



Instrumental Analysis Service [User Guide]

Instrumental Analysis Division, Global Facility Center, Creative Research Institution, 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.

Available analysis types and target users are listed below. To use our services, you need a 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

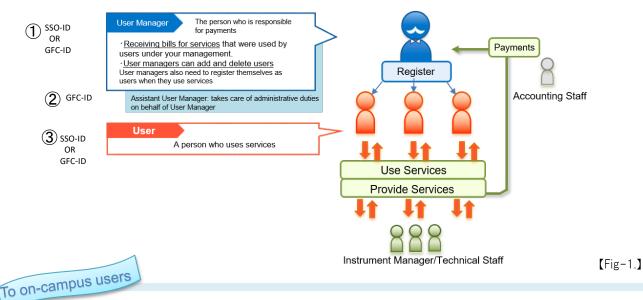
- Researchers who belong to private companies or facilities and engage in research and development that fits the purpose of our center

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 the GFC website
- There are 2 ID types (SSO-ID or GFC-ID) and 3 authority types (fig-1. (1-(3)))
- \star Please refer to the following figure



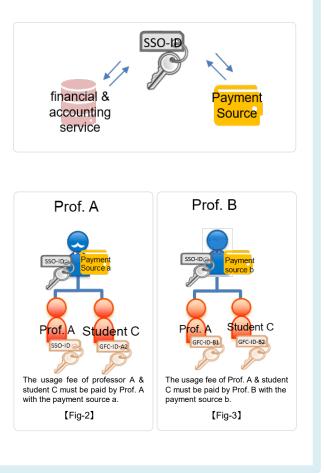
SSO-ID & Source of Payment

The payment source that you use for your usage fee is linked with our university's financial & accounting service.

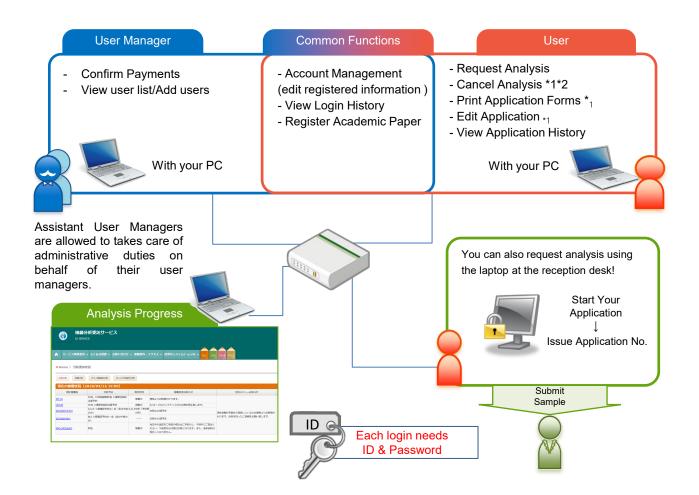
Payment source that users can select is limited to the ones that their user manager is authorized to use.

If you have a SSO-ID and would like to pay from your own payment source, please register yourself as a user. [Fig-2]

Even if you have a SSO-ID, if you'd like to use other user manager's payment source, please register yourself as a user under the user manager who has the payment source you wish to use for your payment. [Fig-3]



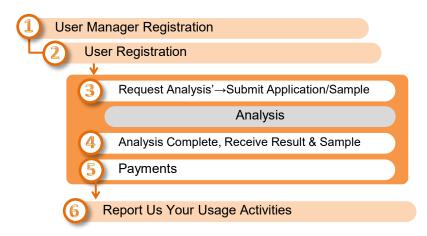
1-2. Functions



		Functions	Details
чо	Γ	Account Management	View current & past applications
Common Functions		Login History	View registered information & partial editing
ns ns		Register Academic Paper	Register your academic paper you published using our services
	Г		
User Manager		User List/Add Users	View user list & add/delete users under your management
er ager		Confirm Payments	View your users' application history
_			
		Request Analysis	Request Analysis/obtain an application No. & print an application form
		Cancel Analysis	Cancel analysis requests *1 *2
User		Print Application	Print past application forms •1
		Edit Application	Edit application content in the past $*_1$
		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 application no. again if you'd like to request an analysis.

