



ARIM Japan

ARIM User Report System Operation Manual

May 2024

For Facility Users

ver. 2.4

INTRODUCTION

Welcome to the guide. We will provide you with essential information to get started. Please read through this manual carefully to ensure a smooth and successful experience with the system. If you have any questions along the way, refer to the corresponding sections or contact our support team for assistance.

First Step

- If you have not registered your E-mail address within the system yet.
→ Go to Page 4-5.
- If your E-mail address already registered within the system by the support implementing institution.
→ Go to Page 6.
Skip '1-1' and '1-2' steps, and please register your password via '1-3: Password Reset and Registration' function.

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【Guide for User Report Content】

This document serves as a guide for generating a 'user report' rather than a conventional research paper. It primarily focuses on outlining the utilization of shared facilities within the ARIM- support implementing institution. Please provide a thorough description of your research findings within this framework.

【Information Disclosure Notice】

The information provided in the user report, including your name and affiliation, will be made publicly accessible on the webpage after a suitable period. It will be freely available for viewing and downloading unless certain items are specified otherwise. Please exercise caution to avoid including excessive personal or sensitive information. All provided information may be shared and reused within the ARIM - participating institutions.

【Deferment System for Public Disclosure】

- However, in instances where there are legitimate reasons preventing the immediate release of the proposal, such as those outlined below, the release may be postponed for a maximum of two years:
 - 1) A scheduled patent application filing.
 - 2) A scheduled conference presentation or paper publication.
- Please be aware that the postponement of publication is temporary. During this period, it is required to prepare a formal report using a designated form. This report should be submitted to the support implementing institution within the fiscal year. We will store it without publicly disclosing within the supporting implementing institution.
- After the grace period (up to two years), you will be requested to resubmit a formal report with the same proposal number. During this resubmission, you will be prompted to include any new developments, such as patent applications, conference presentations, papers, etc., that have occurred during the grace period.

【Inquiries about how to use the user report system】

Please contact E-mail: ARIM_report@nanonet.go.jp

【Inquiries about user report contents and corrections】

Please contact shared facilities representative staff or the support implementing institution.

The E-mail address of the support implementing institutions are listed on the URL below.

<https://nanonet.mext.go.jp/page/page000022.html>

1-1: Log in with Temporary Password

If your e-mail address already registered within the system by the support implementing institution.

→Go to Page 6.

(1) Open a browser and enter the following ARIM User Report System URL.

https://nanonet.mext.go.jp/system_user_report/

(2) Enter the first authentication information **Username**(①), **Password**(②), and log in.

◀ After entering the username and password and logging in, a second authentication screen will appear.

※If you are unsure of the information to be entered, please contact the support implementing institution.

(3) Enter the second authentication information, **User ID** (issue ID) and **temporary password**, to log in.

※System maintenance information, etc.(①) will be displayed on the second login screen.

※Password reminder function(②) will be available after registering your password and e-mail address.

※The latest version of the manual can be downloaded from the link(③) on the login screen.

1-2: Register Password and E-mail Address

If your e-mail address already registered within the system by the support implementing institution.

→Go to Page 6.

- (1) After logging in with your User ID (Issue ID) and temporary password, the 'Account settings' Form will appear. Please enter your desired 'Password' (①) and 'E-mail Address' (②), then click on 'Confirm' (③) button followed by 'Register with the above information'.

- (2) Upon completion of the password change process, an 'Password change notification' e-mail (④) will be automatically sent to the email address you provided.



- (3) After completing the process on the 'User Report System: Account settings' screen, click on 'Back to List' (⑤) button. This action will redirect you to the 'List of Users' Report' (⑥) screen.

- (4) To proceed with entering the usage report, click on 'Edit' (⑥) and proceed to Page 8. To exit, select 'Logout' from the 'MENU' (⑦) located in the upper right corner of the screen, then refer to Page 7 for subsequent logins.

課題番号 Project Issue Number	利用者所属 Affiliation	利用者名 (課題申請者) UserName (Project Applicant)	結果と考察 Results and Discussion	実施機関 Hub or spoke institute	ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Edit	図・表・数式 Figures, Tables and Equations
24NM9999	test	test test	文字数不足 Insufficient number of characters	物質・材料研究機構 NIMS	未入力 / Not entered	公開前 Before publishing	HTML preview	PDF preview	編集 Edit	アップロード Upload
test				---- / ----	----		0	0		

※利用報告書の編集フォームは、カラム右の「編集」をクリックしてください。
 ※図・表・数式の登録と編集は、カラム右端の「アップロード」をクリックしてください。
 ※保存した利用報告書のHTML版とPDF版を「プレビュー」で確認できます。
 ※公開された利用報告書へのアクセス数を、この画面で確認できます。

1-3: Password Reset and Registration

(1) Open a browser and enter the following URL for the ARIM User Report System.

https://nanonet.mext.go.jp/system_user_report/

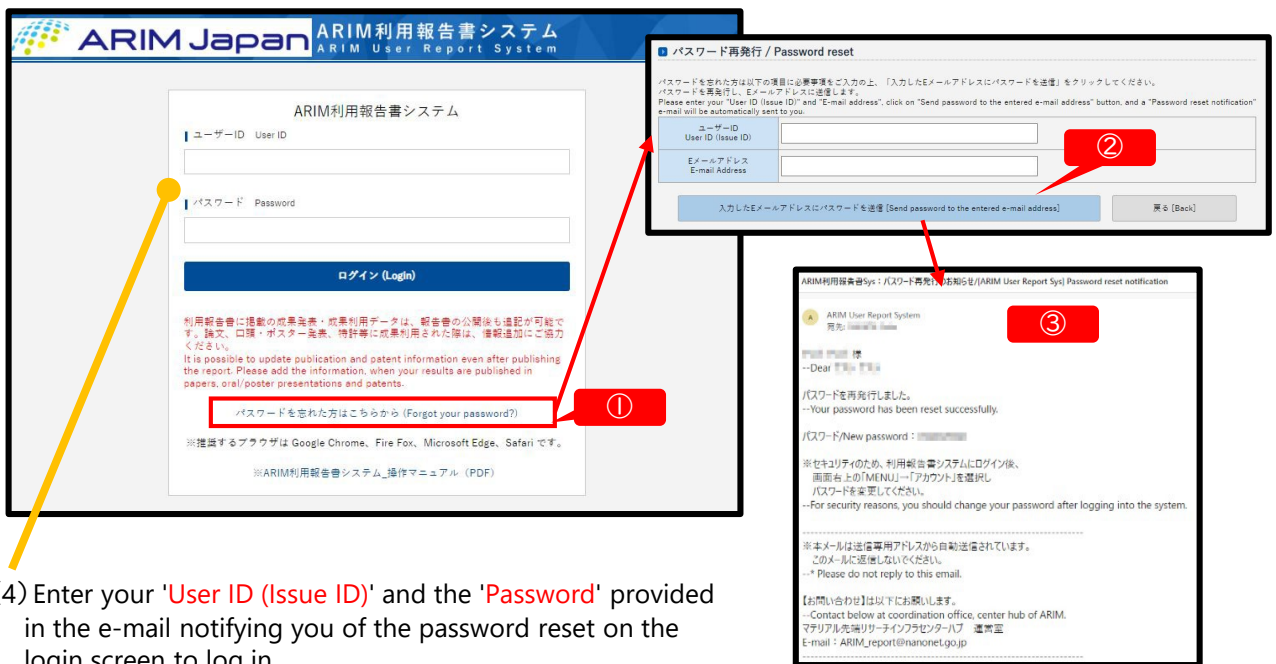
(2) Enter the first authentication information **Username**(①), **Password**(②), and log in.



