

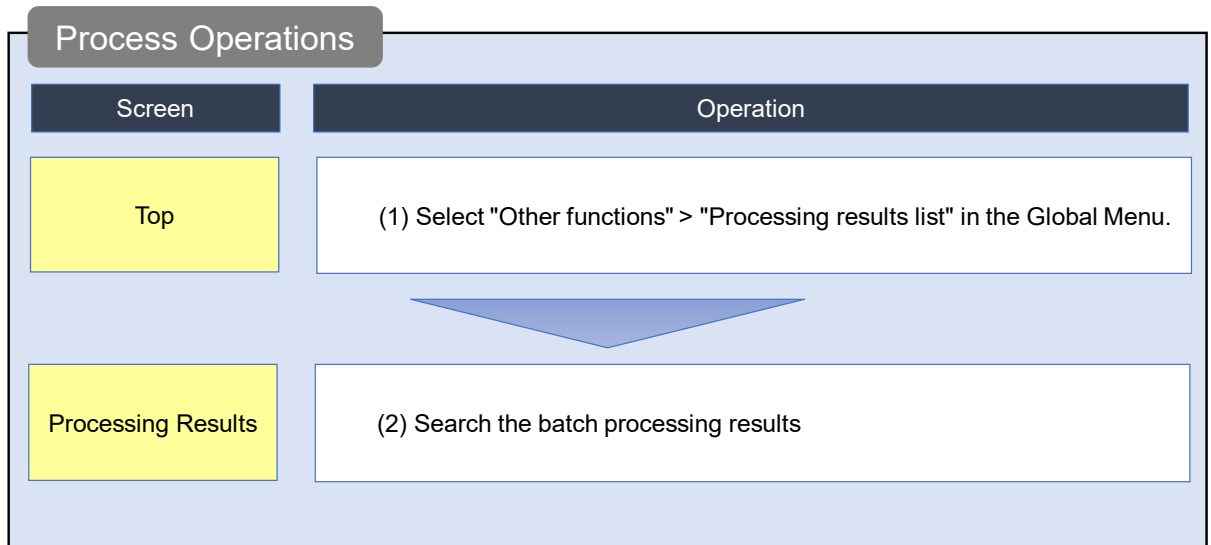
7. Other Operations

Basic Operations

- Processing results
Download and view batch processing results.
→ "[7.1 Processing Results](#)"
- Convert files to PDF
You can convert document files in Word and Ichitaro format to PDF.
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- Modify researcher details
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- Change your password
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- Change your secret questions and answers
Change the secret questions and answers of your account.
→ "[7.6 Changing Your Secret Questions and Answers](#)"
- Change your email settings
Change your settings for sending and receiving email.
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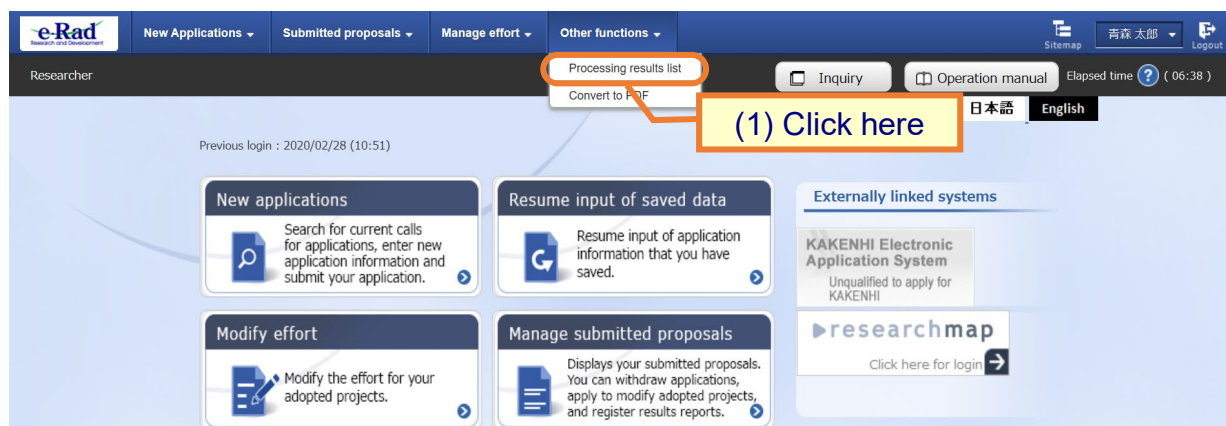
7.1 Processing Results

This section explains how to download and view batch processing results.



