



# Instrumental Analysis Service 【User Guide】

Global Facility Center,  
Creative Research Institution, Hokkaido University



Global Facility Center, Hokkaido University

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# 1. Introduction

Instrumental Analysis we offer is the service that you can request our technical staff for desired analyses such as structural analysis of organic compounds that includes organic compounds. Available analysis types and target users are listed below. To use our services, you need to an user registration.

## Types of Analysis

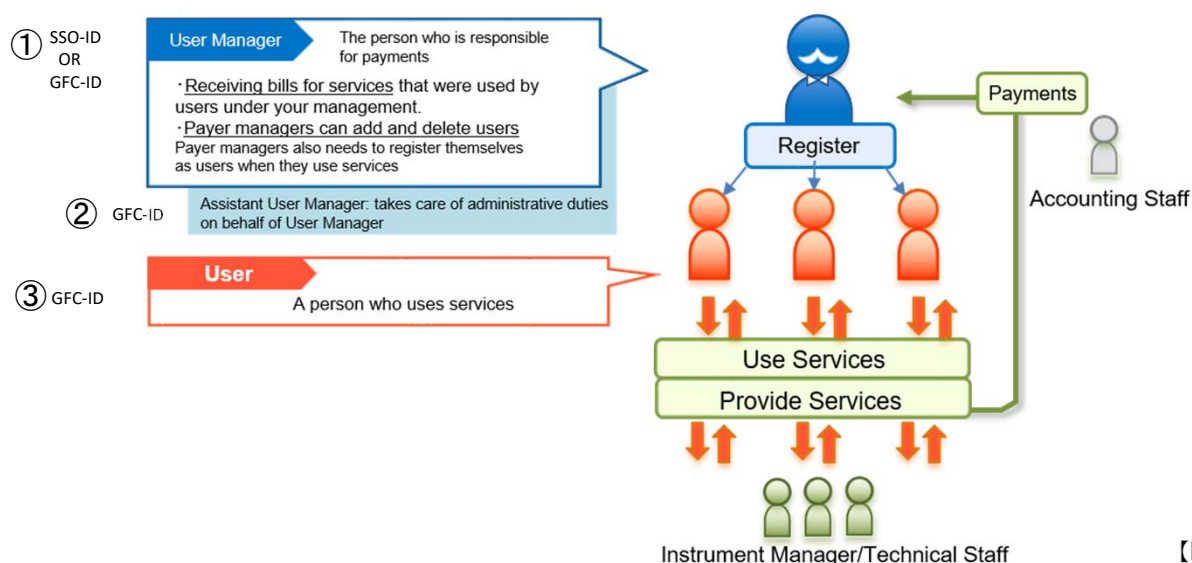
- Trace Element Analysis (CHN, S, Halogen)
- Mass Spectrometry
- Amino Acid Composition Analysis
- Protein Sequencing

## Target Users

- Faculty members, students, researchers within campus
- People outside the campus who belong to universities, technical colleges, public research institutions, and engage in research and development.
- Researchers who belong to private companies or facilities and engage in research and development that fits the purpose of our center.