◀ After entering the username and password and logging in, a second authentication screen will appear.

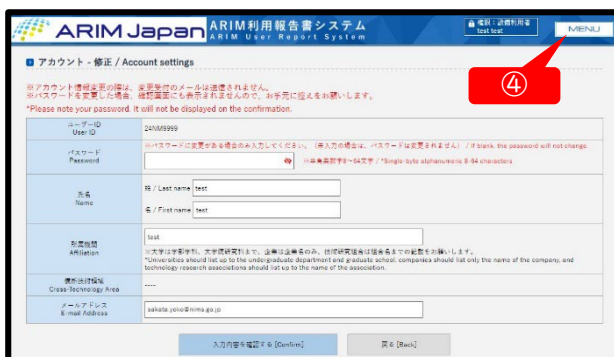
※If you are unsure of the information to be entered, please contact the support implementing institution.

(3) Click '**Forgot your password?**' (①) on the second login screen. After entering your '**User ID (Issue ID)**' and '**E-mail Address**', click on '**Send password to the entered e-mail address**' (②) button, and a '**Password reset notification**' e-mail (③) will be automatically sent to you.



(4) Enter your '**User ID (Issue ID)**' and the '**Password**' provided in the e-mail notifying you of the password reset on the login screen to log in.

(5) After logging in, please change your password by accessing the '**MENU**' (④) → '**Account**' → '**Account settings**' form located in the upper right corner of the screen.



(6) After changing the password, if you wish to proceed with entering the usage report, please select '**User Report**' from the '**MENU**' (④). → Proceed to [Page 8](#).

To exit, choose '**Logout**' from the '**MENU**' (④). Afterwards, proceed to log in by following the instructions on [Page 7](#).

2-1: Login

(1) Open a browser and enter the following URL for the ARIM User Report System.

https://nanonet.mext.go.jp/system_user_report/

(2) Enter the first authentication information **Username**(①), **Password**(②), and log in.

◀ After entering the username and password and logging in, a second authentication screen will appear.

※If you are unsure of the information to be entered, please contact the support implementing institution.

(3) Enter the second authentication information, **User ID (Issue ID)** and **Password**, to log in.

※System maintenance information, etc.(①) will be displayed on the second login screen.

※If you have forgotten your password, click on 'Forgot your password?' (②). And enter your 'Issue ID' and 'E-mail address' to have your password reissued to your registered e-mail address. *Please change the reissued password to a new one by accessing 'MENU' -> 'Account' located in the upper right corner of the screen after logging in. Password reset function(②) will be available after registering your password and e-mail address.

※The latest version of the manual can be downloaded from the link(③) on the login screen.

2-2: Entry of Project Data

(1) After logging into the User Report System, the 'List of Users' Report' screen will appear.

利用報告書 - 登録・編集・プレビュー / List of Users' Report

課題番号 Project Issue Number	利用者所属 Affiliation	利用者名 (課題申請者) User Name (Project Applicant)	結果と考察 Results and Discussion	実施機関 Hub or spoke institute	ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Edit	図・表・数式 Figures, Tables and Equations
23NM9999	テスト	テストテスト	文字数不足 Insufficient number of characters	物質・材料研究機構 NIMS	未入力 / Not entered	公開前 Before publishing	アクセス数 Page view	アクセス数 Page view	削除 Delete	アップロード Upload
テスト				計測・分析 / Advanced Characterization	----		0	0	----	

※利用報告書の編集フォームは、カラム名の「編集」をクリックしてください。
 ※図・表・数式の登録と編集は、カラム名欄の「アップロード」をクリックしてください。
 ※保存した利用報告書のHTML版とPDF版を「プレビュー」で確認できます。
 ※公開された利用報告書へのアクセス数を、この画面で確認できます。

- Opens the report entry form: Click 'Edit' (①) on the right side of the list.
- Opens a screen for viewing the current registration contents : Click the 'Title' (②).
- 'Upload' (③) for figures, tables, and equations : Opens the registration screen for figures, tables, and equations.
- Confirms the layout of the HTML and PDF versions of the report : Click the 'HTML preview' or the 'PDF preview' (④).

(2) Opens the 'Users' report - Entry form': Click 'Edit' (①) on the right side of the list.

Users' report - Entry form <Project Data 1/2>

利用報告書 - 入力・修正 / Users' report - Entry form

ここに記入頂く情報は、公開されない旨特に記載のある項目を除き、氏名、所属を含め、ある適切な時期以降、Webページ上で公開され、制限なく閲覧、ダウンロードが可能となります。くれぐれも、必要以上の個人情報、機密情報を記入されませんよう、お気を付けてください。
 ※また、全ての情報は、マテリアル先端リサーチインフラ (ARIM) に参画する機関の間で共有、再利用されることがあります。
 The information entered here will be published on a web page, including your name and affiliation, except for items that are specifically stated that it will not be shown in a users' report, and can be viewed and downloaded without restrictions after a certain appropriate time. Please be careful not to enter more personal or sensitive information.
 In addition, all information may be shared and reused among institutions participating in the Advanced Research Infrastructure for Materials and Nanotechnology (ARIM).

