

# Rules for the use of Common equipment rooms and Equipments

1. Only I<sup>2</sup>CNER members and their students are allowed to use I<sup>2</sup>CNER common equipment.
2. Students can use under the supervision of I<sup>2</sup>CNER member.
3. Be required to make a reservation on this system before use.
4. Needs to record all required items on log book.
5. Shows your name and emergency contact number on a whiteboard when you leave a machine.
6. Please do not leave anything behind you, and clean up around the equipment.
7. Participates in cleaning of shared equipment room.
8. When errors are generated or consumables (gas etc.) are about to run out, please let a researcher in charge know.
9. When announcing a result in a publication obtained by the use of the equipment, the name of I<sup>2</sup>CNER should be mentioned as your affiliation, not as acknowledgement.
10. Required to take an "I<sup>2</sup>CNER Web Safety Training."

# Rules for the use of Common equipment rooms and Equipments

1. 使用はI<sup>2</sup>CNER構成員及びその指導学生に限る。
2. 学生は構成員である指導教員の監督の下で使用することとする。
3. 使用前に、本予約システムでの予約を行うこと。
4. 機器使用簿に必要事項を記載する事。
5. 使用者が使用中にその場を離れる際は、使用者名と緊急連絡先（携帯番号等）をホワイトボードに記入の事。
6. 出たゴミは必ず持ち帰り、機器の周りをきれいに清掃して退出。
7. 共通機器部屋一斉清掃に参加のこと。
8. エラーが出た場合や、消耗品（ガス残量等）がなくなりそうになった際は、装置担当者に連絡のこと。
9. I<sup>2</sup>CNER共通機器の成果を使って発表を行う際には、謝辞ではなく、所属にI<sup>2</sup>CNERの名前を入れること。
10. I<sup>2</sup>CNER Safety Trainingは必ず受けること。

# How to check user information

The screenshot shows the 'Apparatus Management System' interface. At the top, there is a navigation bar with icons for Home, Reservations, Use Record List, Use Time Totalization, User Master (which is highlighted with a red circle), and Maintenance Records. Below the navigation bar, there are two tabs: 'Today - Reservation List' and 'Reservation Schedule'. A calendar for May 2021 is displayed, showing the 27th as the current date. The main area contains a 'Detailed user information' dialog box with the following fields:

- User Name(Japanese): test
- User Name(English): test
- User ID: test
- Password: \*\*\*\*
- Group: Administrative office
- Use Class: Normal (radio button selected)
- TEL: [empty input field]
- E-Mail: i2cner\_lab@i2cner.kyushu.ac.jp
- Machine can be used:
  - Automatic X-ray Diffraction System/SmartLab 9kW AI
  - Ar Cluster Ion Beam XPS/PHI5000VersaProbeII
  - Field Emission Scanning Electron Microscope(SEM)
  - Nuclear Magnetic Resonance (NMR) Spectroscopy Sy
- Budget can be used:
  - UF00000000 Administrative office
  - UJKF000000 Donated Funds

At the bottom of the dialog box are 'Update' and 'CANCEL' buttons. A large red bracket on the right side of the dialog box points to the 'Machine can be used:' section. A pink callout box above the dialog box says: "After log in, please click 'User Master' and confirm your user information." A pink callout box below the dialog box says: "Please check which equipment you are eligible to use."

Please do NOT change User ID!

# How to Know the person in charge

The screenshot shows the Analysis Apparatus Management System interface. At the top, there is a navigation bar with links: Home, Reservations (circled in red), Use Record List, Use Time Totalization, User Master, Maintenance Records, Manual, Japanese icon, and Help icon. Below the navigation bar is a section titled "Machine List".  
The "Machine List" section displays two rows of equipment:

- II-301(1)**: film resistance measuring system+Impedance analyzer/MTS740-C, Automatic X-ray Diffraction System/SmartLab 9kW AMK, Laser diffraction Particle Size Analyzer/SALD-2300, Scanning Probe Microscope/SPM-9700, Surface Characterization Analyzer/3Flex, Differential Scanning Calorimetry/DSC204, Matrix-assisted laser desorption ionization time-of-flight mass spectrometer, Cold-Spray Ionization TOF MS System/JMS-T100LP.
- II-301(3)**: Ar Cluster Ion Beam XPS/PHI5000VersaProbeII, Field Emission Scanning Electron Microscope(SEM), Human Imaging Spectrometer System/in Via Raman M... (circled in red), oxygen/nitrogen/hydrogen analyzer/EMGA-930-SKU, Cross section machining apparatus, Uniaxial Pressing Electric Ingle/MHP16-7520, FT-IR Imaging Microscope/Nicolet iN10 MX, Spectro Fluorophotometer/RF-5300PC, UV-VIS-NIR Spectrophotometer/UV-3600, Fourier Transform Infrared Spectrophotometer/IRPresto, 3D Measuring Laser Microscope/OLS4000-SAT, RF Plasma Sputtering Apparatus/TS-DC + RF303.