2. Usage Flow



3. Registration

3-1. User Manager Registration

- For the User Manager Registration, please go to 'Service Login' > 'New User' on the GFC website

✓ When you register yourself as a user manager, you must register at least one user (including yourself).

3-1-①. On-campus faculty members with SSO-ID

- If you have a SSO-ID, you can register/login with the SSO-ID
- However, you need an initial registration such as setting your email address, please move to 'Service Login' > 'New User' and click the blue button 'User Manager Registration with SSO-ID'

Registration Flow

		User manager registration with SSO-ID
1	On our website, open 'Our Services' > 'How to Use'	Click 'User Manager Registration with SSO-ID'
2	SSO-ID login screen	Enter ID and password
3	Registration steps will be displayed	
	5	Enter information according to the directions on the screen
4	Complete Application screen	
5	You'll receive an automated email	Email title [Please confirm your email address]
6	Enter authentication key	Open the link in the email mentioned on the step 5, and enter the authentication key written in the email
7	Comply with 'Terms and Conditions'	Proceed according to the directions on the screen
8	You'll receive another	Email title [Your email address was confirmed]
Ľ	automated email	*GFC-ID is included in the email, but cannot login yet
9	You'll receive last automated email	Email title [Your service registration has been approved - GFC-9999-999999]

Click 'New User'



1. Click the blue button 'User Manager registration with SSO-ID'

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2-2.利用責任者登録(展に利用点をきなながる

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2. Enter ID and Password



3. [Registration Steps] screen

Please follow directions on the screen and enter information



4. [Complete Application]screen



5. You'll receive automated email. Email title; [Please confirm your email address]

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	棧
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	ルは自動送信メールです。 いてもご回答できません。

6. Please open the link in the email mentioned on the step 5, and enter the authentication key written in the email

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7. Comply with the terms and Conditions



9. You'll receive the last automated email. Email title; [Your service registration has been approved - GFC-9999-999999]

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ご返信項	

*Once you receive the above email, your account should be activated, and you can start using our services.

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8. You'll receive second automated email.

Email title; [Your email address was confirmed]

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*GFC-ID is included in the email, but cannot login yet

3-1-2). Off-campus user managers

- If you register from off-campus, you need to get a GFC-ID.
- Please move to 'Service Login' > 'New User' and click the red button 'New User Manger registration'.

Registration Flow

		User manager registration with GFC-ID
1	On our website, open 'Our Services' > 'How to Use'	Click 'New User Manger registration'
2	Registration steps will be displayed	
	S	Enter information according to the directions on the screen
3	Complete Application	
4	You'll receive an automated email	Email Title [Please confirm your email address]
5	Enter authentication key	Open the link in the email mentioned on the step 4, and enter the authentication key written in the email
6	Set your password	Please enter a password (more than 8 characters & letters including numbers & capital/small letters)
7	Comply with Terms and Conditions	Enter information according to the directions on the screen
8	You'll receive an automated email	Email title [Your email address was confirmed] *GFC-ID is included in the email, but cannot login yet
	Your application needs to be app	proved by our administrators. It may take about 2 weeks. If you're in hurry, please let us know.
9	You'll receive an automated email	Email title [Your service registration has been approved - GFC-9999-999999]

Click 'New User'

1. Click 'New User Registration'





2. Registration steps will be displayed. Enter information according to the directions on the screen

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3. Complete Application

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To be continued \cdots

4. You'll receive an automated email.

Email Title [Please confirm your email address]

●件名 送信者

ANTE- : YSOPJQERMA このメールは自動送信メールです。 ご返信頂いてもご回答できません。

このメールは、メールアドレスの有効性を確認するためお送り 引き続き以下の URL で「認証キー」を入力し、パスワードの ※ 「の URL は、2018/04/24 まで有効スト

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■排注医器状

用者の登録にお進みください。

5. Open the link in the email mentioned on the step 4, and enter the authentication key written in the email



6. Set your password

Please enter a password (more than 8 characters/letters including numbers and capital/small letters)

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7. Comply with Terms and Conditions

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8. You'll receive an automated email Email title [Your email address was confirmed]

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GFC-ID is included in the email, but cannot login yet

Administrators in our center will check your application on this step. It may take for a week for off-campus users. If you're in hurry, please let us know.