課題基本データ / Project Data

①	※年度 Fiscal Year	2024年度
①	※機関コード Institution Code	NM (物質・材料研究機構 / NIMS)
①	※課題番号 (下4桁) Receipt Number	9999
②	※機関外・機関内の利用 External or Internal Use	外部利用 / External Use
③	利用形態 Support Type	※ (主 / Main) : 機器利用 / Equipment Utilization (副 / Sub) : ---- / ----
④	※利用課題名 Title	test
④	※利用課題名 (表示用) ※特殊文字、装飾文字入り Title for Display Including Special or Decorative Characters	test

① Bold, ② Italic, ③ Underline, ④ Superscript, ⑤ Subscript, ⑥ Remove formatting, ⑦ Show source code.

Decorations other than ① through ⑤ are not allowed (even if they are specified after editing the source, they will not be reflected).

① 'Fiscal Year', 'Institution Code', and 'Receipt Number' cannot be changed.

② 'External or Internal Use' and 'Support Type': If you wish to change the "External or Internal Use" or "Support Type" after submission, please confirm with the support implementing institution.

③ 'Title': The title will be used when searching by the title of the proposal.

④ 'Title for Display Including Special or Decorative Characters': If you need to use italics or other text decorations, such as superscript/subscript or italics, please specify in this field.

When you want to stop entering the report. To save a draft of the report, click on 'Confirm' button at the bottom of the form, and then click on 'Save as draft' button to save the draft of the report.

2-2: Entry of Project Data

Users' report - Entry form <Project Data 2/2>

課題基本データ / Project Data	
※年度 Fiscal Year	2024年度
※機関コード Institution Code	NM (物質・材料研究機構 / NIMS)
※課題番号 (下4桁) Receipt Number	9999
※機内外・機内での利用 External or Internal Use	外部利用 / External Use
利用形態 Support Type	※ (主 / Main) : 機器利用 / Equipment Utilization (副 / Sub) : ---- / ----
※利用課題名 Title	test
※利用課題名 (表示用) ※特殊文字、装飾文字入り Title for Display Including Special or Decorative Characters	B / I / U / X' / X / ☐ / </> test
① ※利用者名 (課題申請者) UserName (Project Applicant)	test test
② ※所属名 Affiliation	test ※大学は学部学科、大学院研究科まで、企業は企業名のみ、技術研究組合は組合名までの記載をお願いします。 *Universities should list up to the undergraduate department and graduate school, companies should list only the name of the company, and technology research associations should list up to the name of the association.
③ ※公開猶予 Preferred Release (Grace)	<input checked="" type="radio"/> なし / Non <input type="radio"/> あり / Required 公開猶予期間: 年 / 月 / 日 <input type="text"/> ④ ※実施機関から連絡された期日までに、報告書の入力をお願いします。 入力頂いた内容は一般公開されますが、特許未提出等の理由がある場合に限り公開猶予を承ります。 ただし、利用頂いた年度末から最長2年間 (例えば、2022年度ご利用の場合、最長2025/03/31) までとします。 * Please complete the report by the deadline notified by the institution you used. This report will be open to the public, but we can accept postponement of publication only if you plan to submit a patent later and so on. However, it will be up to 2 years from the end of the fiscal year in which you used it (for example, if you use it in FY 2022, it will be canceled on March 31, 2025).

- ① 'User Name (Project Applicant)' cannot be changed. (If you need to change it, please inform the support implementing institution.)
- ② 'Affiliation': Universities should list up to the undergraduate department and graduate school, companies should list only the name of the company, and technology research associations should list up to the name of the association. If your affiliation has changed after use, please indicate the affiliation at the time of application for use, and indicate the affiliation at the time of report preparation in "Other, special note."
- ③ 'Preferred Release Date (Grace)': If you wish to change the 'Preferred Release (Grace) (Required)' or 'Period of preferred release' (④) after submission, please confirm the change with the support implementing institution. If there is a grace period, please provide the reason for the grace period in the 'Abstract(Aim, Use Applications and Contents)' column.
Example of Reasons for Delayed Publication: 1) Intended for submission to a journal, 2) Planned for presentation at a conference, 3) Intended for patent application, 4) Other (free text)

When you want to stop entering the report. To save a draft of the report, click on 'Confirm' button at the bottom of the form, and then click on 'Save as draft' button to save the draft of the report.

2-3: Entry of Report Data

Users' report - Entry form <Report Data 1/4>

In the case of "Required" for Preferred Release

Please fill in 'Age Group' (②), 'Affiliation Category' (③), and 'Use Competitive Funds from National Budget for payment of usage fees' (④).

When filling in the other fields, please write "Deferment of publication".

Example: If there are three co-users, use the '+' key to increase the number of columns to three and enter "Deferment of publication" in each column.

The screenshot shows the 'Report Data' entry form with the following fields and callouts:

- ①** ORCID: [Text input field]
- ②** 年齢層 / Age Group: [Dropdown menu with '未回答 / Unanswered' selected]
- ③** 所属機関区分 / Category of Affiliation: [Dropdown menu with '未回答 / Unanswered' selected]
- ④** 利用料金の支払いに利用した国の競争的資金の有無 / Use Competitive Funds from National Budget for payment of usage fees.: [Radio buttons for 'なし / No' (selected) and 'あり / Yes']
- ありの場合 一競争的資金の種類 / In a Case of Yes -> The Kind of a Fund: [Dropdown menu with '未回答 / Unanswered' selected]
- その他 (1~10以外) の場合 / In a Case of Others: [Text input field]
- 一競争的資金の事業名 / Name of competitive Fund: [Text input field]
- 一競争的資金の研究種目名 / Research Category of Competitive Fund: [Text input field]
- ※これらの情報 (ORCID、年齢層、所属機関区分) は、公開される利用報告書には掲載されません。
*These information (ORCID, Age Grope, Category of Affiliation et al.) will not be shown in a users' report in public.
- ⑤** 共同利用者氏名 / Names of collaborators in other institutes than Hub and Spoke Institutes: [Text input field with a '+' button to add columns]
- ⑥** ARIM実態機関支援担当者 / Names of collaborators in the Hub and Spoke Institutes: [Text input field with a '+' button to add columns]
- ⑦** 横断技術領域 / Cross-Technology Area: [Dropdown menu with '物質・材料合成プロセス / Molecule & Material Synt' selected]
- ⑧** 重要技術領域 / Important Technology Area: [Dropdown menu with 'マルチマテリアル化技術・次世代高分子マテリアル / Multi-material technologies / Next-generation high-molecular materials' selected]

Additional text in the form: ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.

Additional text in a yellow box: If the input field is not added by clicking '+', try clearing the browser cache (for windows, press the Control + F5 keys simultaneously).

