Instrumental Analysis Service

【User Guide】

Instrumental Analysis and Open Facility Unit,
Global Research Facility Alliance Center,
Office for Integrated Technical Core Hub,
Hokkaido University

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
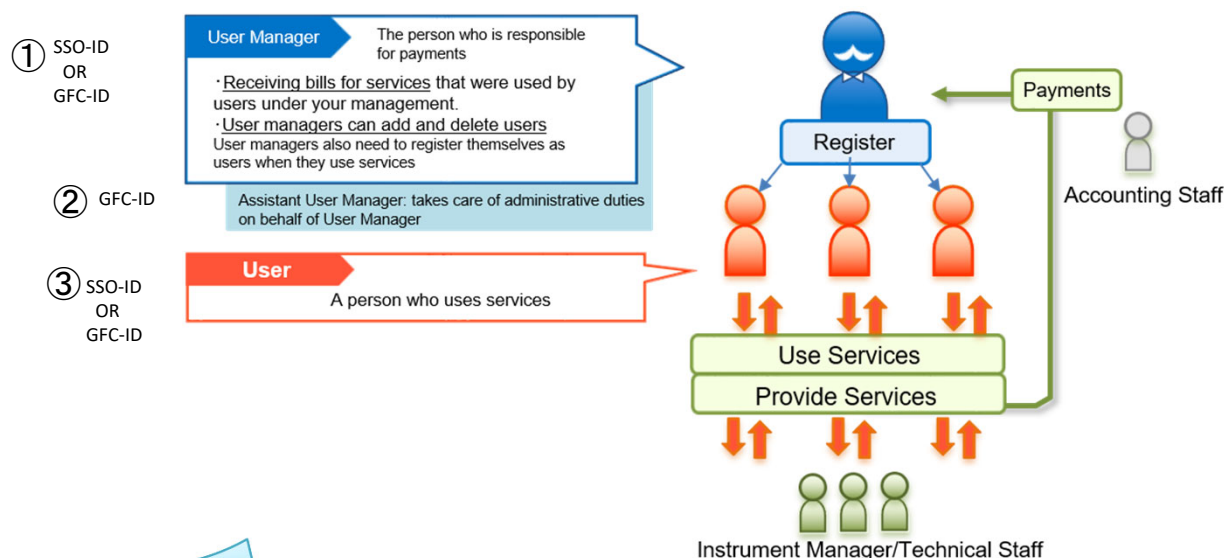- Amino Acid Composition Analysis
- Protein Sequencing

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)

★Please refer to the following figure

① SSO-ID OR GFC-ID

User Manager — The person who is responsible for payments
· Receiving bills for services that were used by users under your management.
· User managers can add and delete users
User managers also need to register themselves as users when they use services

② GFC-ID — Assistant User Manager: takes care of administrative duties on behalf of User Manager

③ SSO-ID OR GFC-ID

User — A person who uses services

Register

Payments

Accounting Staff

Use Services
Provide Services

Instrument Manager/Technical Staff
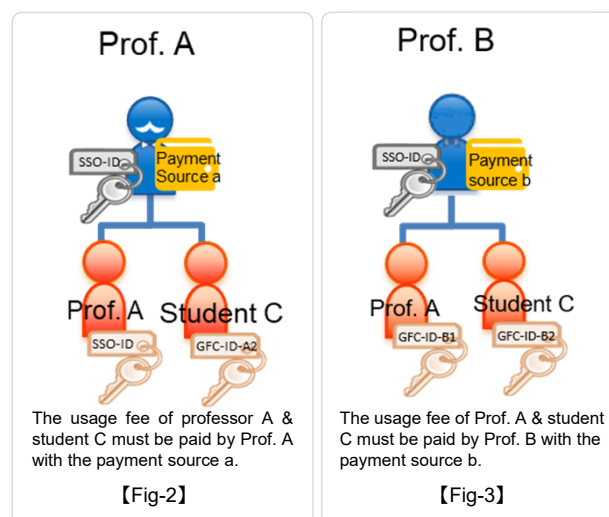
【Fig-1.】