9. You'll receive an automated email

Email title [Your service registration has been approved - GFC-9999-999999]

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*Once you receive the above email, your account should be activated, and you can start using our services

3-2. Assistant User Manager Registration

- User managers can register an assistant user manager to the system who has the authority to take care of administrative duties on behalf of the user manager.

- Please login and go to 'Mypage' > 'Account Management' to add an assistant user manager



3-3. User Registration (Add Users)

- To request an analysis, user registration (adding users) is required. The user registration is the procedure that can be completed by a user manager or an assistant user manager

- Please login and go to 'Mypage' > 'User List/Add User' to add users
- When a user manager also wants to be a user to request analysis, please click the button 'Register Myself as User'



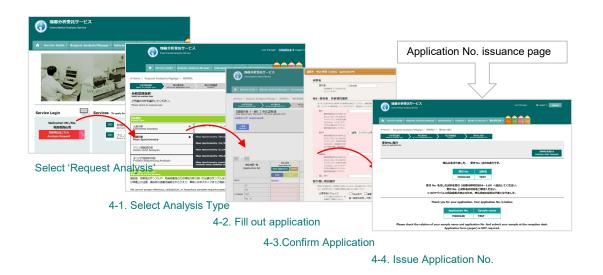
- Email confirmation with an authentication key is also required when user are added. There is an expiration date for the authentication key. Please let your users know this and encourage them to process early.

4. Request Analysis

- Please visit Instrumental Analysis Service Website

- When you login, you'll see 'Request Analysis/Mypage,' then select 'Request Analysis' and apply for your desired analysis type, and get a application no. (Please fill out an application on the website)

*If you select 'Turn on Notification Email,' you'll receive a confirmation email regarding the application no.



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

4-1. Select Analysis Type

- Select a desired analysis type

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與圖刀切			1
頁重分析 アミノ酸組成分析			_
- camp		這來分析,與這度分析	

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 editing screen. After filling out required contents, click 'Reflect to Application List'

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 proceed to the 'Confirmation' without filling them out

Application Screen Image: Add to be a constrained of the const

(; sample(s) i£MT73 Add =□ 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
Сору	You can copy each row
Paste	You can paste the content you copied

4-2-① Register Application Content

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

		その他類題 : 最大的な中でご知人くださ
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★Fields marked with asterisks (*) are required. Required fields you missed will be highlighted with PINK.

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 application No.
 Go back to Application List > click 'Paste' next to the field you'd like to paste

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4-2-③ Application for Multiple Samples

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				データ加工など	1	1	1	1	1
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- Enter the number of your samples in the box and click 'Add'

4-2-④ Copy & Paste

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

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4-2-5 Delete Function

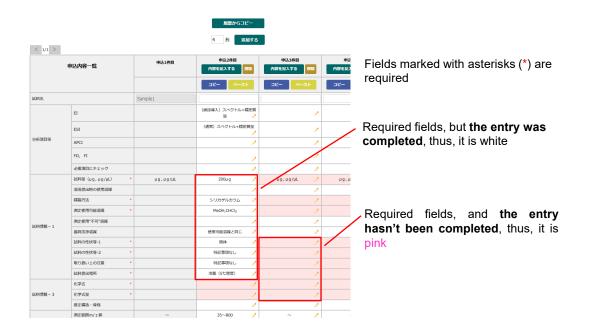
- You can delete unnecessary applications
- Please note that once you click 'Delete,' you cannot restore the data

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

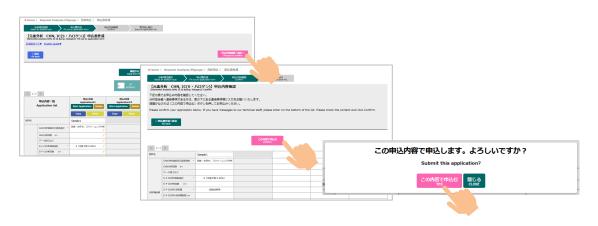
4-2-6 Checking Functions for Required Fields

 Required fields you missed will be highlighted with PINK if you proceed to 'Confirmation' without filling them out



4-3. Confirmation

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



4-4. Issue Application No.