① 'ORCID': Please fill in if available. If not, leave blank.

② 'Age Group' is a required field.

③ 'Category of Affiliation' is a required field.

④ 'Use Competitive Funds from National Budget for payment of usage fees.' is a required field. If 'Yes', please also fill in the space below. If 'No', do not fill it in.

※①~④, These information will not be shown in a users' report in public.

⑤ 'Names of collaborators in other institutes than Hub and Spoke Institutes': Please enter the name(s) of the person(s) who used the facilities of the support implementing institution in addition to the user (proposal applicant). (Do not enter the name of a person who is a joint researcher but has not used the facilities of the support implementing institution.)

⑥ 'Names of collaborators in the Hub and Spoke Institutes': Enter the names of faculty members and staff members of the support implementing institution who cooperated in the use of ARIM. If the type of use is "Collaborative Research", please be sure to fill in this field.

⑦ 'Cross-Technology Area' and ⑧ 'Important Technology Area' will be entered by the supporting implementing institution. Please enter only when requested by the supporting implementing institution.

When you want to stop entering the report. To save a draft of the report, click on 'Confirm' button at the bottom of the form, and then click on 'Save as draft' button to save the draft of the report.

2-3: Entry of Report Data

Users' report - Entry form < Report Data 2/4 >

In the case of "Required" for Preferred Release

Please write "Deferment of publication" in 'Free Keywords' (④) column.

The screenshot shows the 'Report Data 2/4' form with four red callout boxes:

- ①** Points to the 'Equipment ID' field. A yellow box next to it says: "Single-byte uppercase alphanumeric characters and hyphens only".
- ②** Points to the 'Cross-cutting Technical Area' checkboxes. A yellow box next to it says: "No input required for facility users".
- ③** Points to the 'Important Technology Area' checkboxes. A yellow box next to it says: "No input required for facility users".
- ④** Points to the 'Free Keywords' text input field. A yellow box next to it says: "Deferment of publication".

Form text includes: "利用した主な設備 ※設備IDを記入してください Equipment ID", "キーワード ※選択肢からの選択と自由記述の両方の入力ができます。", "※選択肢に該当するキーワードが無い場合は、自由記述欄に（なるべく）複数をご記入ください。", "Keywords", "*You can enter both selection from options and free keywords.", "*If there is no suitable keyword in the options, please enter some keywords (as much as possible) in the free keywords.", "【自由記述 / Free Keywords】", "※複数ある場合には半角カンマで区切ってください。", "※材料および設備に関するキーワードは、こちらのリスト【https://nanonet.mext.go.jp/page/keywords.html】を参考にしてください。", "*Separate keywords by commas.", "※Please refer to this list: 【https://nanonet.mext.go.jp/page/keywords.html】 for keywords related to materials and instruments."

- ① 'Equipment ID': This field is required if the type of use is other than 'Technical Consultation'.
Enter the equipment ID (e.g., "NM-001" (institution code - 3-digit number)) of the facility you used.

If you use more than one facility, you can enter up to five units. If there are more than five units, enter the equipment ID and the name of the facility in the 'Experiment' field.

The equipment ID can be found in the equipment search system at <https://nanonet.mext.go.jp/facility.php>



- ②③ 'Keywords' will be entered by the supporting implementing institution. Please enter only when requested by the supporting implementing institution.

【For Support Implementing Institution】

Please be sure to check at least one of the options displayed according to the 'Cross-cutting Technical Area' and 'Important Technology Area' you selected. When you re-select an area, the previously selected checkbox will be cleared automatically.

If there is no applicable keyword, please enter at least one keyword in the [Free Keywords] field.

- ④ 'Free Keywords':

【For Facility Users and Support Implementing Institution】

Please enter at least one or more keywords freely, including terms related to application fields, referring to the Materials and Equipment Related Keyword List (<https://nanonet.mext.go.jp/page/keywords.html>) for reference. If there are multiple keywords, please separate them with commas.

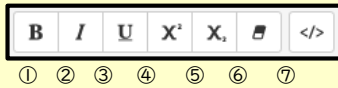
When you want to stop entering the report. To save a draft of the report, click on 'Confirm' button at the bottom of the form, and then click on 'Save as draft' button to save the draft of the report.

2-3: Entry of Report Data

Users' report - Entry form < Report Data 3/4 >

If there is a grace period, please provide the reason for the grace period in the "Abstract" (①) column.

Example of Reasons for Delayed Publication: 1) Intended for submission to a journal, 2) Planned for presentation at a conference, 3) Intended for patent application, 4) Other (free text)



① Bold, ② Italic, ③ Underline, ④ Superscript, ⑤ Subscript, ⑥ Remove formatting, ⑦ Show source code.

Decorations other than ① through ⑤ are not allowed (even if they are specified after editing the source, they will not be reflected).

When copying and pasting from Word, etc., please click the "</>" button to paste in code view mode to avoid unnecessary formatting and line break tags.

① 'Abstract (Aim, Use Applications and Contents)': In 'Abstract', briefly describe the purpose of the research and development, the content of the implementation at the supporting implementing agency, etc., within the scope that can be disclosed.

② 'Experimental': If you have additional research equipment that couldn't be fully described in the 'Equipment ID' section, please enter it in the 'Experiment' section with its equipment ID and name.

In 'Experimental', make sure to describe the experiments, prototyping, measurements, analyses, etc., conducted at the supporting implementing agency using the Main Equipment Used. Please clearly distinguish between the activities conducted at the supporting implementing agency and those conducted at other institutions (e.g., evaluations performed by the user upon returning to their own institution).

When you want to stop entering the report. To save a draft of the report, click on 'Confirm' button at the bottom of the form, and then click on 'Save as draft' button to save the draft of the report.

2-3: Entry of Report Data

Users' report - Entry form < Report Data 4/4>

① 結果と考察
Results and Discussion

Type 'Shift-Enter' for line breaks.

※改行は「Shift+Enter」キーをお願いします。 / Type "Shift-Enter" for line breaks.
※全角で100文字以上、半角200文字以上で入力してください。 / Please enter at least 100 full-width or 200 half-width characters.

② その他・特記事項 (参考文献・謝辞等)
Remarks (References and Acknowledgements)

Type 'Shift-Enter' for line breaks.

※改行は「Shift+Enter」キーをお願いします。 / Type "Shift-Enter" for line breaks.