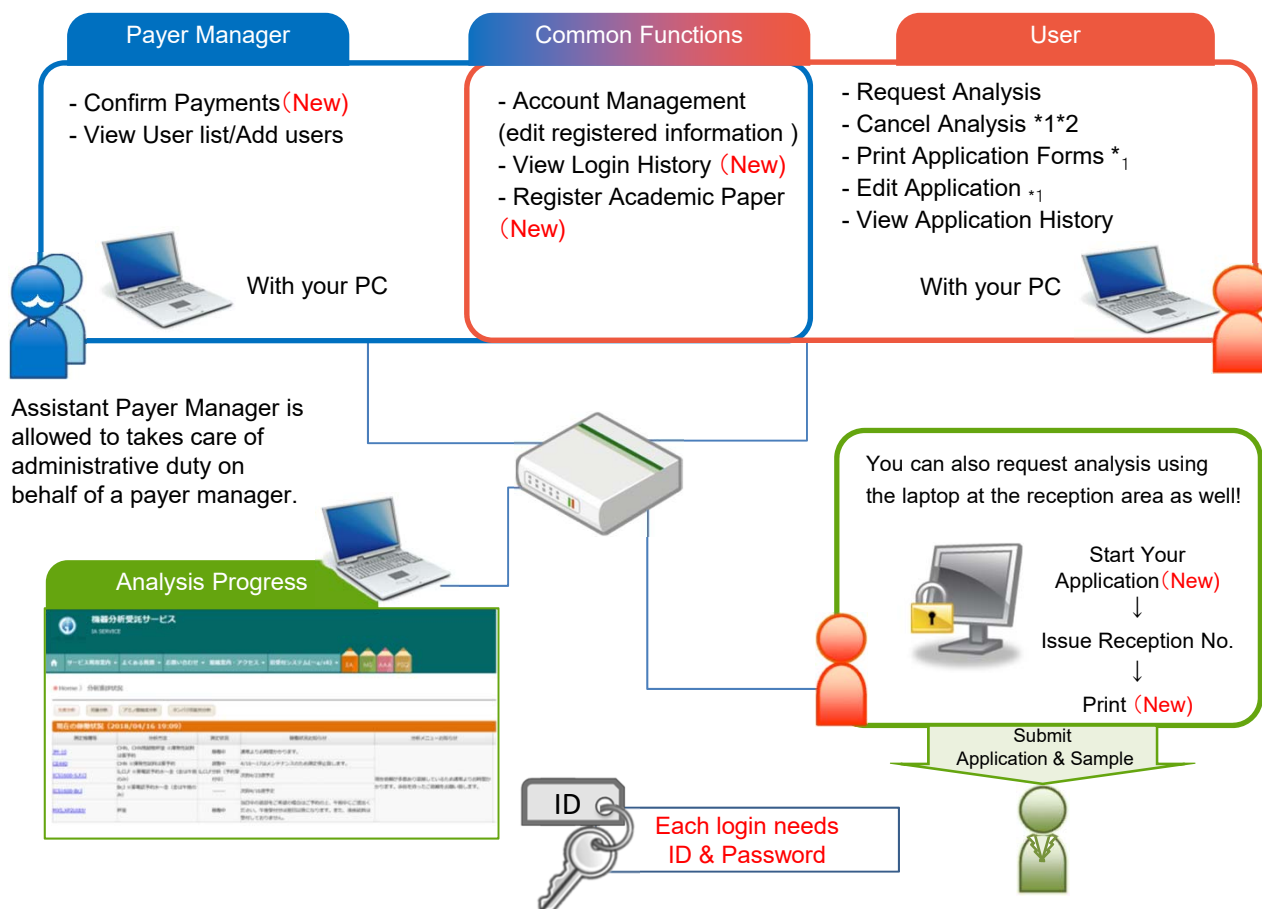
## 1-1. ID/Authority Types

- If you're a first-time user, please go through a registration process and get an ID
  - The same ID can be used for 3 services that GFC offers; Instrumental Analysis Service, Open Facility Service, and Equipment Market Service
  - Each service can be used from GFC website
  - There are 2 ID types (SSO-ID or GFC-ID) and 3 authority types (fig-1. ①-③)
- ★Please refer to the following figure.