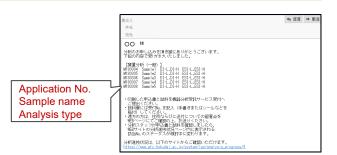
- Application No. will be displayed on the top of the screen.
- Printed application form is "not" required.

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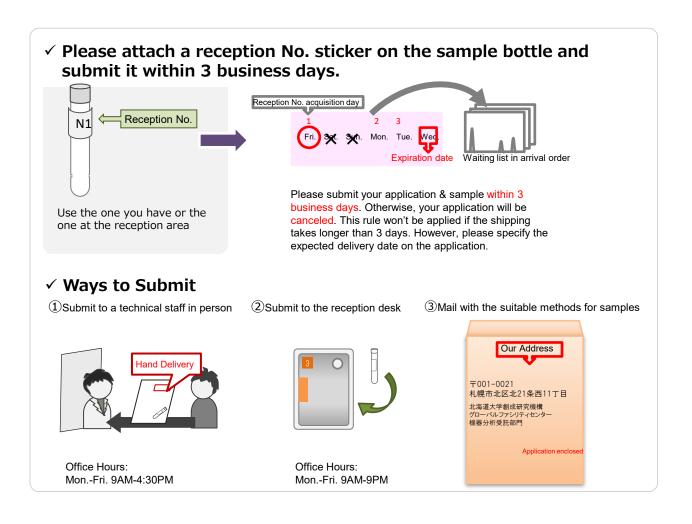
Confirmation Email Regarding the Application No.

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



Submit Application Form & Sample 5.

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)



[Place to Submit]



Office #02-213, Instrumental Analysis Division, Global Facility Center, Creative Research Institution, Hokkaido University N21 W11, 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. Analysis room tour is also available. Please contact us in advance.

6. Analysis Completion, Receive Results & Samples

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



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

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Due to COVID-19, we changed the basic delivery method for your results from pick up to download from GFC's Portal Site.

-If you selected 'Hand Delivery' on your application, please contact a technical staff in charge of the analysis before arrival.

-If you selected 'Need to return your samples' on your application, please come to pick up your samples during the facility open hours (Weekdays;8AM-6PM) if you are a Sapporo campus user. If you are a off-campus user, we will mail your samples as soon as it's ready. The shipping fee will be charged to each user.

How to get your data from GFC's Portal Site

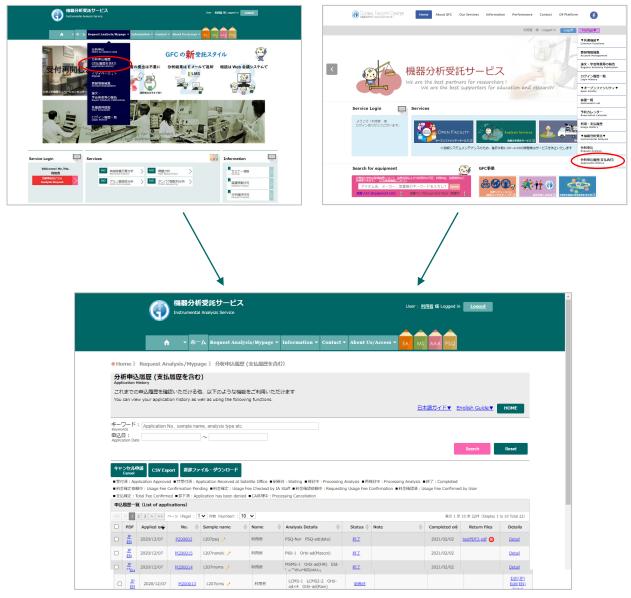
6-1. Open the window with your analysis application history

At first, please login GFC's Portal Site.