A callout box with the text "Please click ‘Reservation’ and ‘.’" points to the "Reservations" link in the top navigation bar and the small circular icon next to it.

A detailed dialog box titled "機器情報詳細" (Machine Information Details) is open for the "Human Imaging Spectrometer System/in Via Raman M..." entry in the second row. The dialog contains the following information:

- 機器名称: 高速ラマンイメージング分光分析システム/in...
- 使用単価: 0円
- メーカー名: RENISHAW
- 型式: in Via Raman Microscope
- 性能:
- 分類: II-301(3)
- 設置場所: II-301(3)
- 説明:

The dialog also includes tabs for 購入情報 (Purchase Information), サポート情報 (Support Information), and 管理情報 (Management Information). The "担当者" (Responsible Person) tab is selected, showing the name "渡邊 源紀" (circled in red). The "機器使用可能者" (User of the Equipment) tab shows "test" and "tst".

A callout box at the bottom right of the dialog states: "This is the person in charge of this equipment. If you want to confirm or report something about this machine, please contact to these people." It also shows the name "NGUYEN KHAC HUNG" and an "OK" button.

# How to make a reservation

The screenshot shows the Analysis Apparatus Management System interface. At the top, there is a navigation bar with icons for Home, Reservations (circled in red), Use Record List, Use Time Totalization, User Master, Maintenance Records, Manual, and Help. Below the navigation bar is a 'Machine List' section with two large red boxes labeled 'II-301(1)' and 'II-301(3)'. To the right of these boxes is a list of equipment: film resistance measuring system+Impedance analyzer/MTS740-C, Automatic X-ray Diffraction System/SmartLab 9kW AMK (highlighted in red), Laser diffraction Particle Size Analyzer/SALD-2300, Scanning Probe Microscope/SPM-9700, Surface Characterization Analyzer/3Flex, DIFFERENTIAL SCANNING/ DSC204. A hand cursor icon is positioned over the equipment list. A callout box on the right says 'Please click "Reservation". You can use equipment in red letters.'

In the center, there is a 'Reservations' interface for the 'Automatic X-ray Diffraction System/SmartLab 9kW AMK'. It shows a calendar for June and July 2021. A cursor is pointing at the 13:00 slot on June 17th. A callout box says 'Please move the cursor to select the desired time.'

To the right of the calendar is a 'Reservation regist' dialog box. It includes fields for Purpose, Remark, Color (set to blue), Budget Subject (UF00000000 Management Expense Grants), Addition item, and Max 8h/case. A callout box from the dialog box says 'Some devices have a maximum usage time. Please enter the usage time.'

At the bottom left, a callout box provides contact information: 'For changes after the reservation start time, please contact the I<sup>2</sup>CNER administrative office. [I<sup>2</sup>CNER administrative office.] Email: [i2cner\\_lab@i2cner.kyushu-u.ac.jp](mailto:i2cner_lab@i2cner.kyushu-u.ac.jp) Phone: #7446(Yoshida)

At the top right, a small note says 'Analysis Apparatus Management System'.

# How to check usage record

The screenshot shows a web-based application interface for managing apparatus usage. At the top, there is a navigation bar with several icons and labels: Home, Reservations, Use Record List, Use Time Totalization (which is highlighted with a red oval), User Master, Maintenance Records, Manual, and three language selection buttons (English, Japanese, Chinese). Below the navigation bar, there is a search/filter section with buttons for 'According to machine' and 'According to group', date range inputs (04/01/2021 to 03/31/2022), and buttons for 'View', 'Clear', and 'CSV output'. The main content area displays a hierarchical tree view under 'Use Time Totalization'. The root node is 'Nuclear Magnetic Resonance (NMR) Spectroscopy System/AVANCEIII600', which has a child node 'Administrative office'. Under 'Administrative office', there is a single entry 'test'. To the right of this tree view, there are two status indicators: '(Total use time:1Hour 0yen)' and '(Total use time:1Hour 0yen) 1Hour 0yen'. A callout box with a pink background and black border points to the 'test' entry with the text: 'You can check the records for each equipment.'

This screenshot shows the same application interface as the first one, but with different data. The navigation bar and search/filter section are identical. The main content area displays a hierarchical tree view under 'Use Time Totalization'. The root node is 'Administrative office', which has a child node 'Management Expense Grants'. Under 'Management Expense Grants', there is a single entry 'test'. To the right of this tree view, there are two status indicators: '(Total use time:3.5Hour 0yen)' and '(Total use time:3.5Hour 0yen) 3.5Hour 0yen'. A callout box with a pink background and black border points to the 'test' entry with the text: 'You can check the records for each group and budget.'