【Fig-1.】

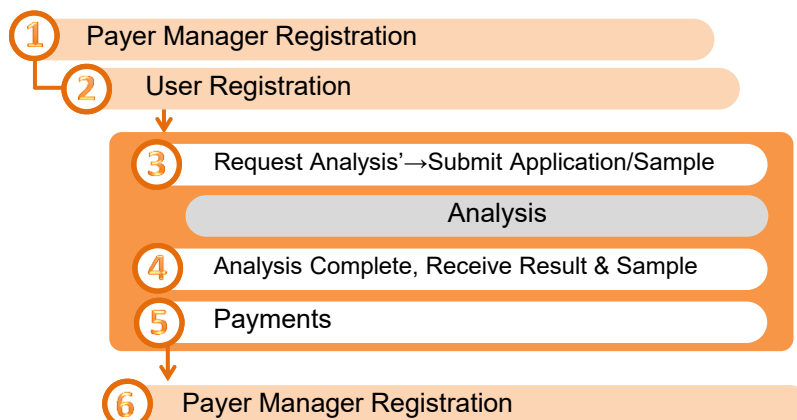
## 1-2. Functions



	Functions	Details
Common Functions	Account Management	View current & past applications
	Login History (New)	View registered information & partial editing
	Register Academic Paper (New)	Register your academic paper you published using our center
Payer Manager	User List/Add Users	View user list & add/delete users under your management
	Confirm Payments (New)	View your user's application history
User	Request Analysis	Request Analysis/obtain reception No. & print application forms
	Cancel Analysis	Cancel analysis requests * <sub>1</sub> * <sub>2</sub>
	Print Application	Allows you to print past application forms again * <sub>1</sub>
	Edit Application	Edit application content in the past * <sub>1</sub>
	Application History	View current & past applications

\*1 limited to the analysis progress that is 'Application approved' or 'Waiting'  
 \*2 Analysis will be canceled when we don't receive an application and samples after 3 business days. Please issue a new reception No. if you'd like to request an analysis.

## 2. Usage Flow



## 3. Registration

### 3-1 Payer Manager Registration

- For the Payer Manager Registration, please go to "Service Login > New User on the GFC website.
- **【On-campus faculty members with SSO-ID】** are allowed to login/register with SSO-ID
- However, even with SSO-ID, additional registration is required for first-time users.

Please go to **'Service Login' > 'New User'** and click **'Payer Manager Registration with SSO-ID'** under **'How to Use' > '2-2. Payer Manager Registration'**



- **【Off-Campus Users】** need to obtain GFC-ID
- Please go to 'Service Login' > 'New User' and click **'New Payer Manager Registration'** under **'How to Use' > '2-2. Payer Manager Registration'**



## Steps for Payer Manager Registration

1. Comply with the Terms and Conditions
2. Enter user Information
3. Enter billing address
4. User Registration
5. Confirm Information
6. Complete Application
7. Confirm Email Address & Authentication
8. Comply with the Terms and Conditions again
9. Confirm email address



## 3-2. Assistant Payer Manager Registration

- Payer manager can register assistant payer manager to the system who has the authority to take care of administrative duties on behalf of the payer manager.
- Please login and go to 'Mypage' > 'Account Management' to add an assistant payer manager



## 3-3. User Registration

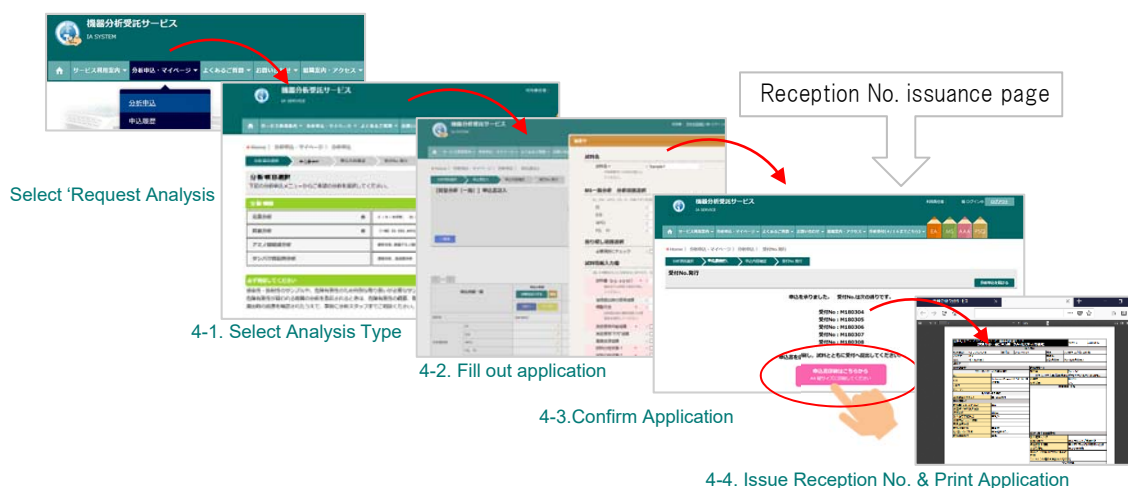
- To request an analysis, user registration is required. The user registration is the procedure that can be completed only by either Payer Manager or Assistant Payer Manager.
- Please login and go to 'Mypage' > 'User List/Add User' to add users
- When Payer Manager also want to be a User and request analysis, please click the button 'Register Myself as User'