From the "My Page" menu of Instrumental Analysis Services or GFC Portal Site, select "Analysis Application History."

<Instrumental Analysis Services>

<GFC Comprehensive System Portal Site>



6-2. Downloading Data in the window "Analysis Application History"

If the file name appears in the [Retrieve Files] column, you can download the file.

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機器分析受託サービス

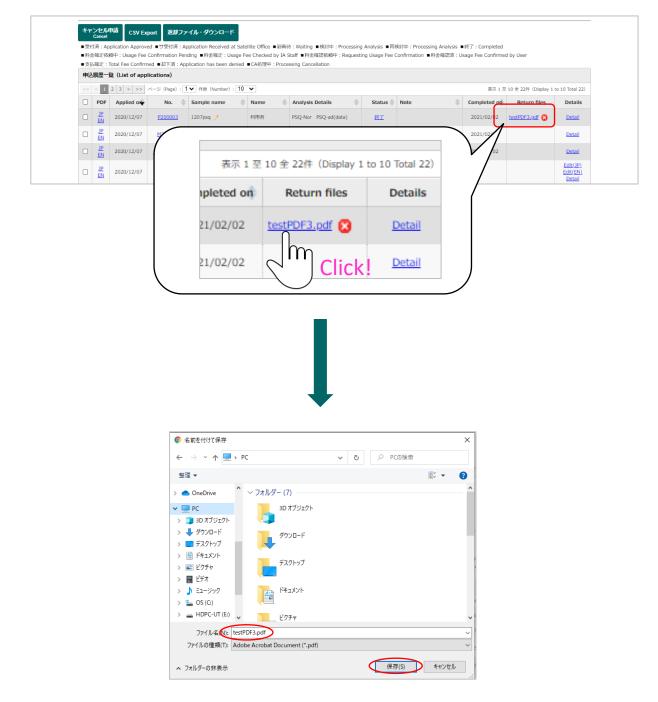
智理担当: 北海道大学 創成研究機構 グローバルファシリティセンター 機器分析受抗部門 〒001-0021 札勝市北区北21条西10丁目 TEL: (011) 706-9235 [代表]

Instrumental Analysis Service

anagement: ustrumental Analysis Div., Global Facility Center, Creative Research Institution, Hokkaido University 21, W10, Körk-aku, Sapporn, Hokkaido, Japan, 001-0021 none: +81-11-706-9235

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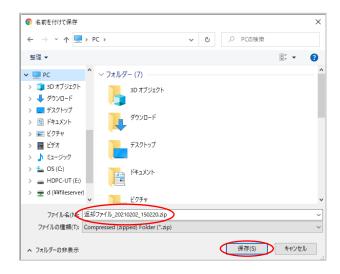
Please click the file name



By ticking the check box at the beginning of the line (on the left) and clicking the [Retrieve Files] button, you can download them together in zip file format.

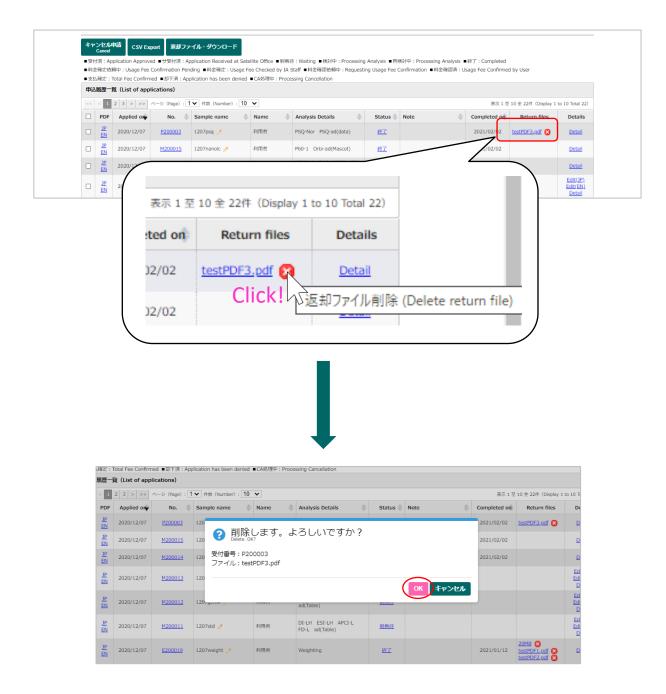
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6-3. Deleting files from the system

The downloaded files remain on the server but can be deleted by clicking the \bigotimes button next to the file name.



