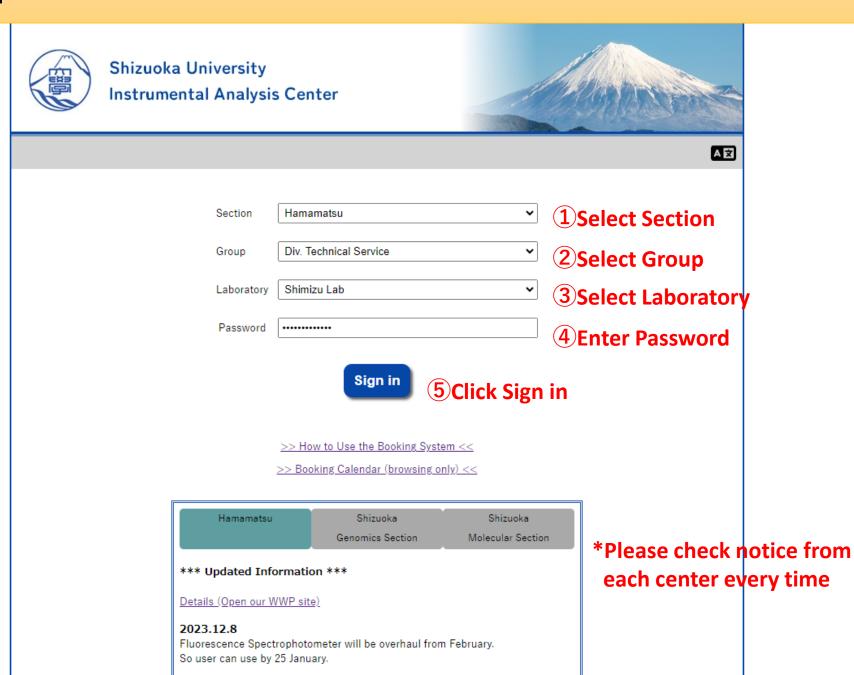
Shimizu Hikaru (technical staff) shimizu.hikaru[@]shizuoka.ac.jp ext. 1756

### Contents

- 1. Sign in
- 2. Reservation
  - 1 Via Weekly Calendar
  - Via Monthly Calendar
- 3. Application
  - **3** Apply for Overtime Use
  - 4 Check the Application List of Overtime Use
  - **6** Apply for Technical Guidance
  - 6 Check the Application List of Tech Gdnc
- 4. Laboratory Information
  - **7** Details
    - · Change Sign in Password
    - Add Laboratory Member
  - 8 Check Your Reservation History
  - 9 Report Research Achievement
- 5. Others
  - · Language Switch
  - Sign out
  - Calendar for Browsing Only



# 1. Sign in



2023 11 30

# 

# Reservation List (Weekly)

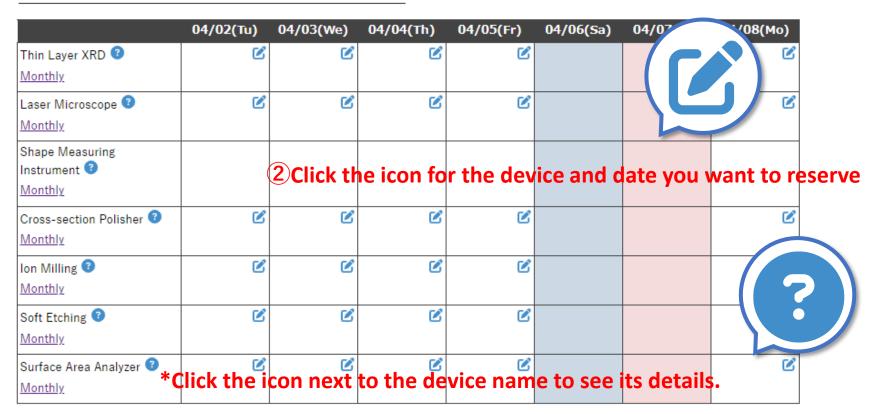
### (Instrument that requires a license for reservation is colored.)

