

# **The quick manual of the instrument reservation system**

**( in English )**

**Oita University  
Institute for Research Management Center  
for Research Support**

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# Registration

1. Click ” **機器予約システム** ” on the top page of the Institute for Research Management Center .



2. Fill in “your ID” and “Password” which are authorized by Oita University.  
And click “ **Sign in** ”.







## 2. Reservation Page

- 1) Click “**新規予約登録**” (The reservation form is displayed.).
- 2) Select “Date”, “Start time” and “End time” in the reservation form, or drag a time frame.
- 3) Click “**確認 (check)**”.

The screenshot shows the reservation page with a calendar and a reservation form. A red arrow points to the '新規予約登録' button with the label '1) click'. A legend indicates reservation statuses: MyReservation (blue), Reserved (grey), Disabled (red), and Repairing (yellow). The reservation form includes fields for name, department, date, start time, end time, and reservation type. A red bracket highlights the form with the label 'The reservation form'. Below the calendar, a red arrow points to the '新規予約登録' button with the text '↑ You can display the reservation form by clicking “**新規予約登録**”.

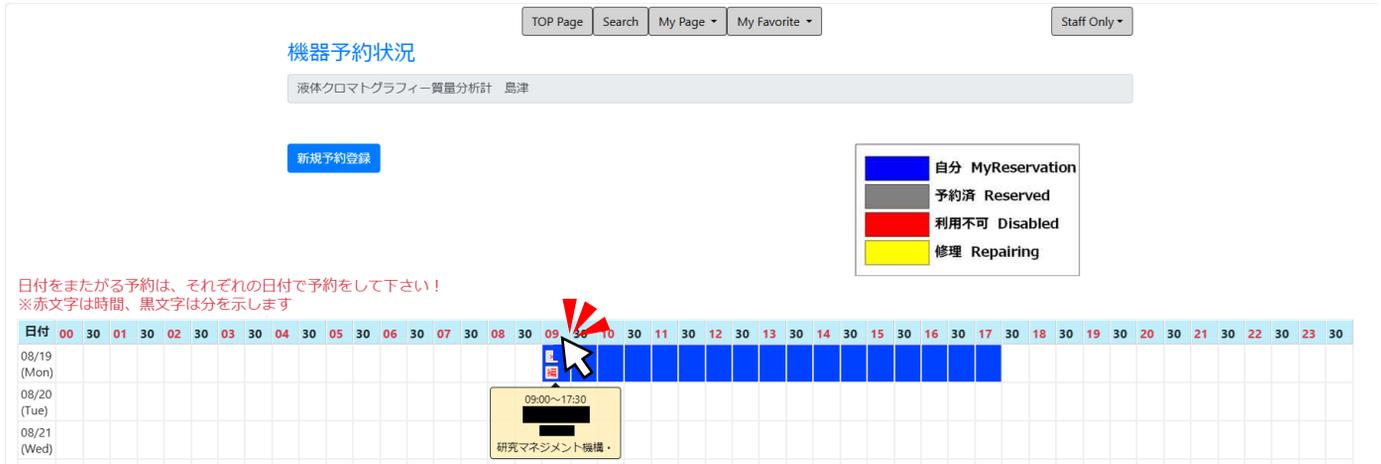
The screenshot shows the reservation form with a legend. A red arrow points to the 'Date' field with the label '2)'. A red arrow points to the 'Start time' and 'End time' fields with the label '3)'. A red arrow points to the '確認 (check)' button with the label '3)'. A red arrow points to the 'Date', 'Start time', and 'End time' fields with the label '↑ Click and select “Date”, “Start time” and “End time”. OR ↓ Drag a time frame.'. Below the calendar, a blue arrow points from the 'Drag...' label to the 'Drop' label, indicating the time frame selection process.

## 3. Check the contents and click “**予約 (Reserve)**”.

The screenshot shows the reservation page with a confirmation dialog box. The dialog box contains the reservation details: '液体クロマトグラフィー質量分析計 島津', '08/19(Mon)', '09:00 - 17:30', and '研究マネジメント機構'. A red arrow points to the '予約 (Reserve)' button in the dialog box. Below the dialog box, a blue arrow points to the reservation confirmation message: '133.37.89.151 の内容 予約を受付ました。 Confirm a reservation'. A red arrow points to the 'OK' button in the confirmation message with the label 'Reservation confirmed'.

