
UVSOR ACTIVITY REPORT

- Website for draft creation support / file uploading -

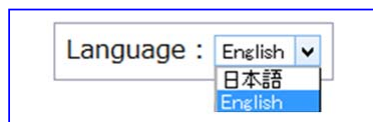
- Procedures for Submission of Activity Report -

1. Introduction

* The "Login ID" used for this website is the e-mail address of the proposer for each task.
Please note that you can only use the e-mail address that was notified to the Editorial Committee.

* This website supports Japanese and English.
You can switch between Japanese and English by making your selection from the "Language" list box at the upper right corner on each page.

* The default setting is "English."



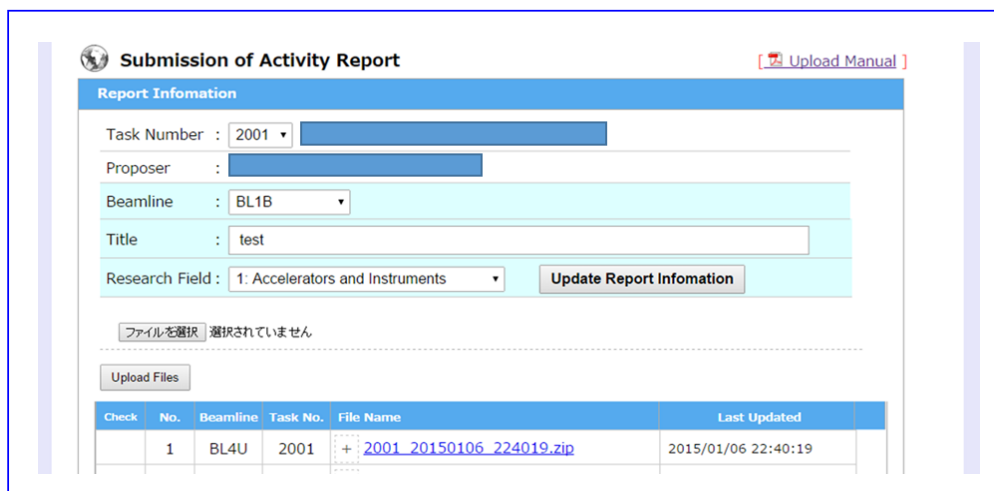
2. Download the format file for Activity Report

Download the Word file "AC14_Format.doc" from the "FORMAT FILE" page on this website.
When preparing your Activity Report, overwrite the data on the format file.

3. Upload Activity Report (Post)

Upload (post) your prepared Activity Report from the Submission of Activity Report screen on this website.

[Submission of Activity Report screen sample]

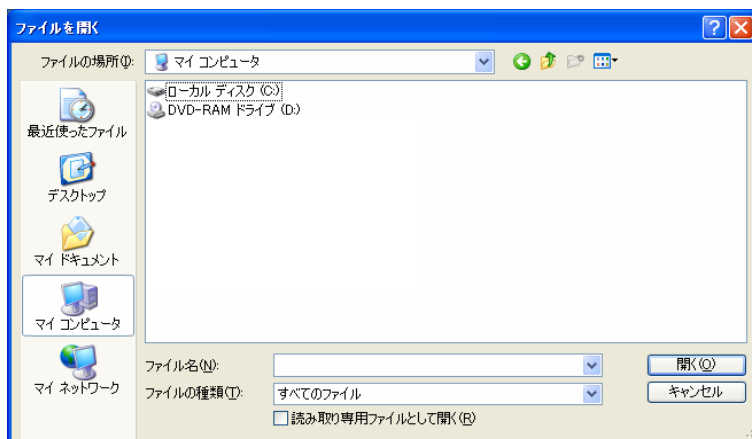


| Check | No. | Beamline | Task No. | File Name | Last Updated |
|-------|-----|----------|----------|----------------------------|---------------------|
| | 1 | BL4U | 2001 | + 2001_20150106_224019.zip | 2015/01/06 22:40:19 |

- A. Select the "Task Number" to upload.
 - * After the "Task Number" is selected, the corresponding "Task Name" and "Proposer" are displayed. Check the displayed information and select the correct upload location.
 - * Only the "Task Number" and "Beamline" handled by the proposer will be displayed.