To on-campus users

SSO-ID & Source of Payment

The payment source that you use for your usage fee is linked with our university's financial & accounting service.
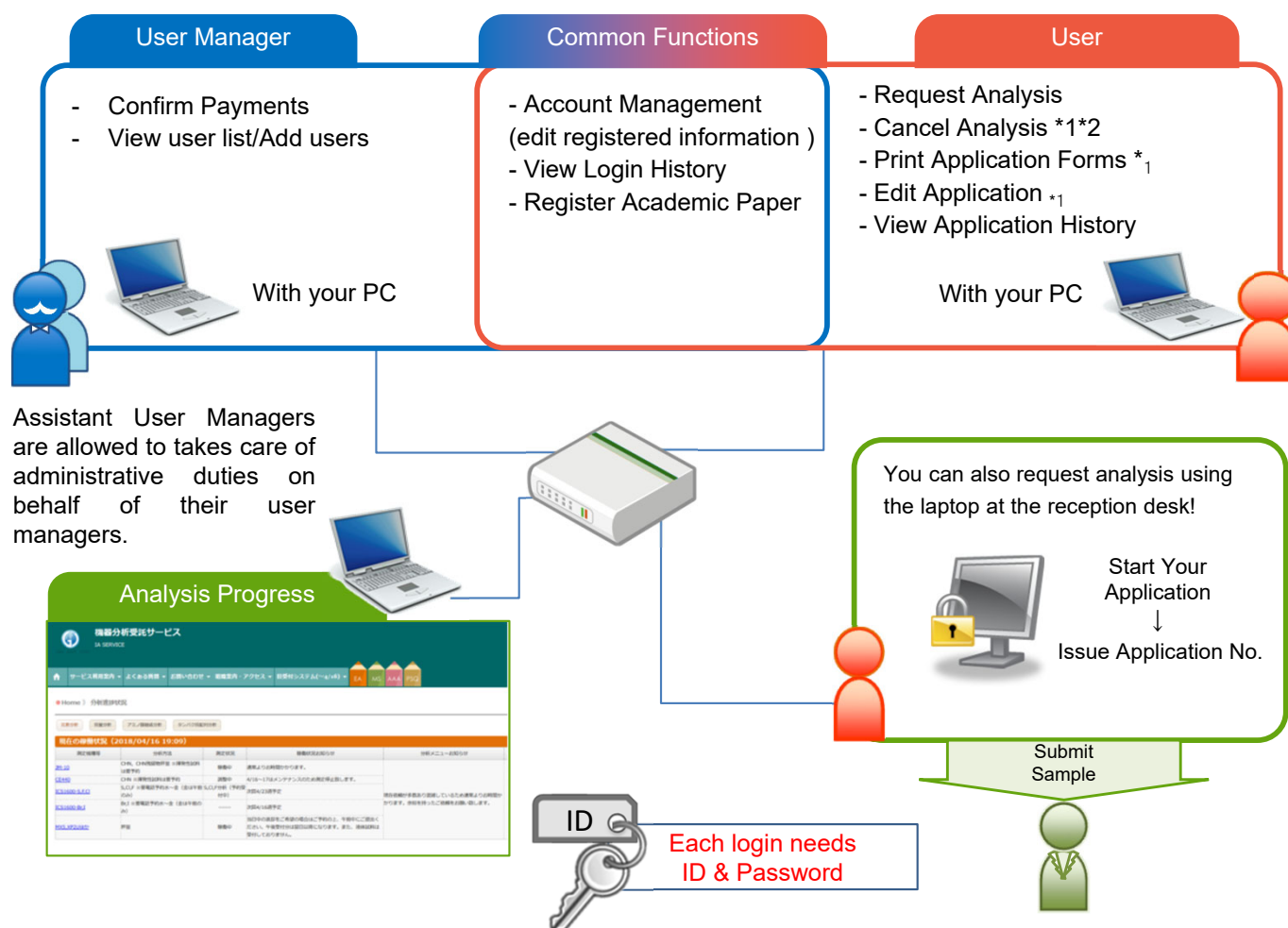
Payment source that users can select is limited to the ones that their user manager is authorized to use.