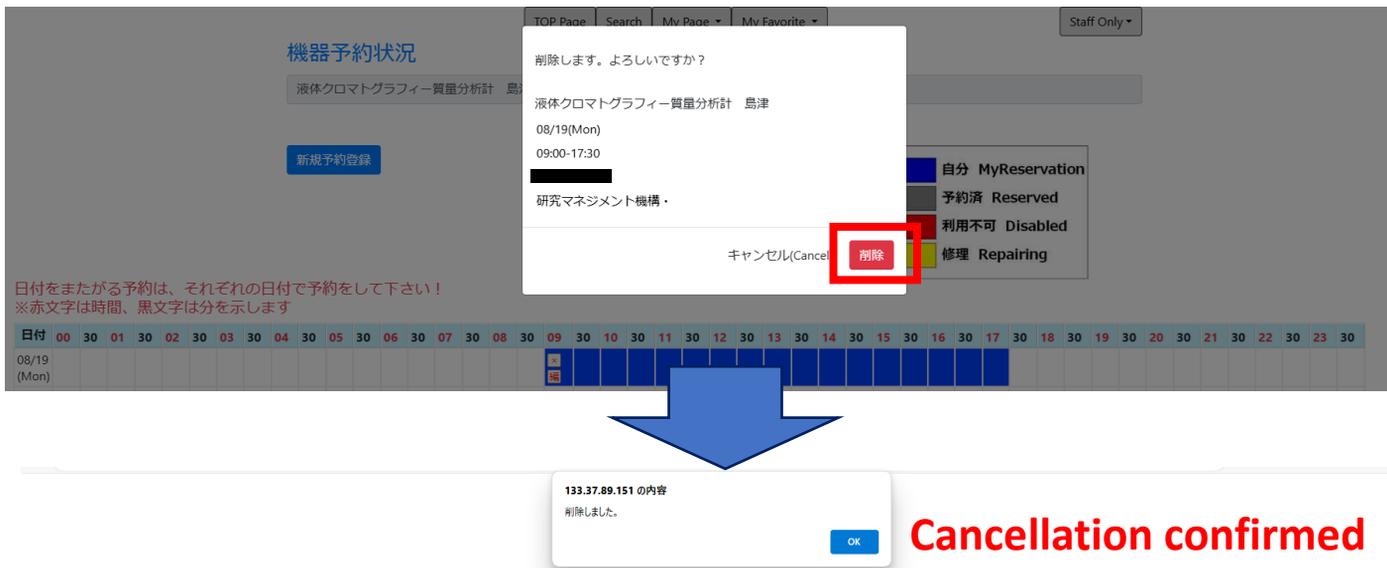
# Cancellation of your reservation

1. When you need to cancel your reservation, you open the reservation page and click  .



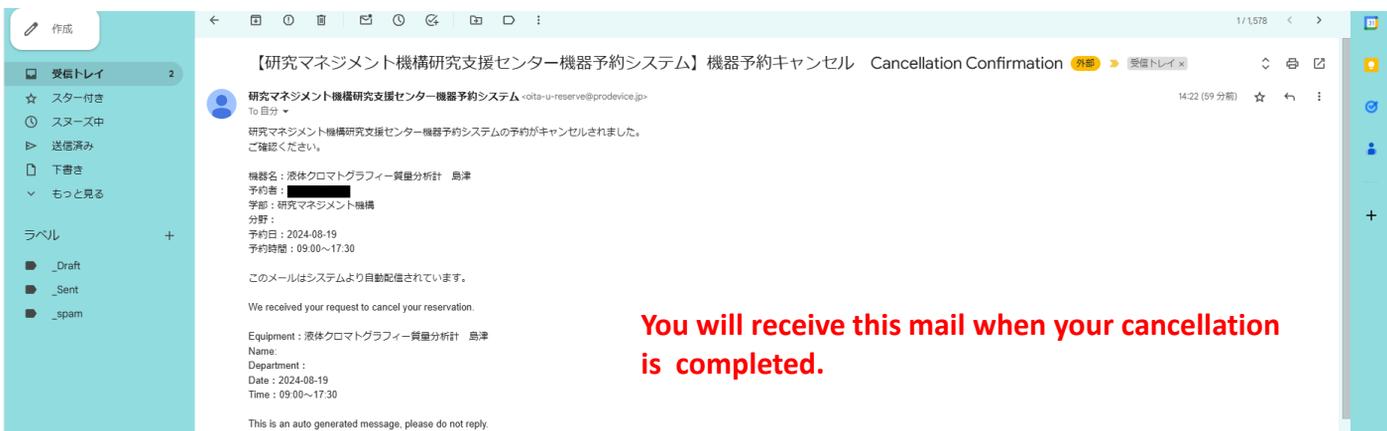
The screenshot shows the '機器予約状況' (Equipment Reservation Status) page. At the top, there are navigation buttons: 'TOP Page', 'Search', 'My Page', and 'My Favorite'. A 'Staff Only' dropdown menu is on the right. Below the title, the equipment name '液体クロマトグラフィー質量分析計 島津' is displayed. A '新規予約登録' (New Reservation Registration) button is on the left. A legend on the right identifies reservation statuses: blue for '自分 MyReservation', grey for '予約済 Reserved', red for '利用不可 Disabled', and yellow for '修理 Repairing'. A calendar grid shows dates from 08/19 to 08/23. A reservation for '09:00~17:30' on 08/19 is highlighted in blue. A red 'X' icon is overlaid on the 09:00 slot, with a mouse cursor pointing to it. A tooltip for the reservation shows the time and equipment name.

2. Check the contents and click **削除** .



This screenshot shows the same reservation page as above, but with a confirmation dialog box overlaid. The dialog asks '削除します。よろしいですか?' (Delete. Is it all right?). It lists the reservation details: '液体クロマトグラフィー質量分析計 島津', '08/19(Mon)', and '09:00-17:30'. At the bottom of the dialog, there are two buttons: 'キャンセル(Cancel)' and '削除' (Delete), with the '削除' button highlighted by a red box. A large blue arrow points from the dialog down to a smaller screenshot of a confirmation email. The email screenshot shows a subject line '【研究マネジメント機構研究支援センター機器予約システム】 機器予約キャンセル Cancellation Confirmation' and a body with reservation details. A red box highlights the '削除' button in the dialog, and a red arrow points from the email screenshot to the text 'Cancellation confirmed'.