Instructions

(1) Selection in the Global Menu



(1) Click "Other functions" > "Processing results list" in the Global Menu.

(2) Batch processing results

The [Processing Results] screen is displayed.

Processing Results
Displays the list of statuses for processes such as creating download files and sending and receiving e-mails. The processing result files can be downloaded after processing is complete.

Search terms

Processing time (Start) 2019/10/30 00:00 to (Finish) 2019/11/06 23:59

Function name Select

Status Select

Number of displayed items 100

Clear search conditions Search

Refresh Auto refresh Refresh

This is currently displayed with the manual update settings. To update, click the "Refresh" button.

(1) Input search terms.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 20 items (total 20 items)

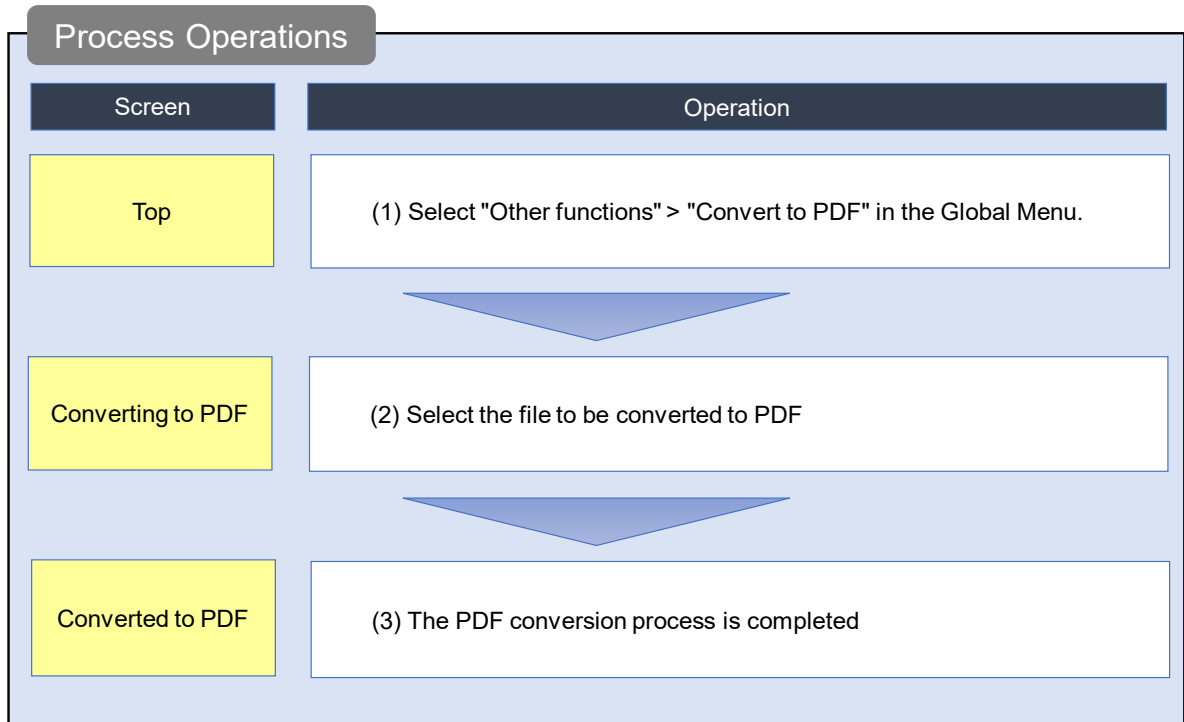
Start time	Finish time	Function name	Message	Status	Processing results
					Browse Download
2019/11/06 17:05			送信メール: [e-Rad] 引戻し通知	Completed normally	
2019/11/06 17:05			送信メール: [e-Rad] 引戻し通知	Completed normally	
2019/11/06 17:04			送信メール: [e-Rad] 引戻し通知	Completed normally	
2019/11/06 17:04			送信メール: [e-Rad] 引戻し通知	Completed normally	
2019/11/06 16:54			送信メール: [e-Rad] 引戻し通知	Completed normally	
2019/11/06 16:54			送信メール: [e-Rad] 引戻し通知	Completed normally	

(3) Click the "Download" icon next to the processing results that you want to download or the "Browse" icon next to the processing results that you want to view.

This ends the procedure for downloading and viewing the results of the batch processing.