## 4. Request Analysis

- Please visit Instrumental Analysis Service Website
- When you login, you can see 'Request Analysis/Mypage', Select 'Request Analysis' and apply for your desired analysis type, and get a reception No. (Please fill out an Application Form on the website.)
- Please print out your application form on the reception No. issuance page, there is a pink printing button.

\*If you selected 'Receive Notification Email,' you'll receive confirmation email regarding the Reception No.



Detailed explanations for each step are listed below from 4-1. to 4-4.

### 4-1. Select Analysis Type

- Select desired analysis

機器分析受託サービス  
IA SERVICE

利用責任者: 様 ログイン中 ログアウト

サービス利用案内 分析申込・マイページ よくあるご質問 お問い合わせ 組織案内・アクセス 分析受付(4/16までこちら)

●Home 分析申込・マイページ 分析申込

分析項目選択  
下記の分析申込メニューからご希望の分析を選択してください。

HOMEへ

分析項目	
元素分析	C・H・N分析, IC(S・Cl・F・Br・I)分析
質量分析	【一般】EI, ESI, APCI, FD/PI 【特殊】LC/MS, GC/MS, MS/MS, LC/MS/MS, タンパク質測定
アミノ酸組成分析	標準分析, 濃縮アミノ酸分析, 高感度分析
タンパク質配列分析	標準分析, 高感度分析

必ず確認してください  
感染性・放射性のサンプルや、危険有害性のため特別な取り扱いが必要なサンプルは分析できません。  
危険有害性が疑われる物質の分析を委託される場合は、危険有害性の概要、取扱い及び保管上の注意、廃棄時の措置を確認されたうえで、事前に分析スタッフまでご相談ください。

## 4-2. Application Form

- Fill out an application on the website
  - When you fill out the application, following functions are available
- ① **Register Application Content**  
Click 'Start Application' and open edit screen. After filling out required contents, click 'Reflect to Application List.'
  - ② **Importing Application History**  
Past applications are saved in the application history, and you can import/copy them to your new application. (Considering the confidentiality of your data, some information such as sample information aren't saved on the database.)
  - ③ **Application for Multiple Samples**  
Enter the number of your samples and click 'Add'.
  - ④ **Copy & Paste**  
You can copy & paste contents to one another. Blue button turns Pink after the content is copied.
  - ⑤ **Delete Function**  
You can delete unnecessary applications. Please note that once you click 'Delete,' you cannot restore the data.
  - ⑥ **Checking Function for Required Fields**  
Fields marked with asterisks (\*) are required. Required fields you missed will be highlighted with RED if you try moving to 'Confirmation' without filling them out.

### 【Application Screen】

The screenshot shows the 'Application Screen' with two main sections. The top section, 'Application Steps', lists the steps for completing the application. The bottom section, 'Application List', is a table where users can manage their applications. In the 'Application List', some fields are highlighted in red to indicate they are required.

Application Steps are listed.

#### Application List

You can check the current application.  
Fields with red backgrounds are required.

	=Copy from History	You can copy past application contents to your new application
	=□ samples Add	When you have multiple samples, please add with this button.
	=Start Application	Application screen will be displayed.
	=Delete	You can delete unnecessary applications.
	=Copy	You can copy each column
	=Paste	You can paste the content you copied.



## 4-2-① Register Application Content

Click 'Start Application' and open edit screen. After filling out required contents, click 'Reflect to Application List.'

★Fields marked with asterisks (\*) are required.  
Required fields you missed will be highlighted with RED.