Important!

Old data files may occasionally be deleted to maintain server capacity, etc. Be sure to download your file(s) and store it/them yourself.



7. Application History & Edit/Cancel Application

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

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① Application History Narrowing-Down Function

If you put application 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 is available

② Application Printing Function You can print past applications

③ Edit Sample Name

You can edit sample names from the sample name icon

④ Edit Application

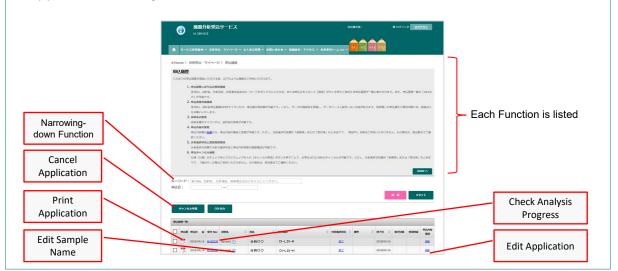
You can check and edit applications from the application list. You can only edit when the analysis progress is either 'Application approved' or 'Waiting'. You cannot edit after the progress says 'Under review'

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 the '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]



8. Payments

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

Within Campus

[Payment Schedule]

Analysis request → Analysis → Analysis Complete	Analysis charge is confirmed by GFC	Request user manager to confirm charges/select payment source	Notify each accounting Dep. to transfer their budget	Deduction on the accounting system
AprJun.		Beg. of Jul.	Mid of Aug.	
JulSep.	Will be confirmed	Beg. of Oct.	Mid of Nov.	
OctDec.	within few days	Beg. of Jan.	Mid of Feb.	Please contact
Jan.	after your	Beg. of Feb.	End of Feb.	each accounting
Feb.	analysis (will be	Beg. of Mar.	End of Mar.	Dep. for a specific deduction date.
Mar.	reflected on the system)	Beg. of Jul. (Next fiscal year) *same payment period as Apr Jun	Mid of Aug. *Next fiscal year	deduction date.

[Payment Source]

Period Subject to Payment	Budget transfer period	General Management Fund/Donation	External funds
AprJun.	Mid of Aug.	Available	Available
JulSep.	Mid of Nov.	Available	Available
OctDec.	Mid of Feb.	Available	Available
Jan.	End of Feb.	Available	Available
Feb.	End of Mar.	Available	Available
Mar.	Mid of Aug. in next fiscal year	Available *deducted from the next fiscal year's fund	Not available *Except the ones that can be carried forward

- Depending on the month analysis is complete, The payment is every month or every 3 months
- Charges will be finalized within few days after each analysis is complete
- After the <u>charges are finalized by our accounting personnel</u>, a <u>confirmation email will be sent to</u> <u>user managers and assistant user managers</u>. Please confirm from the 'Confirm Payments' page on 'Mypage' (Need to login)
- Also, The usage fees will be finalized within dew days after the analysis. You can check the finalized fees online. You confirm the payments then too.
- Payments for analyses that will be completed after Oct. will be the end of the 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. (Please contact each department directly for available payment source)

If you have any inquires on payments, please contact the below.