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】
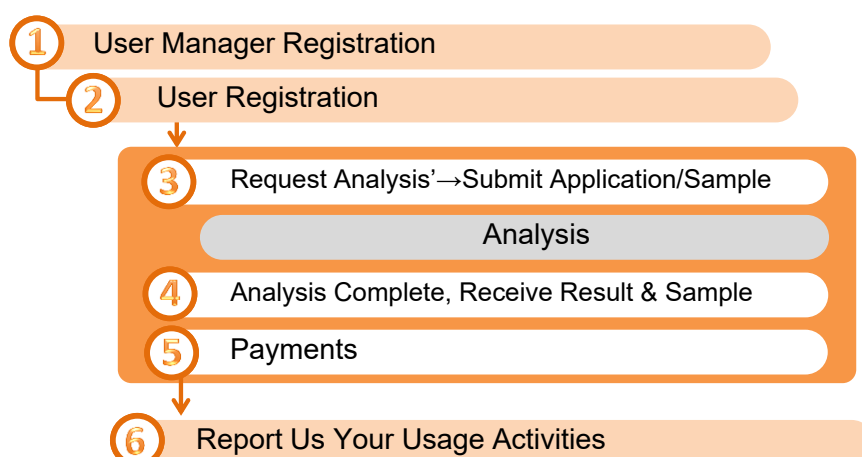
SSO-ID

financial & accounting service

Payment Source

Prof. A

SSO-ID / Payment Source a

Prof. A (SSO-ID)   Student C (GFC-ID-A2)

The usage fee of professor A & student C must be paid by Prof. A with the payment source a.

【Fig-2】

Prof. B

SSO-ID / Payment source b

Prof. A (GFC-ID-B1)   Student C (GFC-ID-B2)

The usage fee of Prof. A & student C must be paid by Prof. B with the payment source b.

【Fig-3】

1-2. Functions

User Manager	Common Functions	User
- Confirm Payments - View user list/Add users	- Account Management (edit registered information) - View Login History - Register Academic Paper	- Request Analysis - Cancel Analysis *1*2 - Print Application Forms *1 - Edit Application *1 - View Application History

With your PC

With your PC

Assistant User Managers are allowed to takes care of administrative duties on behalf of their user managers.

Analysis Progress

You can also request analysis using the laptop at the reception desk!

Start Your Application
↓
Issue Application No.

Submit Sample

ID

Each login needs
ID & Password

	Functions	Details
Common Functions	Account Management	View current & past applications
	Login History	View registered information & partial editing
	Register Academic Paper	Register your academic paper you published using our services
User Manager	User List/Add Users	View user list & add/delete users under your management
	Confirm Payments	View your users' application history
User	Request Analysis	Request Analysis/obtain an application No. & print an application form
	Cancel Analysis	Cancel analysis requests *1 *2
	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

1. User Manager Registration
2. User Registration
3. Request Analysis'→Submit Application/Sample
   Analysis
4. Analysis Complete, Receive Result & Sample
5. Payments
6. Report Us Your Usage Activities

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	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 automated email	Email title [Your email address was confirmed] *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'

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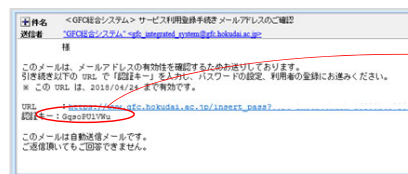
6. Please open the link in the email mentioned on the step 5, and enter the authentication key written in the email

7. Comply with the terms and Conditions

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

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

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

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

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	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 approved 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

3. Complete Application

To be continued…

4. You'll receive an automated email.
Email Title [Please confirm your email address]

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)

7. Comply with Terms and Conditions

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

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]

*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.

Select 'Request Analysis'

4-1. Select Analysis Type

4-2. Fill out application

4-3. Confirm Application

Application No. issuance page

4-4. Issue 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

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'

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 proceed to the 'Confirmation' without filling them out

【Application Screen】

Application Steps are listed.

