

How to View Finalized Fees

1) If you check from the top page of the GFC website

MyPage > Application History

The screenshot shows the GFC website homepage. At the top, there is a navigation bar with links: Home, About GFC, Our Services, Information, Access, Contact, Site map. A user is logged in, and the MyPage menu is open, showing options like Common Functions, Confirm Payment, User List/Add Users, Account Management, Register Scholarly Publication, Login History, Open Facility, Choose Instruments, Usage History, Instrumental Analysis, Request Analysis, and Application History. A red box highlights the MyPage menu, and another red box highlights the Usage History option. A red arrow points from the Usage History option to the Usage History link in the menu.

2) When you check from the top page of the Open Facility website

MyPage > Usage History

The screenshot shows the Open Facility website MyPage. The user is logged in as the User Manager. The MyPage menu is open, and the Usage History option is selected, highlighted with a red box. A red arrow points from the Usage History option to the Usage History link in the menu. The Usage History page shows a list of applications, with the first one highlighted in pink and labeled as Important. The application details include the date 2018/05/23 and the title 1-17 単位粒度分布装置修理完了のお知らせ.

For the Open Facility payment history, you can view from the following screen.

(*This is a sample screen, if you have a usage history, the list will be displayed)

Your usage history and finalized fees will be displayed when you click Payment History.

For payment history, CSV download is available. For each detail, please click usage No.

Applications

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予約状況一覧
Usage History
予約状況の確認、利用履歴を参照します。
You can view your history

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カテゴリ: Category

キーワード: Keywords

予約・申請日: ~ Reservation Date

利用者の情報を表示: Display user's information

If you'd like to view not the user manager's usage history, but users' usage history, please put a check in this box.

利用履歴 Usage History | **支払履歴 Payment History**

CSV出力 CSV Export

利用種別 Description	利用番号 Usage No.	利用者 User	予約・申請日 Reservation Date	終了日 Completed Date	支払料金 Fee	執行財源 Payment
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Payment detail

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装置予約 詳細 — RSV-2018-002153
装置予約の詳細を確認します。

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基本情報

予約番号: RSV-2018-002153

装置: [Redacted]

装置管理者: [Redacted]

状態: [料金確認](#)

予約情報

予約日時: 2018年04月01日 01時00分 ~ 2018年04月01日 02時00分

利用時間: 1時間

予約利用料: ¥200 (1時間当たり ¥200)

利用者

利用責任者: 所属: [Redacted]
氏名: [Redacted]

利用者: 所属: [Redacted]
氏名: [Redacted]

課金区分: 学内 (自部門)

執行財源

所管: [Redacted]

財源: [Redacted]

目的: [Redacted]

*Please note that if your total amount is less than 1,000 yen during the payment period, then 1,000 yen shall be paid