**Cancellation confirmed**



The screenshot shows an email confirmation message. The subject is '【研究マネジメント機構研究支援センター機器予約システム】 機器予約キャンセル Cancellation Confirmation'. The recipient is '研究マネジメント機構研究支援センター機器予約システム'. The body of the email states: '研究マネジメント機構研究支援センター機器予約システムの予約がキャンセルされました。ご確認ください。' (Your reservation in the Research Management Center Research Support Center Equipment Reservation System has been cancelled. Please confirm.) It lists the reservation details: '機器名: 液体クロマトグラフィー質量分析計 島津', '予約者: [redacted]', '学部: 研究マネジメント機構', '分野: [redacted]', '予約日: 2024-08-19', and '予約時間: 09:00~17:30'. It also includes a note: 'このメールはシステムより自動配信されています。' (This email is automatically distributed from the system.) and 'We received your request to cancel your reservation.' The email footer says: 'Equipment: 液体クロマトグラフィー質量分析計 島津', 'Name: [redacted]', 'Department: [redacted]', 'Date: 2024-08-19', 'Time: 09:00~17:30', and 'This is an auto generated message, please do not reply.'

**You will receive this mail when your cancellation is completed.**

# Further information of “TOP Page”

Return to TOP Page 

大分大学 研究マネジメント機構研究支援センター  
機器予約システム

My Page  
 • My Reservation  
 • User Registration : You can edit your information.  
 • My favorite : If you register frequently used instrument, you can bookmark its reservation page in “ My Favorite ▾ ”.

You can narrow down the conditions and search.