- ▼Joint Research Laboratory 101
- ▼Joint Research Laboratory 102
- ▼Joint Research Laboratory 103
- VJoint Research Laboratory 104
- VJoint Research Laboratory 304
- ▼Joint Research Laboratory 1010
- ▼Research Institute of Electronics 24
- ▼Innovation Building 208
- **▼**Other

1 Jump to the top of the calendar for each group

Joint Research Laboratory 101

<<Week before <Day before Today Day after> Week after>>



# 2. Reservation 2 Via Monthly Calendar

Reservation List (Monthly)

2024/04

Instrument Name: Micro XRF

1 Select the device

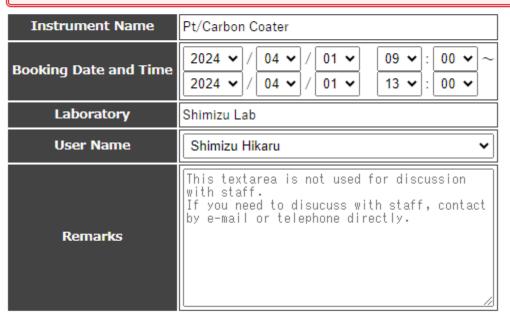
\*Click the icon next to the device name <<Last month This month Next month>> you want to reserve to see its details.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
7	8	9	<sup>10</sup>	icon for the	date you wa	nt to reserve
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### 2. Reservation



For carbon deposition, please contact the administrator for any problems with carbon rods Do not make an electrode with platinum sputtering



- **1**↑Check the notice of the device
- 2 Select the date and time
- **3**Select the user
- 4 Enter remarks if any

Confirm

**5**Click Confirm

### 2. Reservation

### Reservation

For carbon deposition, please contact the administrator for any problems with carbon rods Do not make an electrode with platinum sputtering

Instrument Name	Pt/Carbon Coater		
Booking Date and Time	2024 / 04 / 01		
Laboratory	Shimizu Lab		
User Name	Shimizu Hikaru		
Remarks			

**6** Confirm the contents

Is it OK to register the above contents?

[Automatic emails will be sent to the following people when you press the Reserve button.]

- User: Shimizu Hikaru
- Representative of the user's laboratory: 清水 ひかる
- Person in charge of instrument: Ishikawa Makoto
- Representative of the center

Reserve

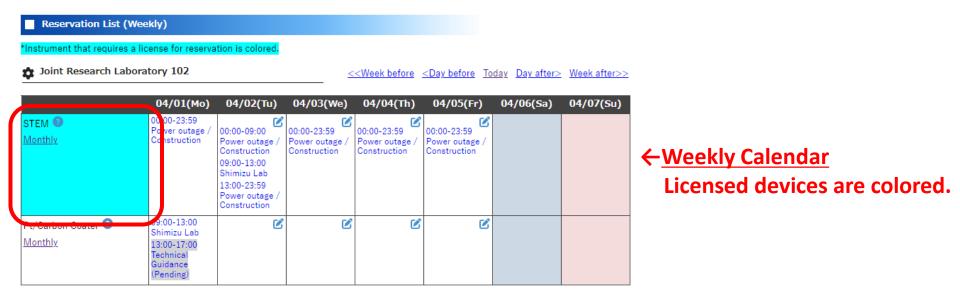
**7**Click Reserve if it's OK

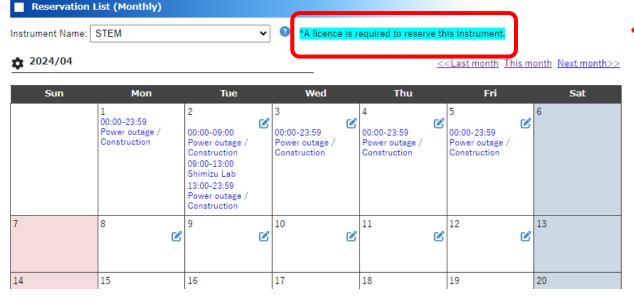
Back

**8Click Back to correct** 

### 2. Reservation \*for Licensed Devices

Some devices are operated on a license basis and only licensed users can make reservations.





← Monthly Calendar
Licensed devices have a note
at the top of the calendar.

### 2. Reservation \*for Licensed Devices

You can check whether you hold a license or not from Laboratory Information.