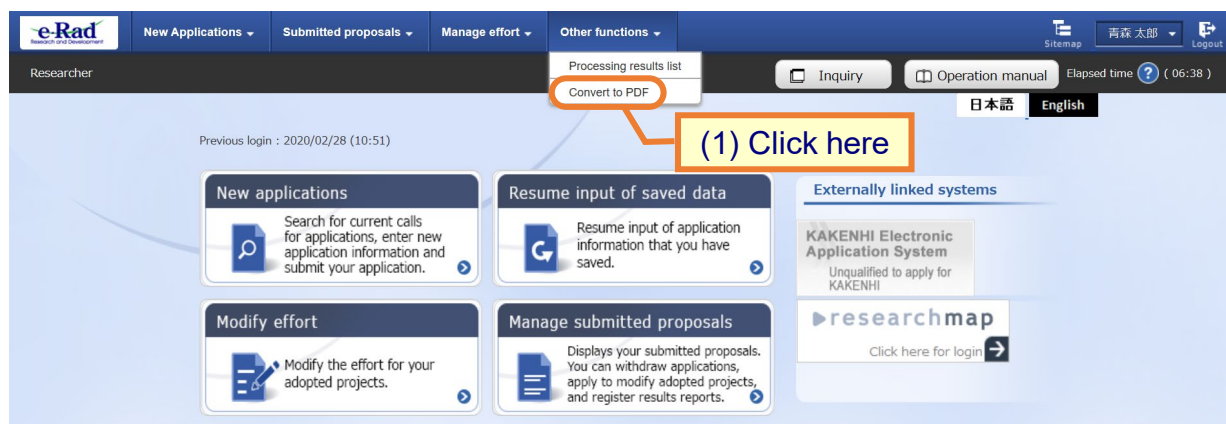
7.2 Converting Files to PDF

This section explains how to convert document files in Word and Ichitaro format to PDF.



Instructions

(1) Selection in the Global Menu



(1) Click "Other functions" > "Convert to PDF" in the Global Menu.

(2) Convert the file to PDF

The [Converting to PDF] screen is displayed.

(1) Click the "Browse" button and select the file you want to convert to PDF.

(2) Click the "Convert" button.



Caution

Ichitaro files containing multiple sheets

- If an Ichitaro file contains multiple sheets, the file might not be converted to PDF successfully. For example, the resulting PDF file might include only some of the sheets.

(3) The file has been converted to PDF

The [Converted to PDF] screen is displayed.



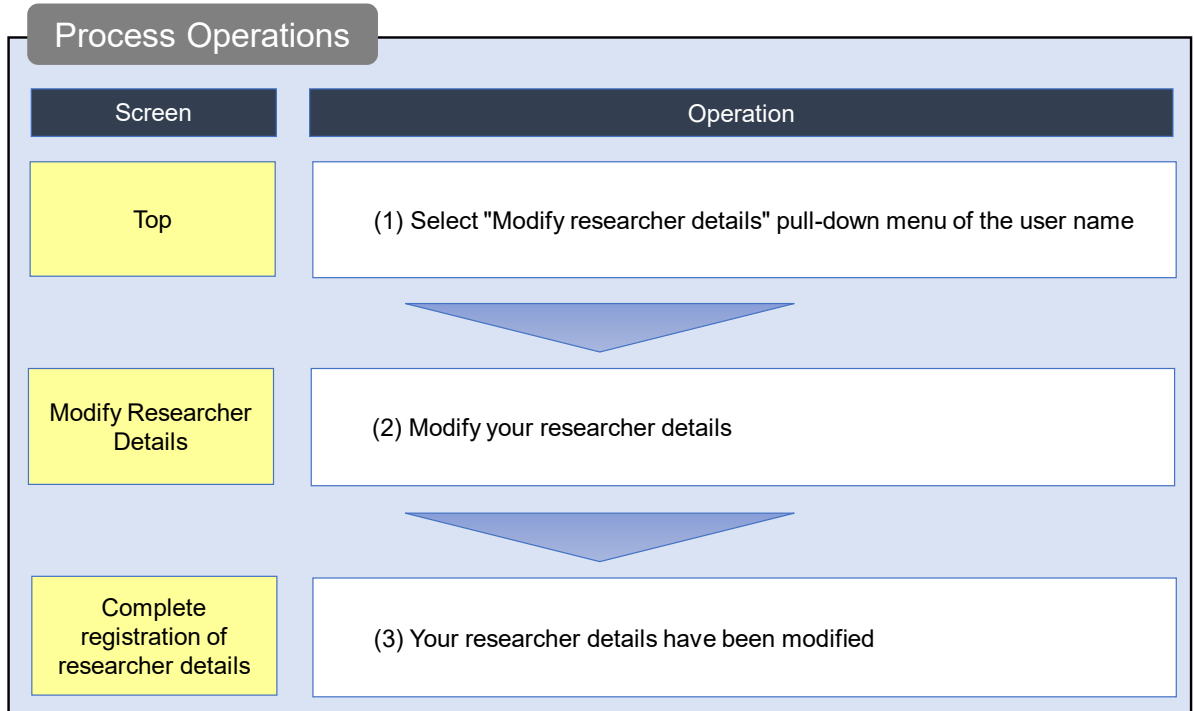
The converted PDF files can be downloaded from the Batch Processing Results screen.