TOP Page Search My Page ▾ My Favorite ▾ Staff Only ▾

**What's New**

| 更新日<br>last Updated | 種類<br>Type        | 件名            | Subject                       |                         |
|---------------------|-------------------|---------------|-------------------------------|-------------------------|
| 2024/05/13 (Mon)    | 透過電子顕微鏡 日立 H-7650 | 修理 1          | Repairment                    | <a href="#">Details</a> |
| 2024/02/29 (Thu)    |                   | 利用登録申請のお問い合わせ | request for user registration | <a href="#">Details</a> |

予約部門 News about equipment

実験機器管理部門 ▾

Choose the department having instrument you want to use.

予約される機器をクリックしてください

| 基礎臨床研究棟1階<br>電子・光学顕微鏡室          | 基礎臨床研究棟1階<br>第4・5実験室                 | 基礎臨床研究棟2階<br>DNA実験室             | 院生研究棟1階<br>測定室 NMR室<br>バイオリボセンター4 | 院生研究棟2・4・5階<br>実験室②<br>バイオリボセンター1・3 |
|---------------------------------|--------------------------------------|---------------------------------|-----------------------------------|-------------------------------------|
| 1 透過電子顕微鏡 日立 H-7650★            | 1 ウルトラミクロトーム LEICA★                  | 1 DNAシーケンサ SeqStudio★           | 1 大量振とう機 TAITEC★                  | 1 糖鎖解析システムグライコステーション★               |
| 2 走査電子顕微鏡 日立 S-4800★            | 2 滑走式ミクロトーム LEICA★                   | 2 次世代シーケンサMiSeq★                | 2 超遠心機 beckman Optima L-80XP★     | 2 化学発光検影装置 ImageQuant800★           |
| 3 共焦点レーザー顕微鏡 Carl Zeiss LSM710★ | 3 回転式ミクロトーム ZEISS★                   | 3 RT-PCR LightCycler96 Roche1号★ | 3 卓上型小型超遠心機 Beckman★              | 3 All in One蛍光顕微鏡★                  |
| 4 共焦点レーザー顕微鏡 (正立型) オリンパス★       | 4 回転式ミクロトーム MICROM★                  | 4 RT-PCR LightCycler96 Roche2号★ | 4 高機能大容量冷却遠心機 Beckman Avanti★     | 4 QJAcube★                          |
| 5 全反射エバネッセンス蛍光顕微鏡 Nikon★        | 5 パラフィン自動包埋装置 SAKURA VIP5Jr★         | 5 蛍光イメージャー GE TyphoonFLA-7000★  | 5 自動細胞分取装置 BD FACSArial II★       | 5 Ca-イオンイメージング★                     |
| 6 実体蛍光顕微鏡 ZEISS Axio Zoom★      | 6 蒸着装置イオンスパッタ★                       | 6 パルスフィールド電気泳動装置★               | 6 自動細胞解析装置 BD FACS Fortessa X-20★ |                                     |
| 7 細胞動態解析用レーザー顕微鏡(STED)★         | 7 クリオスタット Leica 1850★                | 7 PCR ASTEC★                    | 7 細胞解析ソフトウェア FlowJo★              |                                     |
|                                 | 8 クリオスタット Leica 1950★                | 8 遺伝情報処理ソフトウェア GENETYX★         | 8 X線フィルム自動現像機★                    |                                     |
|                                 | 9 多変量解析システム SIMCA★                   |                                 | 9 電子スピン共鳴装置 JEOL JES-REIX★        |                                     |
|                                 | 10 多検体解析ソフト Insight★                 |                                 |                                   |                                     |
|                                 | 11 Suspension Array System Bio-Plex★ |                                 |                                   |                                     |
|                                 | 12 クロマトグラフィーシステム ACQUITY UPLC★       |                                 |                                   |                                     |
|                                 | 13 HPLCシステム Thermo★                  |                                 |                                   |                                     |
|                                 | 14 タンパク質精製用クロマトグラフィー-AKTA★           |                                 |                                   |                                     |
|                                 | 15 液体クロマトグラフィー質量分析計 島津★              |                                 |                                   |                                     |