Requirements for license approval vary from device to device, so please contact us for details.

### Member Information

\*License ... It means that you are qualified to reserve the devices (e.g., you have attended a training course). Please contact us if you are unsure.

Grade	Name	Extension	License*	Modified
Faculty	Shimizu Hikaru 1	1756	STEM Multi Function XRD	2024-03-27
Faculty	Shimizu Hikaru 4	1756		2024-03-21
B4	Shimizu Hikaru 2	1756		2024-03-15
B4	Shimizu Hikaru 5	1756		2024-03-21
B3	Shimizu Hikaru 3	1756	STEM	2024-03-18

**Member Add Request** 

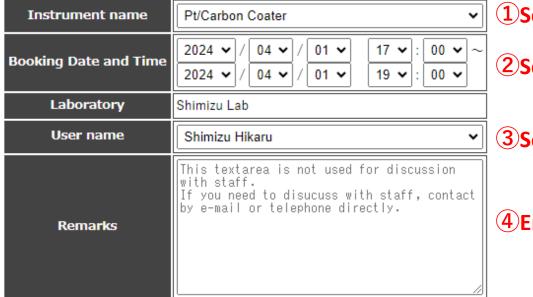
# 3. Application 3 Apply for Overtime Use

\*This menu is only for the Hamamatsu Instrumental Analysis Center.

### Application for overtime reservation

### [General rule]

- · You need the skills and knowledge to be able to use the instrument yourself.
- Initial correspondence to troubles that occurred during overtime use should be made by the user and the laboratory to which the user belongs.
- . Applications can only be submitted for dates up to 14 days from today. (Including weekends and holidays and Excluding our closed days.)
- Please do not use this form to make reservations for weekdays from 9:00 to 17:00.
- You can use instruments only after your application has been approved. The approval status can be checked in the Overtime Reservation
  List and e-mails from the center.
- The approval process is carried out manually on weekdays from 8:30 ~ 17:15. Please submit your application as early as possible, as
  approval cannot be processed if the time of application is too close to the desired time of use.
- If the approval is not processed when the desired time of use approaches, please contact the centre office in person or by telephone.



1 Select the device

2 Select the date and time

**3**Select the user

4 Enter remarks if any

Confirm

**5**Click Confirm

# 3. Application 3 Apply for Overtime Use

\*This menu is only for the Hamamatsu Instrumental Analysis Center.

### Application for overtime reservation

### (General rule)

- · You need the skills and knowledge to be able to use the instrument yourself.
- Initial correspondence to troubles that occurred during overtime use should be made by the user and the laboratory to which the user belongs.
- . Applications can only be submitted for dates up to 14 days from today. (Including weekends and holidays and Excluding our closed days.)
- Please do not use this form to make reservations for weekdays from 9:00 to 17:00.
- You can use instruments only after your application has been approved. The approval status can be checked in the Overtime Reservation
  List and e-mails from the center.
- The approval process is carried out manually on weekdays from 8:30 ~ 17:15. Please submit your application as early as possible, as
  approval cannot be processed if the time of application is too close to the desired time of use.
- If the approval is not processed when the desired time of use approaches, please contact the centre office in person or by telephone.

Instrument name	Pt/Carbon Coater		
Booking Date and Time	2024 / 04 / 01		
Laboratory	Shimizu Lab		
User name	Shimizu Hikaru		
Remarks			

### **6** Confirm the contents

Apply the above contents. Is it OK?

[Automatic emails will be sent to the following people when you press the Apply button.]

- (To) Director of the Center
- (Cc1) Applicant: Shimizu Hikaru
- (Cc2) Representative of the applicant's laboratory: 清水 ひかる
- (Cc3) Person in charge of instrument: Ishikawa Makoto
- (Cc4) Representative of the center



**7**Click Apply if it's OK



**8Click Back to correct** 

# 3. Application 4 Check the Application List of Overtime Use

\*This menu is only for the Hamamatsu Instrumental Analysis Center.

\*You can check whether your application has been approved or not by an automatic email from the reservation system or from this application list. Please confirm that your application has been approved before using overtime.