Application List
You can check the current application.
Required fields you missed will be highlighted with PINK.

履歴からコピー **Copy form my history**	You can copy past application contents to your new application
件 sample(s) 追加する **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
Copy	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.'

★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

4-2-③ Application for Multiple Samples

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

Ex.) Entered 4 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

The first Application was copied.

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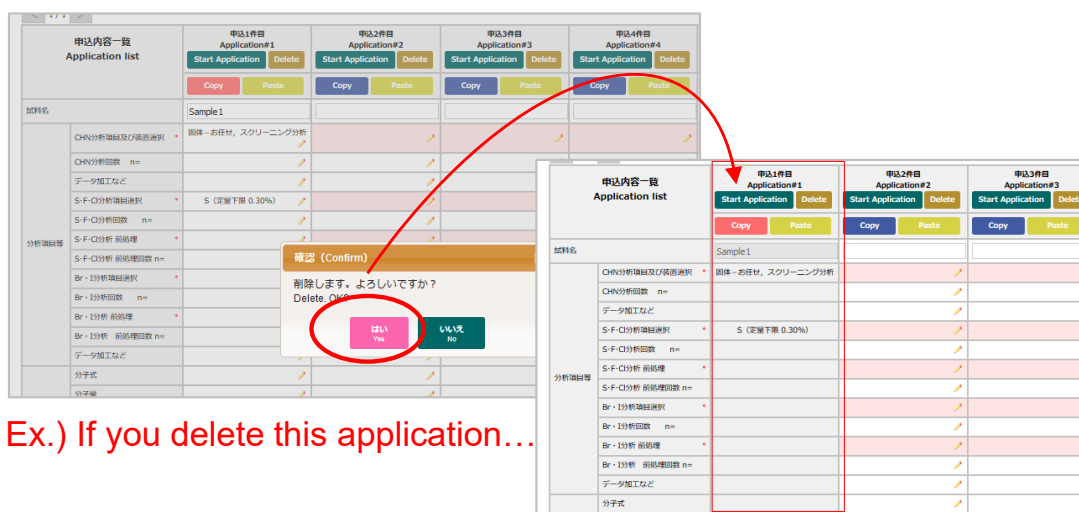
The background turned gray and Copy & Paste button became unavailable. The row itself is still displayed.

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

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'

4-4. Issue Application No.

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

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.

Application No.
Sample name
Analysis type

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)

✓ **Please attach a reception No. sticker on the sample bottle and submit it within 3 business days.**

N1 ← Reception No.

Use the one you have or the one at the reception area

Reception No. acquisition day

1			2	3	
Fri.	~~Sat.~~	~~Sun.~~	Mon.	Tue.	Wed.

Expiration date

Waiting list in arrival order

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.