③ 図・表・数式
Figures, Tables and Equations

図・表・数式 (画像とキャプション) の登録と編集は、「利用報告書-登録・編集・プレビュー」 (このフォームを開く前の情報一覧) 画面、カラム右端の「アップロード」よりお願いします。
※できるだけ、図・表の入力をお願いします。
Please save the content of the currently form as a draft, and click on "Upload" link on "Figures, Tables, and Equations" column on the "List of Users' Report" screen.
*Please input figures and tables as much as possible in the report.

- ① 'Results and Discussion':** Please enter at least 100 full-width or 200 half-width characters. Please provide an explanation focusing on the results and discussion obtained from the 'Experimental' within the scope of what can be disclosed. If discussing future developments, please include them here. Whenever possible, attach figures and tables (Page 15-16), ensuring that the numbers in the text match those of the attached figures and tables
- ② 'Remarks (References and Acknowledgements)':** If you have used other ARIM-supported institutions, please list them (and their proposal numbers, if possible). If you used another ARIM- support implementing institution, please list the institution (and the proposal number, if possible). If you have used other ARIM- support implementing institution, please list the institutions you used (and their proposal numbers, if possible).
- ③ 'Figures, Tables and Equations':** Please save the content of the currently form as a draft (Page 17), and click on 'Upload' (④) link on 'Figures, Tables, and Equations' column on the 'List of Users' Report' screen. Please input figures and tables as much as possible in the report.

■ 利用報告書 - 登録・編集・プレビュー / List of Users' Report

課題番号 Project Issue Number	利用者所属 Affiliation	利用者名 (課題申請者) User Name (Project Applicant)	結果と考察 Results and Discussion	実施機関 Hub or spoke institute	ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Edit
利用課題名 Title			横断技術領域 (主) Cross-Technology Area (Main)	公開希望 Preferred Release (Grace)			アクセス数 Page view	アクセス数 Page view	削除 Delete
23NM9999	テスト	テスト テスト	文字数不足 Insufficient number of characters	物質・材料研究機構 NIMS	未入力 / Not entered	公開前 Before publishing	HTML Preview	PDF Preview	編集 Edit
テスト			計測・分析 / Advanced Characterization		----		0	0	----

④ 図・表・数式
Figures, Tables and Equations
アップロード
Upload

※How to register and edit 'Figures, Tables, and Equations', Go to Page 15-16.

When you want to stop entering the report. To save a draft of the report, click on 'Confirm' button at the bottom of the form, and then click on 'Save as draft' button to save the draft of the report.

2-4: Entry of Publication and Patents Data

Users' report - Entry form <Publication and Patents>

成果発表・成果利用データ / Publication and Patents	
① DOI (論文・プロシーディング) DOI (Publication and Proceedings)	1: <input type="text"/> + ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.
② 口頭発表、ポスター発表 および、その他の論文 ※投稿中や、DOIの無いものは こちらに記入してください Oral Presentations etc. *Please fill in here, if you are submitting or have no DOI.	1: <input type="text"/> + ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.
③ ※特許出願件数 Number of Patent Applications	<input type="text"/> ※半角数字のみ / Only single-byte numeric characters.
④ 出願番号 ※出願番号は、公開される報告書には掲載 されません Application Numbers *These numbers will not seen in a users' report.	1: <input type="text"/> + ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.
⑤ ※特許登録件数 Number of Registered Patents	<input type="text"/> ※半角数字のみ / Only single-byte numeric characters.
⑥ 登録番号 ※登録番号は、公開される報告書には掲載 されません Patent Registration Numbers *These numbers will not seen in a users' report.	1: <input type="text"/> + ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.

If the input field is not added by clicking '+', try clearing the browser cache (for windows, press the Control + F5 keys simultaneously).

- ① 'DOI (Publication and Proceedings)': DOI refers to the Crossref (<https://www.crossref.org/>) database for information acquisition.
When you input a DOI for a paper or proceeding that is not registered with Crossref, an error message 'DOI [Number] is not accessible.' will appear on the confirmation screen. Please return to the input screen and enter the information for the paper with the DOI that caused the error in the 'Oral Presentations etc.' (②) section.
- ② 'Oral Presentations etc.': Please fill in here, if you are submitting or have no DOI.
Please be sure to include the name of the conference or article and the date of publication.
The title of the presentation may be omitted.
The name of the presenter/author(s) may be written as "0000 et al."
If there is a grace period, please enter "Deferral for Publication" in the input column.
Example: If you have 3 oral presentations → Use the '+' key to increase the number of columns to 3 and enter "Deferment of Publication" in each column.
- ③ 'Number of Patent Applications' is a required field. Only single-byte numeric characters.
- ④ 'Application Numbers': These numbers will not seen in a users' report in public.
- ⑤ 'Number of Registered Patents' is a required field. Only single-byte numeric characters.
- ⑥ 'Patent Registration Numbers': These numbers will not seen in a users' report in public.

When you want to stop entering the report. To save a draft of the report, click on 'Confirm' button at the bottom of the form, and then click on 'Save as draft' button to save the draft of the report.

The data of the publication and patents can be added even after the report is published. Please include any publications related to the results of this project that were made after the fiscal year in question. However, for continuing proposals, please include the data from different years as a reference in the 'Remarks(References and Acknowledgements)' column.

How to add a note → Go to [Page 22-23](#).

2-5: Entry of Figures, Tables and Equations

If you have opened the "Users' report - Entry form", click 'Confirm' button at the bottom of the form, 'Save as draft' button, and 'Back to List' button to display the 'Users' report - Entry form' screen.

- (1) From the "List of Users' Report" screen, click on the Figure, Tables and Equations 'Upload' (①).

課題番号 Project Issue Number	利用者所属 Affiliation	利用者名 User Name	結果と考察 Results and Discussion	実施機関 Hub or spoke institute	ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Delete	図・表・数式 Figures, Tables and Equations
利用報告書 - 登録・編集・プレビュー / List of Users' Report										
利用課題名 Title										
22MS9999	〇〇大学	ARIM 運営室	文字数不足 Insufficient number of characters	自然科学研究機構 分子科学研 究所	未入力 / Not entered	公開優先 Preferred Release (Grace)	アクセス数 Page view	アクセス数 Page view	編集 Delete	アップロード Upload
【テスト】XXXXXXの観察				計測・分析 / Advanced Characterization	----	非公開 private	プレビュー Preview	プレビュー Preview	----	----

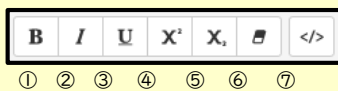
※利用報告書の編集フォームは、カラム右の「編集」をクリックしてください。
 ※図・表・数式の登録と編集は、カラム右端の「アップロード」をクリックしてください。
 ※保存した利用報告書のHTML版とPDF版を「プレビュー」で確認できます。
 ※公開された利用報告書へのアクセス数を、この画面で確認できます。

Figures, Tables and Equations Screen 1/2

- (2) From the "List of Figures, Tables and Equations" screen, click 'Register new' (②).