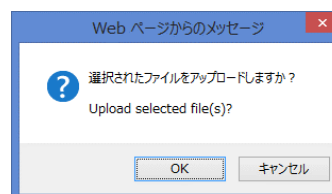
- B. Select an appropriate item from the "Beamline" list box.
 - * The default setting displays the items that have been notified to the Editorial Committee in advance. **If the information displayed on the "Beamline" list box is not correct, select "Others" and post the appropriate Beamline by using the Comment column on this website.**
 - * For details on how to post your comment, refer to "6. Posting of comments" below.
 - Enter the "Title (title of Activity Report)."
 - Select an appropriate item from the "Research field" (classification number) list box.
 - * After a file is uploaded, the contents for "Beamline," "Title," and "Research Field" are updated.
 - * To update the contents for "Beamline," "Title," and "Research Field" without uploading a file, click "Update Report Information" and conduct the update.

- C. Click the "Select a file" button to display the dialog box.
 Select the data to upload from the dialog box.
 * When uploading multiple files, repeat the selection according to the number of files to upload.
 * The "Select a file" button may be displayed differently depending on your browser.

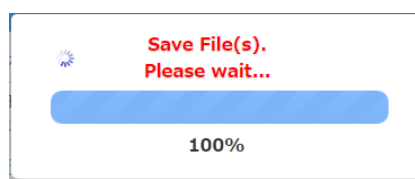
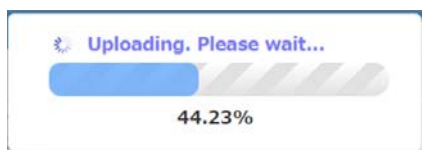


- D. After selecting a file, click the "Upload" button.

After clicking the "Upload" button, a confirmation message box is displayed. Click the "OK" button to upload the file.



After starting the upload process, a progress bar indicating the upload progress is displayed. Upon completion of the upload, a "Save File(s)..." message is displayed and registration is conducted in the system.



- * For some of the older browsers that do not support the display of the progress bar, a screen like the one below may be shown.
 This does not interfere with any operations; please wait for the process to be completed.



Upon completion of the upload process, the UPLOAD page is updated and the uploaded file is shown on the list. This is the end of the upload (post) operation.

- * The upload process may take some time depending on your PC and communication environment.

[Notes on uploading data]

* The file formats (extension) that can be uploaded are the following 14 types:
 「doc ・ docx ・ xls ・ xlsx ・ ppt ・ pptx ・ pub ・ pdf ・ jpg (jpeg) ・ tif ・ eps ・ bmp ・ png ・ gif」

* The upper limit of the file size that can be uploaded is "30 MB" in total.

* Please note that the website may not be displayed normally if you attempt to upload file(s) exceeding 30 MB at one time.

* Please consult the Activity Report Editorial Committee if you need to upload files other than the specified file formats or files that exceed the size limit.

* Uploaded files are displayed for each task on the List of Posts.

* Uploaded files are saved as compressed files (ZIP files) in the system.

* File names are automatically given as "Task No." + "Posted Date and Time".zip.

[Note: If you would like to reupload]

If you would like to replace an Activity Report that has already been uploaded, post a comment to this effect in the Comment column on this website.

When reuploading files, differentiate them from the files that were initially uploaded by inserting "Reupload" at the top of the filename.

* The original data before replacement can be left as is.

4. Deletion of Activity Report

If you have uploaded the wrong data, you can delete it.

Check the files to delete on the List of Posts, and click the "Delete Files" button.

* Select/deselect the check box by clicking the lines on the list.

* Multiple files can be selected and deleted at a time.

* After the deletion process is completed, the deleted files will not be displayed on the List of Posts.