✓ **Ways to Submit**

①Submit to a technical staff in person

Hand Delivery

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

②Submit to the reception desk

3

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

③Mail with the suitable methods for samples

Our Address

〒001-0021
札幌市北区北21条西11丁目

北海道大学技術連携統括本部
総合研究基盤連携センター
機器分析・オープンファシリティユニット

Application enclosed

【Place to Submit】

2nd Floor
Reception & Administrative Office
TEL: 011-706-9235

Northern Campus Area
Research Bldg. No.7
N21 W11, Kita-ku, 001-0021

4th Floor
3rd Floor

Protein Sequencing
TEL: 011-706-9249

2nd Floor

Elemental Analysis
TEL: 011-706-9284

Mass Spectrometry
TEL: 011-706-9254

1st Floor

Amino Acid Composition Analysis
TEL : 011-706-9247

Campus Bus

Bus Stop: FMI Bldg.
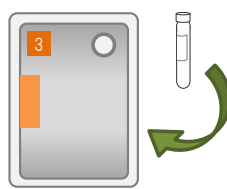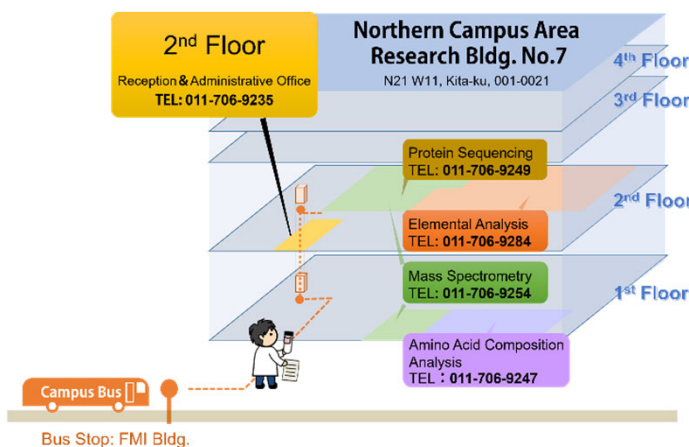
Office #02-213, Instrumental Analysis and Open Facility Unit, Global Research Facility Alliance Center, Office for Integrated Technical Core Hub, Hokkaido University N21 W11, Kita-ku, Sapporo, Hokkaido, 001-0021

[Campus Mail：62]

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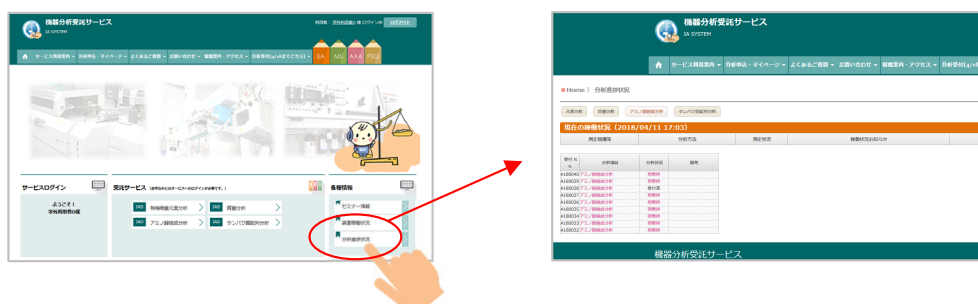
- You can see your Analysis Progress on the Application History page as well
  Please login > Request Analysis/Mypage > Application History

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

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>

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

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

2-1. When downloading one file at a time

Please click the file name

Click!

2-2. When downloading multiple files together

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.

3. Deleting files from the system

The downloaded files remain on the server but can be deleted by clicking the ❌ 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

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'

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 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'
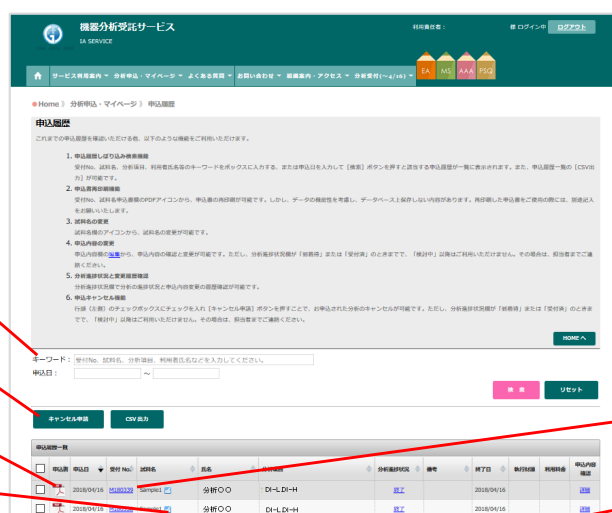
【Application History】

Narrowing-down Function

Cancel Application

Print Application

Edit Sample Name

Each Function is listed

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 → 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
Apr.-Jun.	Will be confirmed within few days after your analysis (will be reflected on the system)	Beg. of Jul.	Mid of Aug.	Please contact each accounting Dep. for a specific deduction date.
Jul.-Sep.		Beg. of Oct.	Mid of Nov.	
Oct.-Dec.		Beg. of Jan.	Mid of Feb.	
Jan.		Beg. of Feb.	End of Feb.	
Feb.		Beg. of Mar.	End of Mar.	
Mar.		Beg. of Jul. (Next fiscal year) *same payment period as Apr.-Jun	Mid of Aug. *Next fiscal year	

【Payment Source】

Period Subject to Payment	Budget transfer period	General Management Fund/Donation	External funds
Apr.-Jun.	Mid of Aug.	Available	Available
Jul.-Sep.	Mid of Nov.	Available	Available
Oct.-Dec.	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, a confirmation email will be sent to 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.