### **↓**Application list submitted by your laboratory

### Application list for overtime reservation

Time stamp	Instrument	Booking Date and Time	User	Remarks	State
2024-03-26 15:17:10	Pt/Carbon Coater	2024/04/01 17:00~ 2024/04/01 19:00	Shimizu Lab Shimizu Hikaru	【0日ぶり2回目の使用です】	Pending
2024-03-19 18:25:31	-	2024/03/19 21:00~ 2024/03/19 22:00	Shimizu Lab Shimizu Hikaru 3	<b>*</b> ]	Rejected 初めて使う人は時間外の利用を ご遠慮ください。
2024-03-19 18:25:13		2024/03/19 20:00~ 2024/03/19 21:00	Shimizu Lab Shimizu Hikaru 2		Approved
2024-03-19 18:24:58	*	2024/03/19 19:00~ 2024/03/19 20:00	Shimizu Lab Shimizu Hikaru		Approved

Application list filed up to 14 days in advance is displayed.

White → Pending

Red → Rejected

**Green** → **Approved** 

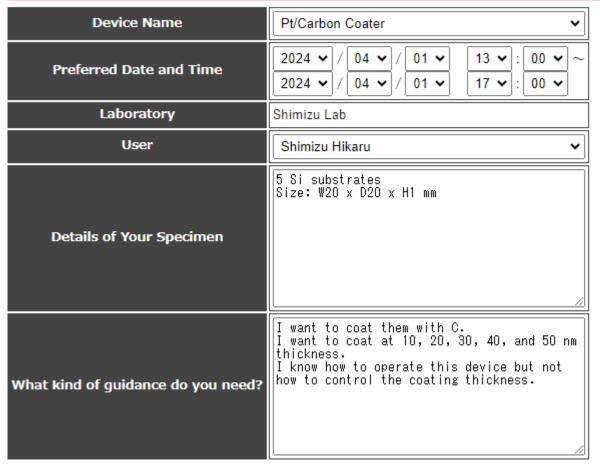
# 3. Application SApply for Technical Guidance

\*This menu is only for the Hamamatsu Instrumental Analysis Center.

### Application for technical guidance

### [General rule]

. Applications are accepted from 2 working days to 14 days after today's date. (Excluding weekends and holidays.)



- **1**Select the device
- 2 Select the date and time
- **3**Select the user
- 4 Enter the details of your specimen

**5** Enter the kind of guidance you need

Confirm

**6**Click Confirm

# 

\*This menu is only for the Hamamatsu Instrumental Analysis Center.

### Application for technical guidance

### [General rule]

. Applications are accepted from 2 working days to 14 days after today's date. (Excluding weekends and holidays.)

Device Name	Pt/Carbon Coater	
Preferred Date and Time	2024 / 04 / 01	
Laboratory	Shimizu Lab	
User	Shimizu Hikaru	
Details of Your Specimen	5 Si substrates Size: W20 x D20 X H1 mm	
What kind of guidance do you need?	I want to coat them with C. I want to coat at 10, 20, 30, 40, 50 nm thickness. I know how to operate this device but not how to control the coating thick	

Apply the above contents. Is it OK?

- User: Shimizu Hikaru
- Representative of the user's laboratory: 清水 ひかる
- Person in charge of instrument: Ishikawa Makoto
- Representative of the center



**8**Click Apply if it's OK



**9Click Back to correct** 



# 3. Application **6**Check the Application List

- \*This menu is only for the Hamamatsu Instrumental Analysis Center.
  - \*You can check whether your application has been approved or not by an automatic email from the reservation system or from this application list.