表示順 Display order	キャプション / Caption	画像ファイル / File name	修正 Edit	削除 Delete
利用報告書 - 図・表・数式 - 一覧 / List of Figures, Tables and Equations				
*表示順の数字をクリックすると、表示順を編集できます *You can edit the display order by clicking the number in the display order column.				
利用課題名 / Title: テスト				

- (3) In the "New Entry of Figure, Table and Equation" form, enter a 'Caption' (③) and click 'ファイルを選択' (Select File) (④) to select an image file to upload.



①Bold, ②Italic, ③Underline, ④Superscript, ⑤Subscript, ⑥ Remove formatting, ⑦Show source code.

Decorations other than ① through ⑤ are not allowed (even if they are specified after editing the source, they will not be reflected).

When copying and pasting from Word, etc., please click the "</>" button to paste in code view mode to avoid unnecessary formatting and line break tags.

※キャプション Figure Caption	<div style="border: 1px solid gray; padding: 2px;"> B I U X² X₂ </> </div> 図1 テスト
※画像ファイル Image File	ファイルを選択 テスト画...00x400.png <small>※アップロードできるファイルの拡張子はgif, jpg, jpeg, png, bmpです / File extensions that can be uploaded are gif, jpg, jpeg and png. ※サイズの上限は5MBです / The maximum file size is 5MB.</small>
<input type="button" value="入力内容を確認する / Confirm"/> <input type="button" value="戻る / Back"/>	

※Numbers like Fig. 1, Table 1, Eq. (1) etc. should be seen in the caption.

※Drag the mark (⑤) at the bottom of the caption field down to expand the input field.

※File extensions that can be uploaded are gif, jpg, jpeg, png and bmp.

※The maximum file size (per image) is 5MB.

※Guideline for image resolution suitable for printing: 300-350 dpi at actual size

2-5: Entry of Figures, Tables and Equations

Figures, Tables and Equations Screen 2/2

- (4) By clicking on 'Save' button and 'Back to list of figures, tables and equations' button, you can return to the "List of Figures, Tables and Equations" screen to review and modify the uploaded images, captions and display other.

1 利用報告書 - 図・表・数式 - 一覧 / List of Figures, Tables and Equations

新規登録 / Register new 利用報告書に戻る / Back to report list

※表示順の数字をクリックすると、表示順を編集できます
*You can edit the display order by clicking the number in the display order column.

利用課題名 / Title : test

表示順 Display order	キャプション / Caption	画像ファイル / File name	修正 Edit	削除 Delete
1	test	テスト画像 500×400ピクセル	修正 Edit	削除 Delete
2 送信	test2	テスト画像 300×300ピクセル	修正 Edit	削除 Delete

※To replace an image or change a caption, click 'Edit' (1) to open the edit screen.

※Click 'Delete' (2) to delete the image and caption for that line.

※To change the order in which images are displayed in the report, click on the number (3) in the 'Display order' column and edit the image.

※To finish registration or editing and return to the "List of Users' Report" screen, click 'Back to report list' (4).

2-6: Saving a Report and Checking Previews

(1) Click on '**Confirm**' button at the bottom of the report entry form.

入力内容を確認する [Confirm] 戻る [Back]

※入力内容を一時保存する場合は、確認画面に進み、画面下部の保存ボタンをクリックしてください。
To save as a draft, click on "Confirm" button, and then click on "Save as draft" button on the next screen.

(2) At the top of the confirmation screen, click '**Save as draft (in process of editing)**' button and then click '**Back to List**' button on the next screen.

利用報告書 - 入力・修正 / Users' report - Entry form

年齢層が選択されていません。 / Age Group was not entered.
所属機関区分が選択されていません。 / Category of Affiliation was not entered.
特許出願件数が入力されていません。 / Number of Patent Applications was not entered.
特許登録件数が入力されていません。 / Number of Registered Patents was not entered.

下書き (編集途中) 保存では、入力必須項目が空欄のまま保存することができます。
You can save a draft with some required fields blank.

下書き (編集途中) 保存 [Save as draft (in process of editing)] 入力し直す [Retype]

※With save as draft, even if there are input errors (e.g., required fields are blank), you can save the report as is.

(3) When you save the draft, '**Status**' (①) on the 'List of Users' Report' screen will change to 'Draft (temporarily saved or waiting for re-enter)'. Click '**HTML preview**' (②) or '**PDF preview**' (③) to open a preview of the report.

課題番号 Project Issue Number	利用者所属 Affiliation	利用者名 (課題申請者) UserName (Project Applicant)	結果と考察 Results and Discussion	実施機関 Hub or spoke institute	ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Edit	図・表・数式 Figures, Tables and Equations
利用課題名 Title				横断技術領域 (主) Cross-Technology Area (Main)	公開猶予 Preferred Release (Grace)	公開前 Before publishing	アクセス数 Page view	アクセス数 Page view	削除 Delete	
23NM9999	テスト	テスト テスト	文字数不足 Insufficient number of characters	物質・材料研究機構 NIMS	作成中 (一時保存or再入力待ち) / Draft (temporarily saved or waiting for re-enter)	公開前	HTML preview	PDF preview	編集 Edit	アップロード Upload
テスト				物質・材料合成プロセス Molecule & Material Synthesis	---		0	----		

(4) Check the contents and layout of the report in the previews (⑥,⑦).

To modify the report, click '**Edit**' (④) to open the report entry form.

To modify figures, tables, and equations, click '**Upload**' (⑤) to open the 'List of Figures, Tables and Equations' screen.

利用報告書 / User's Report

ステータス情報 (公開時は表示されません) / Status Info. (They are not seen in a user's report when publishing)

⑥ HTML preview screen

マテリアル先導リサーチインフラ利用報告書
ARIM User's Report

[Release: ---] [Update: 2023.09.06]

公開状態
Publication Status: 公開前 / Before publishing

登録データ / Project Data

⑦ PDF preview screen

(5) After modifying the report, please proceed with the operation until you click '**Save as draft (in process of editing)**' at the top or bottom of the confirmation screen.