## 4-2-② Importing Application History

- Past applications are saved in the application history, and you can import/copy them to your new application. (Considering the confidentiality of your data, some information such as sample information aren't saved on the database.)
- Please select '**Copy from History**' > click '**Copy**' next to your desired reception No. Go back to Application List > click '**Paste**' next to the field you'd like to paste.

## 4-2-③ Application for Multiple Samples

- Enter the number of your samples in the box and click 'Add'.

Ex.) If you enter 4 in the box and click 'Add'

The screenshot shows a form with a table for '申込内容一覧' (Application Content List). The table has columns for '試料名' (Sample Name), '分析項目等' (Analysis Items), and '申込内容' (Application Content). The '申込内容' column is divided into four sections: '申込1件目' (Application 1), '申込2件目' (Application 2), '申込3件目' (Application 3), and '申込4件目' (Application 4). Each section has a '内容を入力する' (Enter content) button and a '削除' (Delete) button. A red arrow points from the text 'Ex.) If you enter 4 in the box and click 'Add'' to the 'Add' button in the '申込4件目' section.

## 4-2-④ Copy & Paste

- You can copy & paste contents to one another.
- Blue button turns Pink after the content is copied.

The first Application is copied.

The screenshot shows the same form as before, but with the 'Copy' button in the '申込1件目' section highlighted in pink. A red arrow points from the text 'The first Application is copied.' to the 'Copy' button.

## 4-2-⑤ Delete Function

- You can delete unnecessary applications.
- Please note that once you click 'Delete,' you cannot restore the data.

Ex.) If you delete this application...

The background turned gray and Copy & Paste button became unavailable. The column is still displayed.

## 4-2-⑥ Checking Functions for Required Fields

- Required fields you missed will be highlighted with RED if you try moving to 'Confirmation' without filling them out.

Fields marked with asterisks (\*) are required

Required fields, but the entry was completed, thus, it is white.

Required fields, and the entry hasn't been completed, thus, it is pink.

### 4-3. Confirmation

- If you have no place to edit, please click **'Submit'**

[illegible]

#### 4-4. Issue Reception No. & Print Application

- Reception No. will be displayed on the top of the screen. Please print your application.

Figure 1: Example of a payment confirmation screen. The left screenshot shows a 'Payment Confirmation' page with a list of payment details including 'Payment No.', 'Amount', and 'Due Date'. A red arrow points from the 'Payment No.' field to the right screenshot. The right screenshot shows a 'Payment Confirmation' page with a table of payment details, including 'Payment No.', 'Amount', and 'Due Date'. A red arrow points from the 'Payment No.' field to the right screenshot.



Confirmation Email Regarding the Reception No.

After you, '**Issue Reception No.**', you will receive a notification email if you selected receiving those when you registered.

Reception No.  
Sample name  
Analysis Type

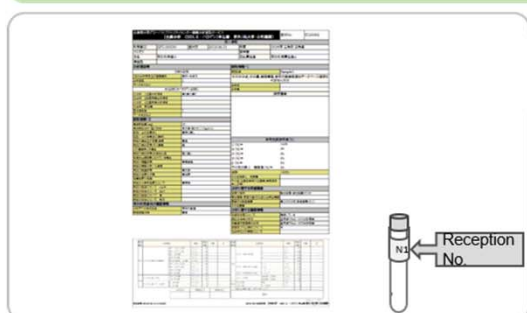
[illegible]

## 5. Submit Application Form & Sample

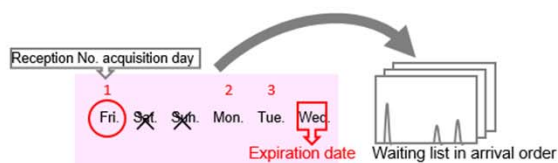
- After you prepare an application form and sample, please check the following points in the green box and submit them to the reception desk (Room #04-118, CRIS, Hokkaido University).
- From Apr., 2017, we have a satellite office at the pharmaceutical Science Building (E103, First floor, N 12 W 6, our former office was located). We pick up/return data twice a week. Detailed schedule is posted on the website.