The rest of this process is the same as P.7-2 "7.1 Processing Results".

This ends the procedure for converting a Word or Ichitaro document file to PDF.

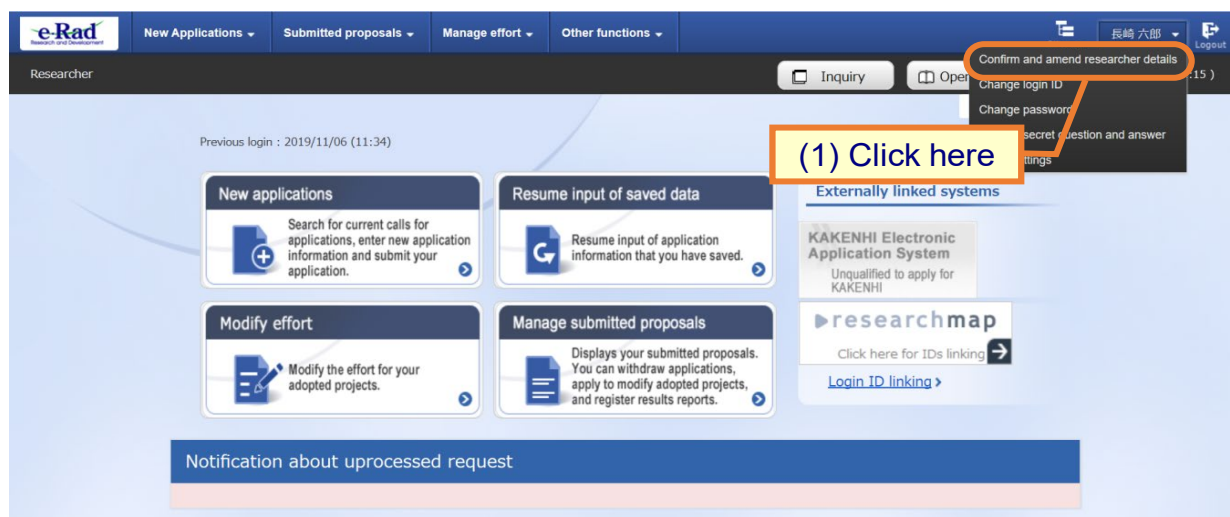
7.3 Modifying Researcher Details

This section explains how to modify your details on e-Rad.



Instructions

(1) Selection in the pull-down menu of the user name



- (1) Move the cursor to the user name and click "Confirm and amend researcher details" in the displayed pull-down menu.

(2) Modify your researcher details

The [Modify Researcher Details] screen is displayed.

The screenshot displays the 'Modify Researcher Details' interface. At the top, there's a navigation bar with 'e-Rad' logo and menu items like 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below this, a sub-header 'Modify Researcher Details' is followed by the instruction 'Register researcher.' and three tabs: 'Basic information', 'Research area', and 'Main research institution'. The 'Basic information' tab is highlighted with an orange box and a callout '(1) Select this tab'. The form itself is titled 'Register researcher' and contains several sections: 'Personal Information' (Researcher number, Co-investigator key function, Name, Name in Japanese Katakana, Other name, How to indicate name, Name in English, Date of birth, Gender), 'Academic degree' (Academic degree, Field, Date awarded, University), 'Contact Information' (Phone number, Fax number), 'E-mail address' (E-mail address 1, E-mail address 2), 'Thesis Name', 'ORCID ID', 'Field Code', and 'Update date'. A 'Register' button is located at the bottom right.

(1) The input screen is divided into tabs ([Basic information], [Research area], [Main research Institution])

Select each tab and input the required information.