「結果と考察」については、報告書の内容を充実して頂くため、100文字以上の入力をお願いしています。
Please enter at least 200 characters to enhance the report.

下書き (編集途中) 保存では、入力必須項目が空欄のまま保存することができます。
You can save a draft with some required fields blank.

下書き (編集途中) 保存 [Save as draft (in process of editing)] 入力し直す [Retype]

※If you do not "Save", your corrections will not be reflected in the PDF preview (⑦).

(6) Please check the **HTML preview** (⑥) and **PDF preview** (⑦) again after the correction.

2-7: Submitting a Report

- (1) To submit the report after reviewing the report preview, click 'Edit' (①) on the 'List of Users' Report' screen to open the report form.

課題番号 Project Issue Number	利用者所属 Affiliation	利用者名 (課題申請者) UserName (Project Applicant)	結果と考察 Results and Discussion	実施機関 Hub or spoke institute	ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Edit	図・表・数式 Figures, Tables and Equations
利用課題名 Title				横断技術領域 (主) Cross-Technology Area (Main)	公開猶予 Preferred Release (Grace)		アクセス数 Page view	アクセス数 Page view	削除 Delete	
23NM9999	テスト	テスト テスト	文字数不足 Insufficient number of characters	物質・材料研究機構 NIMS	作成中 (一時保存or再入力待ち) / Draft (temporarily saved or waiting for re-enter)	公開前 Before publishing	HTML preview	PDF preview	編集 Edit	アップロード Upload
テスト				物質・材料合成プロセス / Molecule & Material Synthesis	----		0	0	----	

- (2) Go to the bottom of the report form and click 'Confirm' button (②).

②

入力内容を確認する [Confirm]

戻る [Back]

※入力内容を一時保存する場合は、確認画面に進み、画面下部の保存ボタンをクリックしてください。
To save as a draft, click on "Confirm" button, and then click on "Save as draft" button on the next screen.

- (3) At the bottom of the confirmation screen and click 'Submit' button (③).

「結果と考察」については、報告書の内容を充実して頂くため、100文字以上の入力をお願いしています。
Please enter at least 200 characters to enhance the report.

「図・表・数式」が未入力の場合は「下書き保存」し、「報告書-登録・編集・プレビュー」画面の「アップロード」から図・表・数式を登録した後、この画面の「提出」ボタンをクリックしてください。
If the figure/table/formula has not been entered yet, please save this form as a draft, enter the figure/table/formula from 'Upload' link on the 'List of Users' Report' screen, and then click 'Submit' button on this screen.

③

このまま提出 [Submit] ※提出後は内容の編集ができなくなります / *You cannot edit the report after submission.

下書き (編集途中) 保存 [Save as draft (in process of editing)]

入力し直す [Retype]

※If there are items with input errors (formatting errors or required fields not filled in), the 'Submit' button will not appear.

※**Caution!** You cannot edit your user report after submission. Accidentally submitted, please contact Coordination Office of Central Hub (ARIM_report@nanonet.go.jp).

- (4) The report is "submitted" and a 'Receipt confirmation of the user's report' e-mail (④) is automatically sent to the e-mail address registered in this system.



2-7: Submitting a Report

- (5) After 'Submit', the status on the 'List of Users' Report' screen will change to 'Submitted (Approval pending by a hub or spoke Institute)' (①). "Edit" (②) will be hidden and you will not be able to edit the report.

ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Edit	図・表・数式 Figures, Tables and Equations
公開猶予 Preferred Release (Grace)		アクセス数 Page view	アクセス数 Page view	削除 Delete	
提出済（承認待ち） / Submitted (Approval pending by a hub or spoke Institute)	公開前 Before publishing	HTML preview	PDF preview	----	アップロード Upload
① ----		0	0	----	

②

③

- (6) Submitted reports will be made publicly available on the ARIM Japan Web 'Users' reports' page (https://nanonet.mext.go.jp/user_report.php) after confirmation by the support implementing institutions (ARIM Hub/Spoke Organization) and the ARIM Management Organization Work Executor.

*We may request modifications or additions to the content of the report during the confirmation process.

- (7) The number of views (HTML version) and downloads (PDF version) after publication can be checked on the 'Page view' (③) of the 'List of Users' Report' screen after logging into the report system.

3-1: Logout

To finish the work, select 'Logout' (①) from 'MENU' in the upper right corner of the screen.

ARIM Japan ARIM User Report System

権限: 設備利用者
テスト テスト

MENU

利用報告書 (User Report)

アカウント (Account)

ログアウト (Logout)

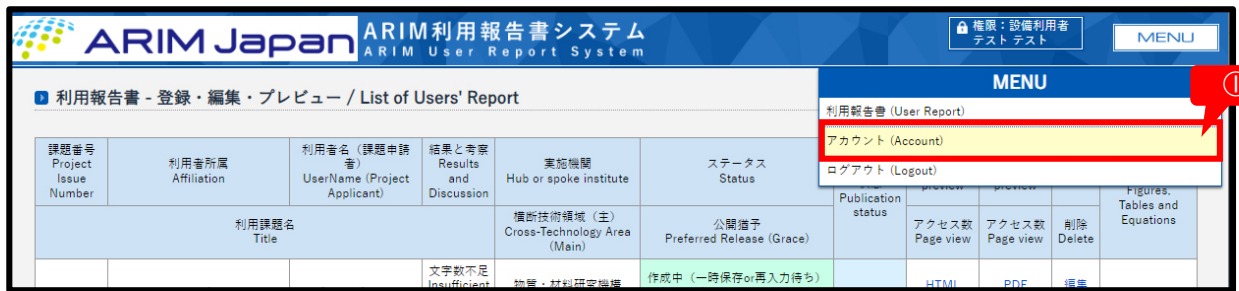
課題番号 Project Issue Number	利用者所属 Affiliation	利用者名 (課題申請者) UserName (Project Applicant)	結果と考察 Results and Discussion	実施機関 Hub or spoke institute	ステータス Status	Publication status	アクセス数 Page view	アクセス数 Page view	削除 Delete	Figures, Tables and Equations
23NM9999	テスト	テスト テスト	文字数不足 Insufficient number of characters	物質・材料研究機構 NIMS	作成中 (一時保存の再入力待ち) / Draft (temporarily saved or waiting for re-enter)	公開前 Before publishing	HTML preview	PDF preview	編集 Edit	アップロード Upload
テスト				物質・材料合成プロセス / Molecule & Material Synthesis	----		0	0	----	

※利用報告書の編集フォームは、カラム右の「編集」をクリックしてください。
 ※図・表・数式の登録と編集は、カラム右側の「アップロード」をクリックしてください。
 ※保存した利用報告書のHTML版とPDF版を「プレビュー」で確認できます。
 ※公開された利用報告書へのアクセス数を、この画面で確認できます。

※Caution! There is no timeout (forced logout after a certain period) set up, so please be sure to log out each time.