### **↓**Application list submitted by your laboratory

Application list for technical guidance

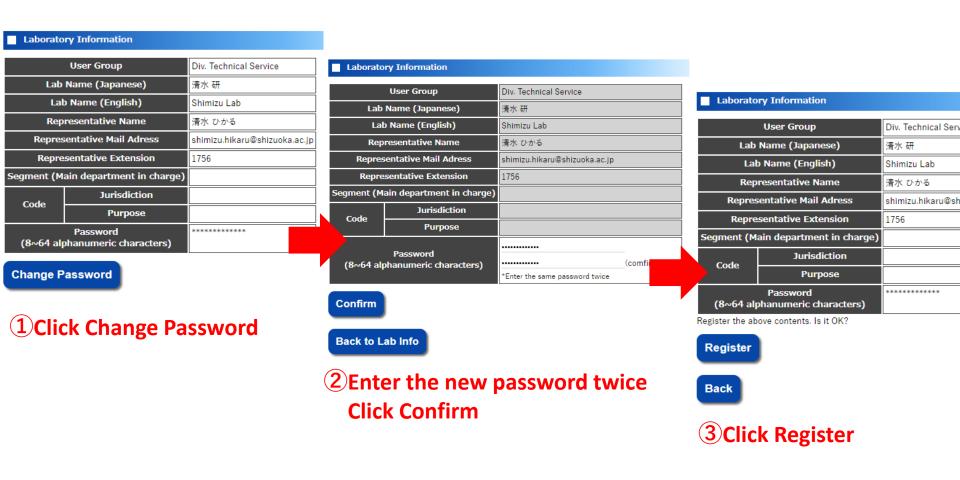
Time stamp Instrument Booking Date and Time User	Details of Specimen	Dtails of Request	State
2024-04-26 16:49:20 Thin Layer XRD 2024/05/02 09:00~ 2024/05/02 13:00 Shimizu Lab. Shimizu Hikaru 3		I have never used thin film XRD, please show me how to operate it. I have used the powder XRD.	Pending
2024-04-26 16:48:25 Thin Layer XRD 2024/05/01 09:00~ 2024/05/01 13:00 Shimizu Lab. Shimizu Hikaru 2		I have never used thin film XRD, please show me how to operate it. I have used the powder XRD.	Rejected Sorry, the person in charge is not available that day.
2024-04-26 16:47:29 Thin Layer XRD 2024/04/30 09:00~ 2024/04/30 13:00 Shimizu Lab. Shimizu Hikaru 1	A thin film of XXX with a thickness of 500 nm on a 10 mm square, 1 mm thick Si substrate.	I have never used thin film XRD, please show me how to operate it. I have used the powder XRD.	Approved

Application list filed up to 14 days in advance is displayed.

White → Pending
Red → Rejected
Green → Approved



\*Please obtain the agreement of all lab members before changing the password.



### Member Information

\*License ... It means that you are qualified to reserve the devices (e.g., you have attended a training course). Please contact us if you are unsure.

Grade	Name	Extension	License*	Modified
Faculty	Shimizu Hikaru 1	1756	STEM Multi Function XRD	2024-03-27
Faculty	Shimizu Hikaru 4	1756		2024-03-21
B4	Shimizu Hikaru 2	1756		2024-03-15
B4	Shimizu Hikaru 5	1756		2024-03-21
B3	Shimizu Hikaru 3	1756	STEM	2024-03-18

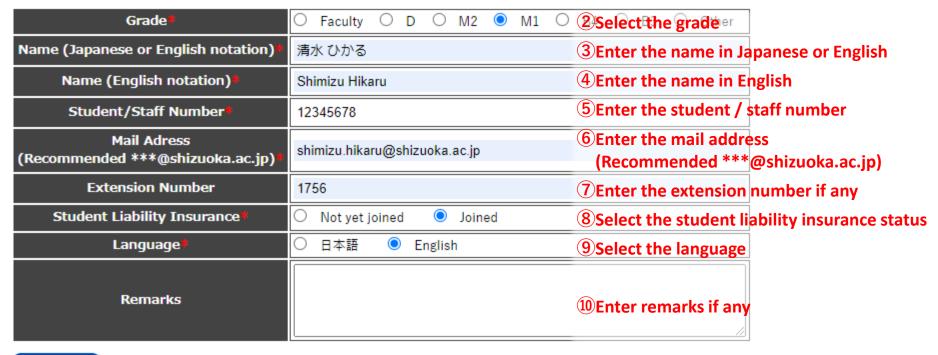
### Member Add Request

**1** Click Member Add Request



Member Add Request

(\*required entry)



Confirm

11 Click Confirm

Back to Lab Info

\*Users of the Shizuoka Genomic Section should select the devices they plan to use.





Apply the above contents. Is it OK?

[Automatic emails will be sent to the following people when you press the Apply button.]