(a) [Basic information] tab

Modify Researcher Details

Register researcher.

Basic information | Research area | Main research institution

(1) Fill out these fields

Basic information

register researcher

Researcher number: 60936590

Co-investigator (kenkyu-buntansha) key function: ☐ Use ☒ Do not use

The researcher without last name: ☐ Please select it in case researchers do not have the last name

Name: Hitachi Taro

Name in Japanese Katakana: Hitachi Taro

Other name (including middle name and maiden name):

Other name in Japanese Katakana:

How to indicate name: ☒ Only Name ☐ Only other name ☐ Both Name and Other name

Name in English: hitachi taro

Date of birth (Year/Month/Day): 2000/01/01

Gender: Male

Academic degree: Academic degree: Other, Field: その他, Date awarded (Year/Month/Day): e.g. 2017/01/01, University: 日立大学

Phone number: Contact: ☒ Work phone ☐ Home phone ☐ Mobile phone, Phone number: e.g. 012-3456-7890

Fax number: e.g. 012-3456-7890

E-mail address 1: 50 characters or less (alphanumeric characters and/or symbols), E-mail Address: hitachiTaro@erad-development.net, E-mail Address (confirm): hitachiTaro@erad-development.net

E-mail address 2: 50 characters or less (alphanumeric characters and/or symbols), E-mail Address: , E-mail Address (confirm):

Thesis Name: *255 characters or less (line breaks and spaces are each counted as one character), More 255 more characters.

ORCID ID: e.g. j9999-9999-9999-999X

Field Code(Main research fields): Algebra, Search Research fields, Clear

Update date: 2022/02/14

Main page Register

(1) Input your basic details.

(b) [Research area] tab

Modify Researcher Details

Register researcher.

Basic information **Research area** Main research institution

Research area

Register your research field (optional).
By registering this information, you can receive e-mails when a call for Applications related to your research field is published on e-Rad.

Research area (main)	Research contents	Keyword
	<input type="text"/> Search Research contents <input type="button" value="Clear"/>	<input type="text"/> Keyword <input type="button" value="Delete"/>
	<input type="button" value="Add line"/>	<input type="button" value="Delete selected line"/>

Research area (secondary)	Research contents	Keyword
	<input type="text"/> Search Research contents <input type="button" value="Clear"/>	<input type="text"/> Keyword <input type="button" value="Delete"/>
	<input type="button" value="Add line"/>	<input type="button" value="Delete selected line"/>

Main page

(1) Input the details of your research fields.

(c) [Main research Institution] tab

Modify Researcher Details

Register researcher.

Basic information | Research area | **Main research institution**

(1) Check these details

Affiliated research institution

Affiliation details can be managed only by the administrative manager or administrative contributory of the institution. Ask them for amendment if you notice any incorrection.

Date of appointment	Research institution code	Type of employment	Resource for employment	Fixed term	Main research institution	Allow changes of your main institution by other affiliated institutions (value) Allow, Do not allow	Eligibility for institutions (KAKENHI)	Date of registration of appointment	Department code	Department name	Position (Class)	Main department	Cooperation target
20130601 (20130612)	211/1 02010 九州大学	Full-time	Employment through stable financial resources			<input type="radio"/>	<input type="radio"/>	20130601 (20130612)	01/1 工学部	教授 (Professor class)		<input type="radio"/>	<input checked="" type="radio"/>
20180925 (20190315)	06770 24951 株式会社 株式会社 フォーブル	Part time	Employment through stable financial resources			<input type="radio"/>		20180925 (20190315)	01/1 工学部	取締役 (Institution director or / department director or class)		<input type="radio"/>	<input type="radio"/>

Previously affiliated research institutions

Previous affiliation details can be managed only by the administrative manager or the administrative contributor of that institution. Please contact them to make changes if you notice anything incorrect in your previous details.