3-2: Modifying Account Information

(1) Select 'Account' (①) from 'MENU' in the upper right corner of the screen.



(2) You can change your 'Password' and 'E-mail address' in the "Account settings" form.

- ① 'User ID': The user ID (the Issue ID) cannot be changed.
- ② 'Password': Single-byte alphanumeric 8-64 characters. If you have changed your password, please note your password. It will not be displayed on the confirmation screen.
- ③ 'Name' and ④ 'Affiliation': If you change the 'Last name', 'First name', or 'Affiliation', the changes will also be reflected in the 'User Name' and 'Affiliation' on the report.
※Please obtain permission from the support implementing institution if you wish to make any changes.
- ④ 'Affiliation': Universities should list up to the undergraduate department and graduate school, companies should list only the name of the company, and technology research associations should list up to the name of the association.
- ⑤ "E-mail Address": An automatic password reminder and report submission receipt e-mail will be sent to the address you enter in the 'E-mail Address' field.

(3) After entering the changes, by clicking on 'Confirm' (⑥) button and 'Save' button, you can return to the 'List of Users' Report' screen.

3-3: Adding Publication and Patents Data

After the report has been submitted and approved, the 'Publication and Patents' data can be added to the report that has already been made public. The period that can be added is three years from the deadline for submission of such reports.

Example: Issue ID is 24NM0001 (FY2024)

With a fiscal year code of 24 can be added for three years from the end of March 2025 (until the end of March 2028).

- (1) Please login to the report system with the User ID (Issue ID) of the report you wish to append.
(How to login → '2-1: Login')
- (2) Click 'Edit' (①) on the 'List of Users' Report' screen.

① 利用報告書 - 登録・編集・プレビュー / List of Users' Report

課題番号 Project Issue Number	利用者所属 Affiliation	利用者名 (課題申請者) UserName (Project Applicant)	結果と考察 Results and Discussion	実施機関 Hub or spoke institute	ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Edit	図、表、数式 Figures, Tables and Equations
利用課題名 Title				横断技術領域 (主) Cross-Technology Area (Main)	公開猶予 Preferred Release (Grace)		アクセス数 Page view	アクセス数 Page view	削除 Delete	
23NM9999	テスト	テストテスト	文字数不足 Insufficient number of characters	物質・材料研究機構 NIMS	提出済 (承認済) / Submitted (Approved)	公開済 Published	HTML preview	PDF preview	編集 Edit	アップロード Upload
テスト				物質・材料合成プロセス / Molecule & Material Synthesis	----		0	0	----	

- (3) Scroll down to the bottom of the form and enter the 'Publication and Patents' (②).
※Only the data for the "Publication and Patents" can be changed.

② 成果発表・成果利用データ / Publication and Patents

DOI (論文・プロシーディング) DOI (Publication and Proceedings)	1: <input type="text"/> + ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.
口頭発表、ポスター発表 および、その他の論文 ※投稿中や、DOIのないものは こちらに記入してください Oral Presentations etc. *Please fill in here, if you are submitting or have no DOI.	1: 記入例：佐藤花子, 田中一郎, "〇〇の新発明" × ×学会学術講演会 (東京), 令和5年1月1日 + ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.
※特許出願件数 Number of Patent Applications	0 ※半角数字のみ / Only single-byte numeric characters.
出願番号 ※出願番号は、公開される報告書には掲載され ません Application Numbers *These numbers will not seen in a users' report.	1: <input type="text"/> + ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.
※特許登録件数 Number of Registered Patents	0 ※半角数字のみ / Only single-byte numeric characters.
登録番号 ※登録番号は、公開される報告書には掲載され ません Patent Registration Numbers *These numbers will not seen in a users' report.	1: <input type="text"/> + ※複数ある場合は、「+」をクリックで欄を増やせます / Click + to add column.
<input type="button" value="③ 入力内容を確認する [Confirm]"/> <input type="button" value="戻る [Back]"/>	

※入力内容を一時保存する場合は、確認画面に進み、画面下部の保存ボタンをクリックしてください。
To save as a draft, click on "Confirm" button, and then click on "Save as draft" button on the next screen.

- (4) After entering the 'Publication and Patents' data, click 'Confirm' button (③).

3-3: Adding Publication and Patents Data

- (5) Check the contents on the confirmation screen, and click 'Save' button (①).

成果発表・成果利用データ / Publication and Patents	
DOI (論文・プロシーディング) DOI (Publication and Proceedings)	
口頭発表、ポスター発表 および、その他の論文 Oral Presentations etc.	
特許出願件数 Number of Patent Applications	0
出願番号 Application Numbers	
特許登録件数 Number of Registered Patents	0
登録番号 Patent Registration Numbers	

「結果と考察」については、報告書の内容を充実して頂くため、100文字以上の入力をお願いしています。
Please enter at least 200 characters to enhance the report.

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If the figure/table/formula has not been entered yet, please save this form as a draft, enter the figure/table/formula from 'Upload' link on the 'List of Users' Report screen, and then click 'Submit' button on this screen.

①
保存 [Save]
入力し直す [Retype]

※**Caution!** When adding "Publication and Patents" data, the 'Save as draft' button doesn't appear, and you cannot save a report as a draft. Accidentally saved, please contact Coordination Office of Central Hub (ARIM_report@nanonet.go.jp).

- (6) When you save the report, an 'Report change notification' e-mail (②) will be automatically sent to the e-mail address registered in this system.



- (7) The 'Publication status' of the report will temporarily become 'Before publishing' (③).

ステータス Status	状態 Publication status	HTML版 HTML preview	PDF版 PDF preview	編集 Edit	図・表・数式 Figures, Tables and Equations
公開優先 Preferred Release	③	アクセス数 Page view	アクセス数 Page view	削除 Delete	
提出済 (承認済) / Submitted (Approved)	公開前 Before publishing	HTML preview	PDF preview	----	アップロード Upload
----		0	0	----	

- (8) The report with the data of the 'Publication and Patents' will be 'Published' again after Coordination Office of Central Hub checks the report. The report that has been reopened to the public can be re-added with the data of the 'Publication and Patents'.