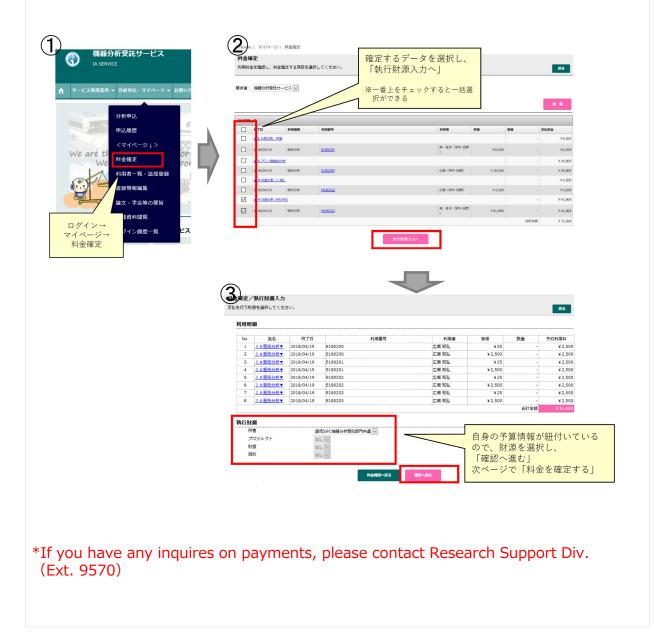
Research Support Div., Accounting Dep.

Phone (Ext.) : 9570 · 9316

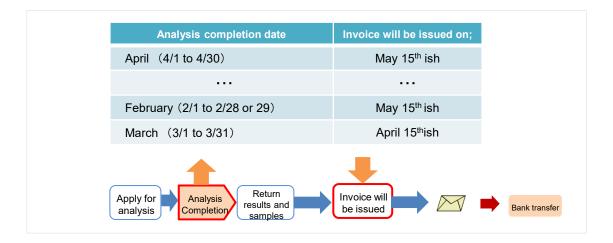
E-mail : kaikei@research.hokudai.ac.jp

How to check charges and select a payment source

「<GFC総合システム>●●●-利用料金の確認をお願いいたします (Please check your charges)」 *only Japanese is available for this email at the moment Please handle the following once you'll receive this email form our system.



Outside Campus



- Payments will be charged every month.
- Your account will be closed at the end of the month and invoices will be issued on the 15th of the next month. Please be aware that the invoices will be issued based on your analysis completion date
- The analysis completion date is the date you receive your analysis completion email. (We'll ship your results/samples after the email was sent. The shipping date and the completion date could be on a different date.)
- Beginning of the next month after the analysis completion, the email regarding the fees and confirmation of the billing address will be sent. Once you receive the email, please confirm the charges on your 'Mypage'.
- Also, the charges will be updated after each analysis, you can check them on your page (you can confirm the charge after each analysis).
- To pay, please transfer the charges to the university with the invoice at the bank.

*Shipping fee will be charged to each user (less than 100yen will be rounded up). Please be aware that the cost varies depending on the weight. Please specify a shipping method when you apply.

If you have any inquires on payments, please contact below. Research Support Div., Accounting Dep. Phone (Ext.) : 9570 • 9316 E-mail : kaikei@research.hokudai.ac.jp

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
- To register the above information, you can also visit 'Mypage' > 'Register Scholarly Publication'

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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 form there



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



11. Contacts

For User Registration

Phone: 011-706-9235 10:00AM-4:30PM (Weekdays) E-mail: adm-iad@gfc.hokudai.ac.jp

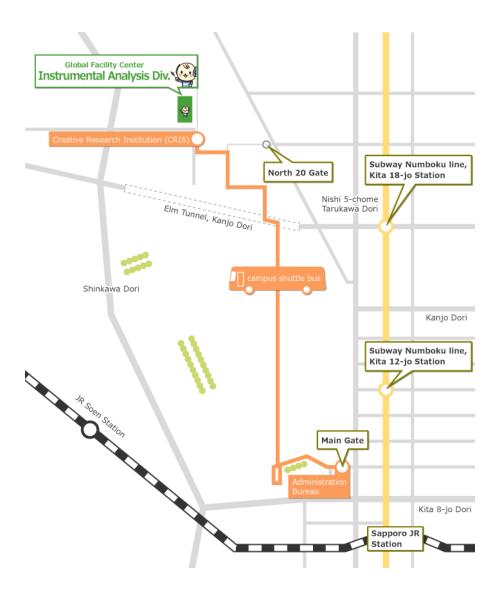
For Payments

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 W11, Kita-ku, Sapporo, Hokkaido, 001-0021

Phone 011-706-9235 E-mail adm-iad@gfc.hokudai.ac.jp