- Applicant: Shimizu Hikaru
- Representative of the applicant's laboratory: 清水 ひかる
- Representative of the center

Apply

13 Click Apply if it's OK

Back

**14** Click Back to correct



### Member Information

\*License ... It means that you are qualified to reserve the devices (e.g., you haven unsure.

Grade	Name	Extension	License*	Modified
Faculty	Shimizu Hikaru 1	1756	STEM Multi Function XRD	2024-03-2
Faculty	Shimizu Hikaru 4	1756		2024-03-21
B4	Shimizu Hikaru 2	1756		2024-03-15
B4	Shimizu Hikaru 5	1756		2024-03-21
R3	Shimizu Hikaru 3	1756	STEM	2024-03-18
Pending	Shimizu Hikaru	1756		2024-03-28

### Member Information

\*License ... It means that you are qualified to reserve the devices (e.g., you have unsure.

Grade	Name	Extension	License*	Modified
raculty	Shimizu Hikaru 1	1756	STEM Multi Function XRD	2024-03-27
Faculty	Shimizu Hikaru 4	1756		2024-03-21
M1	Shimizu Hikaru	1756		2024-03-28
B4	Shimizu Hikaru 2	1756		2024-03-15
B4	Shimizu Hikaru 5	1756		2024-03-21
B3	Shimizu Hikaru 3	1756	STEM	2024-03-18

### **Member Add Request**

15 The member will be added to the list with the status of "Pending" \*They cannot make a reservation yet.

### **Member Add Request**

16 After approved, the member will be officially added.

\*They can make a reservation.

# 

### **Booking Confirm**

2023 Fiscal year

←Select the fiscal year

### Obtained booking

Instrument name		hour	User	Remarks
Thin Layer XRD	2024/03/28 2024/03/28		Shimizu Hikaru 2	test

### Bookings in the past

### **↑**Reservations after today

Instrument name	hour	User	Remarks
3D Printer	2024/02/22 00:00~ 2024/02/22 01:00	Shimizu Hikaru 1	【※初めての使用です※】 テスト
3D Printer	2024/02/22 01:00~ 2024/02/22 02:00	Shimizu Hikaru 1	【0日ぶり2回目の使用です】 テスト
3D Printer	2024/02/22 02:00~ 2024/02/22 03:00	Shimizu Hikaru 1	【0日ぶり3回目の使用です】 テスト
3D Printer	2024/02/26 09:00~ 2024/02/26 10:00	Shimizu Hikaru 1	試料詳細:

**↑Past reservations** 



\*Reporting of research achievement is optional.

The collected data will be used as reference for center management.

### **↓** Research achievement list of your laboratory

Research Achievement List



**1**Click Add

### Papers

- [1] Taro Shizoka, Hanako Hamamatsu, Integration of Reservation System for Shared Analysis Instruments, Shizudai Journal, 2024, Vol.8, No.3, 12-16
- [2] 静岡 太郎, 浜松 花子, 共用分析機器の予約システム統合, 静大学会, 2024, 8号(3), pp.12-16
- [3] 山田太郎, xxxに関する研究, xxx学, 第3版, xxx出版, 静岡, 2022: 50-60. (ISBN xxxxxxxxxx)
- [4] 静大太郎, 2023, 修士論文のタイトル: 静岡大学, 132-184
- [5] Ichiro Hamamatsu and Jiro Shizuoka (2023), "Title" Journal Name, 1, 10-20 (査読あり)