### Check List before Submission

- ☐ Did you fill out all the required fields?
- ☐ Did you attach a reception No. sticker on the sample bottle?  
(Use the one you have or the one at the reception area)



Please submit within 3 business days



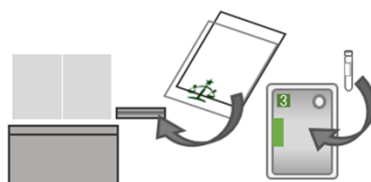
Please submit your application & sample **within 3 business days**. Otherwise, your application will be **canceled**. This rule won't be applied if the shipping takes longer than 3 days. However, please specify the expected delivery date on the application.

### 3 Ways to Submit

- ① Submit to a technical staff in person    ② Submit to the reception desk/satellite office



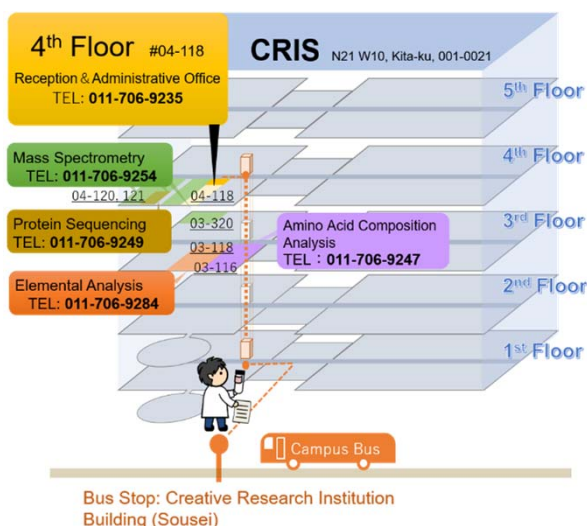
Office Hours:  
Mon.-Fri. 9AM-4:30PM



Office Hours:  
Mon.-Fri. 9AM-9PM



### 【Place to Submit】



Office #04-118, Instrumental Analysis Division,  
Global Facility Center, Creative Research  
Institution, Hokkaido University  
N21 W10, Kita-ku, Sapporo, Hokkaido, 001-0021

[Campus Mail : 45]

Please submit your application & sample within 3 business days. Otherwise, your application will be canceled. This rule won't be applied if the shipping takes longer than 3 days. However, please specify the expected delivery date on the application.

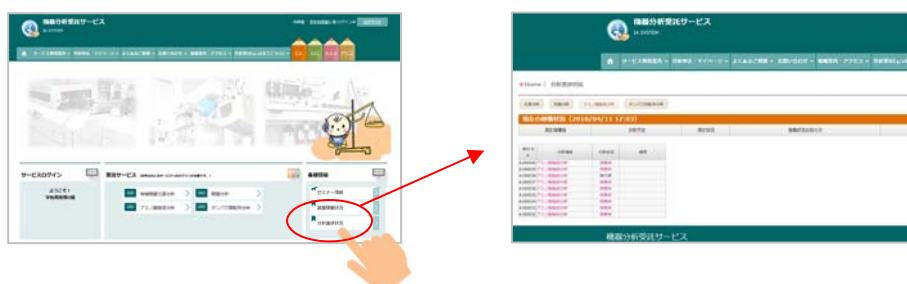
- If you request multiple analyses, you can send applications and samples all together
- For more details about sample submission, please refer to each analysis page.



Infectious, radioactive samples are hazardous to analyze and we cannot accept them. Upon request, we can analyze in the presence of users. Also, analysis room tour is also available. Please contact us in advance.

## 6. Analysis Competition, Receive Results & Samples

- If you selected 'Receive Notification Email,' you'll receive an Analysis Completion Email
- Also, please visit 'Analysis Progress' page on Instrumental Analysis Website to see if your analysis is complete. If your Reception No. isn't displayed, your analysis is complete.



- You can see your Analysis Progress on the Application History page.
- Please login > Request Analysis/Mypage > Application History



- Once your analysis is complete, please come to pick up your results during facility open hours (Weekdays; 8AM-6PM) if you are a Sapporo campus user. If you selected 'Hand Delivery,' on your application, please contact a technical staff in charge of the analysis before arrival.
- If you are a Off-Campus user, we will mail results as soon as it's ready. The shipping fee will be charged to users.