*If you have any inquires on payments, please contact Research Support Div.（Ext. 9570）

Outside Campus

Analysis completion date	Invoice will be issued on;
April （4/1 to 4/30）	May 15th ish
...	...
February （2/1 to 2/28 or 29）	May 15th ish
March （3/1 to 3/31）	April 15thish

Apply for analysis → Analysis Completion → Return results and samples → Invoice will be issued → ✉ → Bank transfer
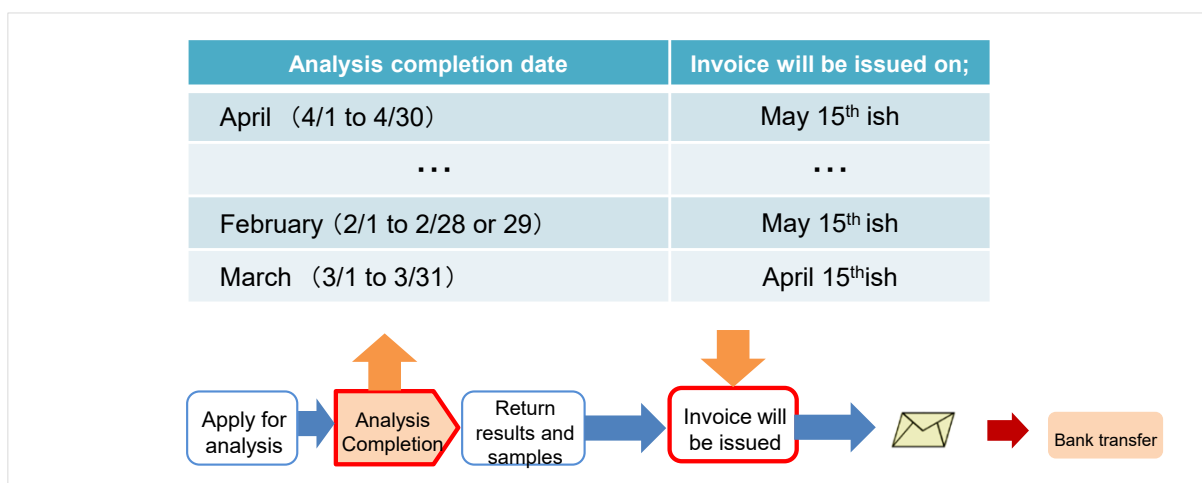
- Payments will be charged every month.
- Your account will be closed at the end of the month and invoices will be issued on the 15th of the next month. Please be aware that the invoices will be issued based on your analysis completion date
- The analysis completion date is the date you receive your 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'

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

（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 Registration

E-mail: contact@gfc.hokudai.ac.jp

■ For Payments

Phone: 011-706-9316   8：30AM-5:00PM（Weekdays）
E-mail：seikyu-of-nano@research.hokudai.ac.jp

■ For Analysis Services

Analysis Services	Phone	E-mail
Elemantal Analysis（CHN）	011-706-9284	IAOF_ea@gfc.hokudai.ac.jp
Elemantal Analysis（ICP）	011-706-9183	IAOF_icp@gfc.hokudai.ac.jp
Mass Spectrometry	011-706-9254	IAOF_ms@gfc.hokudai.ac.jp
Amino Acid Analysis	011-706-9247	IAOF_aaa@gfc.hokudai.ac.jp
Protein Sequencing Analysis	011-706-9249	IAOF_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 and Open Facility Unit,
Global Research Facility Alliance Center,
Office for Integrated Technical Core Hub, Hokkaido University
N21 W11, Kita-ku, Sapporo, Hokkaido, 001-0021

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