Please note that deleted files cannot be recovered.

If you would like to stop the posting of Activity Report data after it has been uploaded, post a comment to this effect in the Comment column on this website similar to the way used for replacing data.

* Persons in charge may not notice a cancellation of posting if you delete the files without notification several days after the upload.

5. Download the Activity Report

Files that have been uploaded can then be downloaded by clicking the file names on the List of Posts.

* Files are downloaded in the ZIP file format.

[List of Posts screen sample]

| Check | No. | Beamline | Task No. | File Name | Last Updated |
|-------|-----|----------|----------|---|---------------------|
| | 1 | BL1B | 501 | - 501_20141209_163437.zip 1_test1.png 2_ユーザー登録画面(英).png 3_ユーザー登録画面(和).png 4_ログイン画面(英).png | 2014/12/09 16:34:37 |
| | 2 | BL1B | 501 | + 501_20141209_155847.zip | 2014/12/09 15:58:47 |

* Uploaded files can be displayed by clicking the "+" and "-" buttons located at the left of the file names.

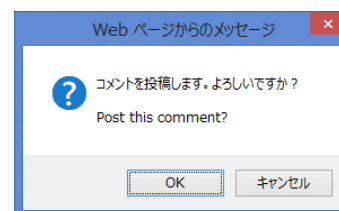
6. Posting of Comments

If you have a request, question or message about posting the Activity Report, register a comment in the Comment column at the bottom of the List of Posts screen.

* Enter the details in the Comment Input column and click the "Register Comment" to post.

After clicking the "Register Comment" button, a confirmation message box is displayed.

Click the "OK" button to register the comment.



A person in charge will respond to your comments as needed.

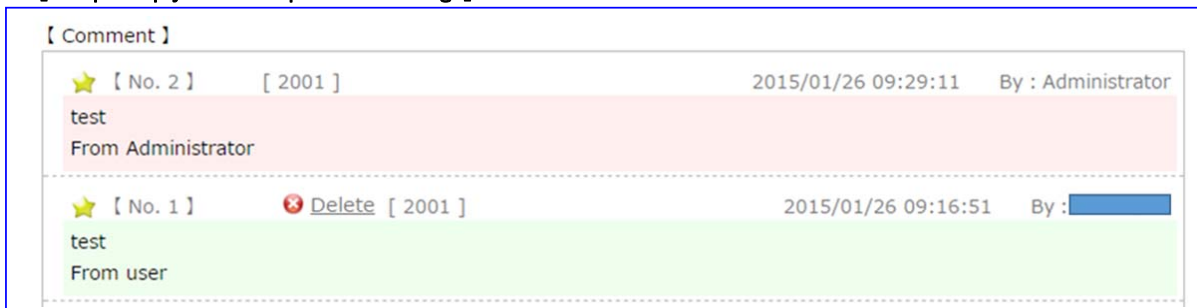
Check for a comment from the person in charge in the Comment column at a later date.

* If you need an answer by e-mail, include an e-mail address for sending the answer in your comment.

[Sample display after registering a comment]



[Sample reply from the person in charge]



* Comments posted about tasks handled by proposers are displayed in chronological order in the list of comments.

* Comments registered with your ID are shown in light green.

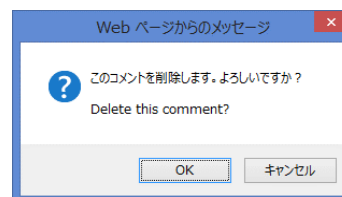
* Comments registered with a different ID are shown in light pink.

7. Deletion of Comments

To delete a comment that you registered, click the "Delete" button displayed in the List of Comments.



After clicking the "Delete" button, a confirmation message box is displayed. Click the "OK" button to delete the comment.



* You can only delete comments that have been registered with your ID. Comments registered with a different ID cannot be deleted.

* Registered comments cannot be modified.

If you need to modify a comment, delete it first and then register a new comment.