## 7. Application History & Edit/Cancel Application

- You can check application history and the following functions from; Request Analysis/My page > Application



- ① **Application History Narrowing-Down Function**  
If you put Reception No., Sample Name, Analysis Type, User Name, or Application Date, in the keyword box, list of results will be displayed. Also, CSV export of the application history list is available.
- ② **Application Printing Function**  
You can print the past applications.
- ③ **Edit Sample Name**  
You can edit sample names from the sample name icon.
- ④ **Edit Application**  
You can check and edit applications from the application list. You can only edit when the Analysis Progress is either 'Application approved' or 'Waiting'. You **cannot edit after the progress says 'Under Review.'**
- ⑤ **Application Progress & Revision History**  
On the Application Progress page, you can view Application Revision History
- ⑥ **Cancel Application Function**  
To cancel your application, please check the box on the left and click 'Cancel Analysis.'  
However, You can only cancel when the Analysis Progress is either 'Application approved' or 'Waiting'. You **cannot cancel after the progress says 'Under Review.'**

### 【Application History】

Each Function are listed.

Narrowing-down Function

Cancel Application

Print Application

Edit Sample Name

Check Analysis Progress

Edit Application



## 8. Payments

- Payments will be processed according to the settled schedule. Within and outside campus schedules are different.

### Within Campus

#### 【Payment Schedule】

Analysis request - Measurement-Analysis Complete		Analysis Fee Calculation	Invoice & payment source	Payment procedure will be conducted	Notify accounting Dep. on fees and payment sources	Reflected Date on Financial Accounting System
Apr.-Jun.	Apr., May., Jun.	Will be calculated within few days after analysis is complete	Automatic Confirmation Email will be sent after fees are finalized.	Jul.	End of Aug.	Please contact each accounting Dep.
Jul.-Sep.	Jul., Aug., Sep.			Oct.	End of Nov.	
Oct.-Dec.	Oct., Nov., Dec.			Jan.	End of Feb.	
Jan.	Jan.			Feb.	End of Feb.	
Feb.	Feb.			Mar.	End of Mar.	
Mar.	Mar.			Jul. *same payment period as next fiscal year between Apr.-Jun.	End of Aug. *Next fiscal year	

- Depending on the 'Month Analysis was Complete,' The payment is every month or every 3 months.
- Charges will be finalized within few days after the analysis is complete
- After the charges are finalized by our accounting staff, confirmation email will be sent to Payer Manager and Assistant Payer Manager. Please confirm from the 'Confirm Payments' page on 'Mypage' (Need to login)
- The Usage fees and payment source will be notified to each Accounting Dep. according to the above schedule
- Please contact each department directly for reflected date o Financial Accounting System
- Payments for analyses that will be complete after Oct. will be the end of fiscal year. Please check the administrative deadline for your desired payment source.
- For Mar., because of administrative process, only General Management Fund or Donation is available for use. Also, payment will be next fiscal year between Apr.--Jun. and the charges will be deducted form the next fiscal year's budget.