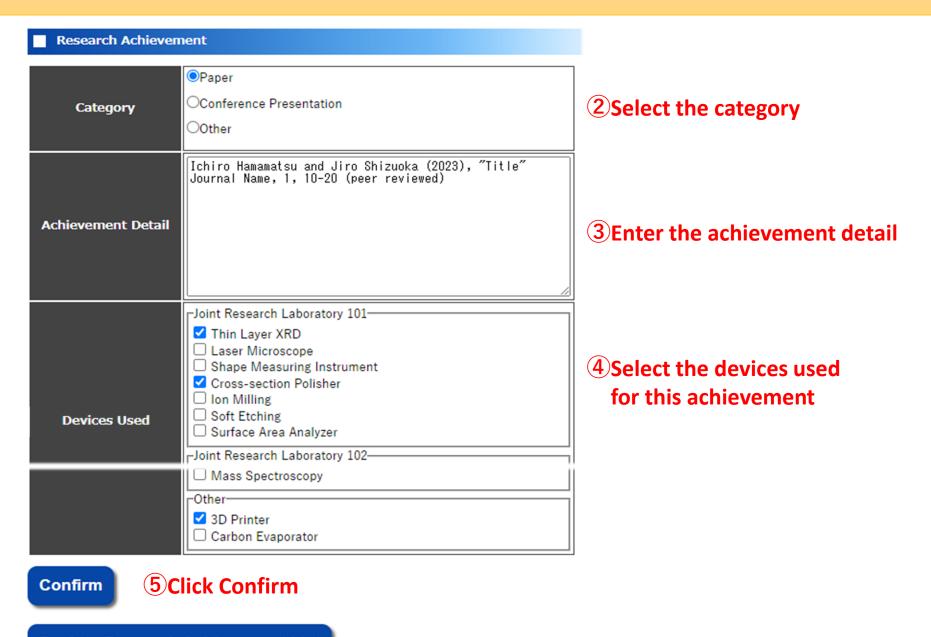
### Conference Presentations

- [1] 清水 ひかる, PHPで作る予約システム, 共同利用セミナー, 静岡大学, 2024年3月11日
- [2] 山田太郎, xxxに関する調査, 第36回日本xxx学会, 2023年10月

### thers Others

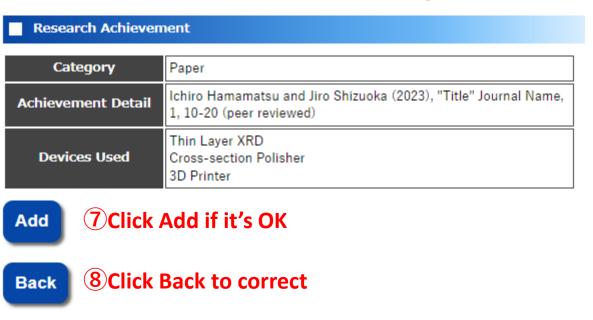
[1] 清水ひかる, Examples of Reservation System Applications, 静大学会雑誌, 2023; 7:6.

# 



**Back to Research Achievement List** 

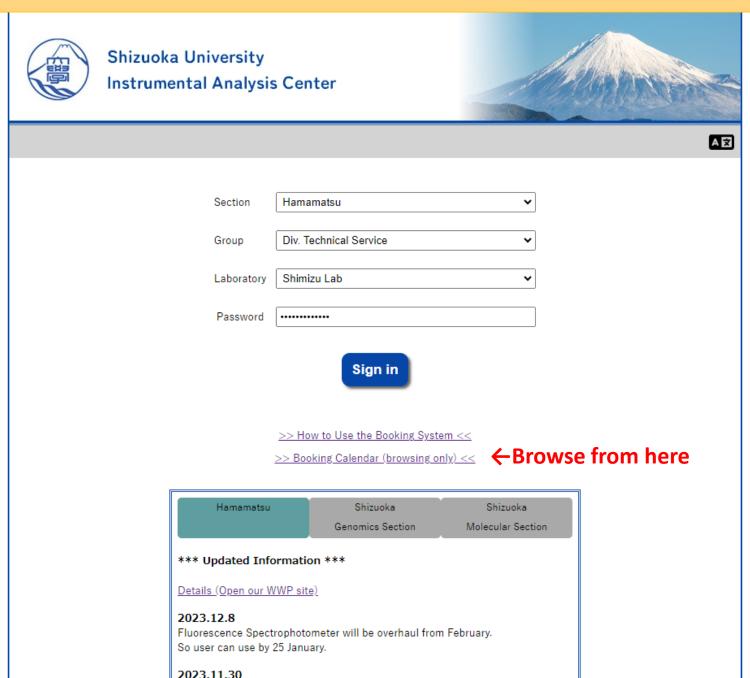
### **6** Confirm the contents



# 5. Others Language Switch, Sign out



# 5. Others Calendar for Browsing Only



# 5. Others Calendar for Browsing Only