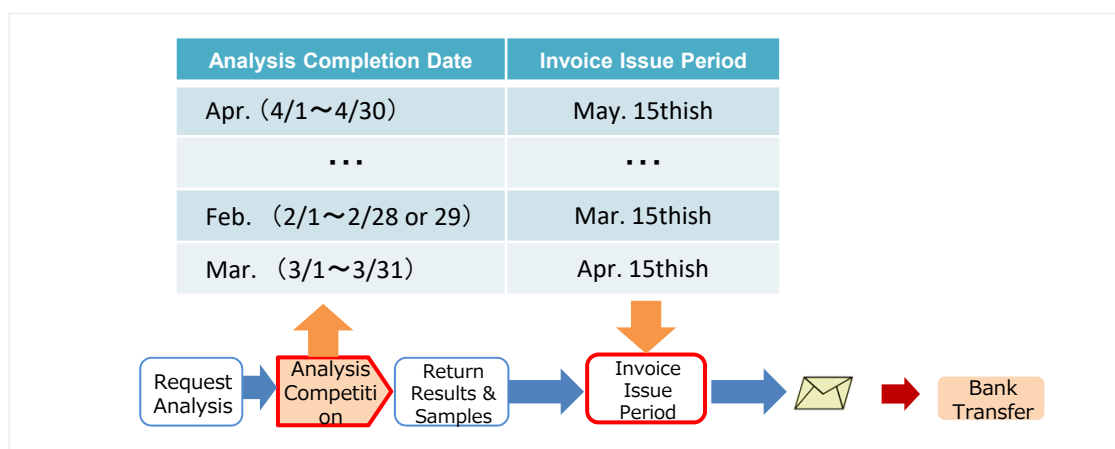
#### 【Payment Source】

Period Subject to Payment	Month Analyses were complete	General Management Fund/Donation	Competitive funds
Apr.-Jun.	4.5.6	Available	Available
Jul.-Sep.	7.8.9	Available	Available
Oct.-Dec.	10.11.12	Available	Available
Jan.	1	Available	Available
Feb.	2	Available	Available
Mar.	3	Available *deducted from next fiscal year's fund	Not available

- For the analysis fee, not only general management fund, but also Grants-in-aid for Scientific Research is also available.
- Please check with your affiliated department if you can use the desired payment source for the period subject to payment before confirming.



## Outside Campus



- Payment closing at the end of the month of the analysis completion date and the invoice will be issued on 15<sup>th</sup> of the following month. Please note that not the application submitted date, but the completion date.
- Analysis Completion Date = 'Analysis Completion Email' will be sent  
(Results & Samples will be mailed after the email is sent. Completion date and shipping date might be different. )
- Please contact the following number/email address for payment questions.

Phone: 011-706-9316 (Mon-Fri. 8:30AM-5:00PM)  
E-mail: kaikai@research.hokudai.ac.jp

- Shipping costs to return samples will be charged to each user
  - Shipping costs differ depending on the weight (less than 100 yen shall be rounded up).
  - For the shipping types, please specify when you request an analysis.
- \* For the payment, please transfer to Hokkaido University's bank account.  
\*If you request multiple analyses, invoices will be sent all together according to the payment period.

## 9. Acknowledgement

- If you use the data acquired through GFC services on your academic paper, please acknowledge us.
- After it's published, please let us know the title of the academic paper you acknowledged us.
- To register the above information, you can also visit 'Mypage' > Register Academic Paper

Your usage results will encourage us and provide opportunities to learn and shape future activities to enhance our services.  
Thank you for your cooperation.



## 10. Forgot Password

- When you login, there is a button '**Forgot Password.**' Please reset your password.

(1) Click 'Forgot Password'



(2) Enter User ID and Email address and click 'Reset.' Please copy the displayed Authentication key, you will need it later.



(3) Please click the URL in the email and reset your password



## 11. Contacts

### ■ For User Registraton

Phone: 011-706-9235 10:00am~4:30pm (Weekdays)

E-mail: adm-iad@gfc.hokudai.ac.jp

### ■ For Payments

Phone: 011-706-9316 8:30am~5:00pm (Weekdays)

E-mail: kaikei@research.hokudai.ac.jp

### ■ For Analysis Services

#### Analysis Services

#### Phone

#### E-mail

Trace Element Analysis

011-706-9284

chn-sx@gfc.hokudai.ac.jp

Mass Spectrometry

011-706-9254

mass@gfc.hokudai.ac.jp

Amino Acid Composition Analysis

011-706-9247

aaa@gfc.hokudai.ac.jp

Protein Sequencing Analysis

011-706-9249

psq@gfc.hokudai.ac.jp

Accept calls between 9:00am-4:30pm (Weekdays)

Even during weekdays, because of analysis or events, we might not be able to answer your calls. Thank you for your understanding.



Instrumental Analysis Division, Global Facility Center,  
Creative Research Institution, Hokkaido University  
N21 W10, Kita-ku, Sapporo, Hokkaido, 001-0021

Phone 011-706-9235  
E-mail [adm-iad@gfc.hokudai.ac.jp](mailto:adm-iad@gfc.hokudai.ac.jp)