Date of appointment	Date of resignation	Research institution	Date of registration of appointment	Date of registration of resignation	Department name	Class
2007/12/01 (2007/12/01)	2013/05/31 (2013/06/12)	株式会社 九州大学	2007/12/01 (2007/12/01)	2013/05/31 (2013/06/12)	工学 (系) 研究科 (研究部)	助教 助教グループ

Status of research expenses outside e-Rad and status of notification to job titles and affiliated institutions

(1) Research expenses other than e-Rad

Kind of Contract	Partner institution (Country name of the partner institution) Funding system (Research period)	Research subject name	Budget amount	Effort (%)	Whether or not a confidentiality agreement concluded	Delete
Joint research ex	九州大学 日本 e-Rad外の研究制度 2022 Year 04 Month 2025 Year 03 Month e-Rad外の研究		1,000,000 Yen	5	No	<input checked="" type="radio"/> Not deleted <input type="radio"/> Delete (typing error) <input type="radio"/> Delete (End contract)

[Add line](#)

(2) Organizations you belong to and your positions (including concurrent positions, participation in a foreign recruitment program, position of professor emeritus without employment contract)

Side business, participation in a foreign recruitment program, or an emeritus professor without an employment contract, etc.	Location of partner institution	Delete
九州大学 工学部	日本	<input checked="" type="radio"/> Not deleted <input type="radio"/> Delete (typing error) <input type="radio"/> Delete (End contract)

[Add line](#)

(3) Pledge status

Information necessary to ensure transparency in all research activities in which you are involved, including support for facilities and equipment other than donations and funds. Are you properly reporting to your institution based on relevant regulations?

☒ Reported

Pledge status history

Date and time of change: _____ Intent: _____

(2) Click here

[Main page](#) [Register >](#)

(1) Check the details of your research institution(s). In addition, select the research institution to which you belong and that should be displayed on the application registration screen.

(2) Click the "Register" button.

(3) Your researcher details have now been modified

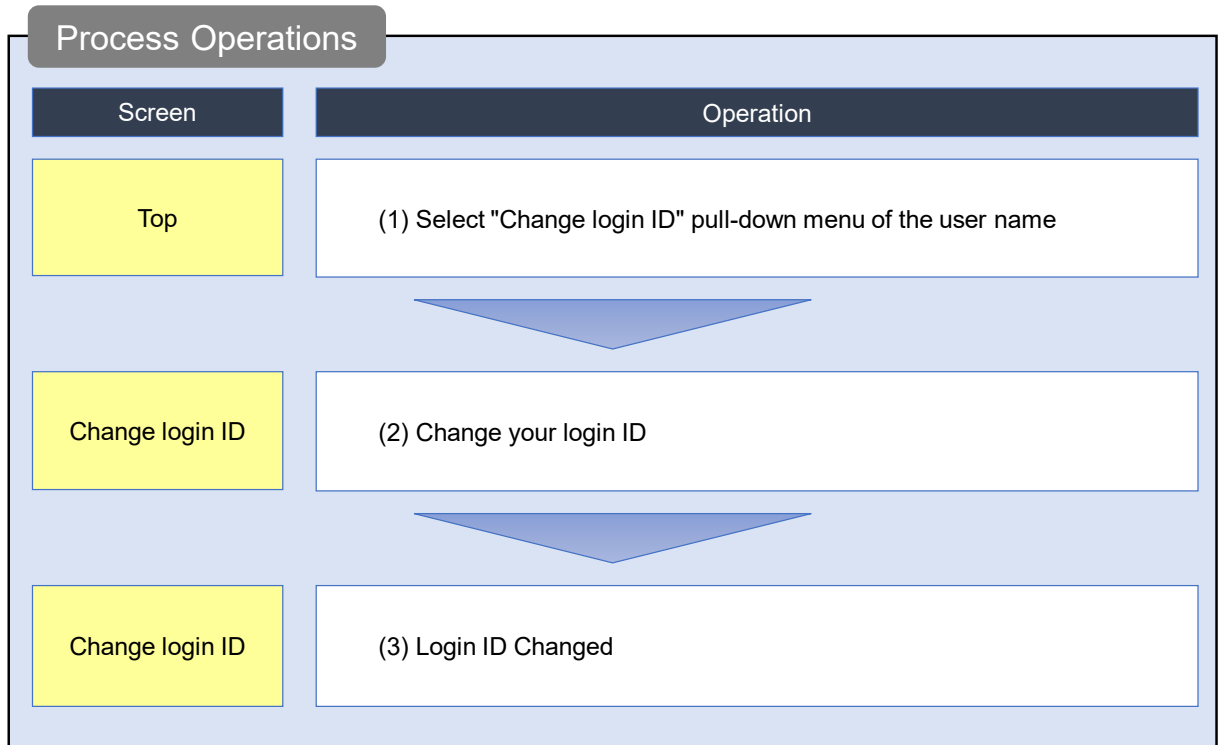
The [Complete registration of researcher details] screen is displayed.



This completes the process for modifying researcher details.

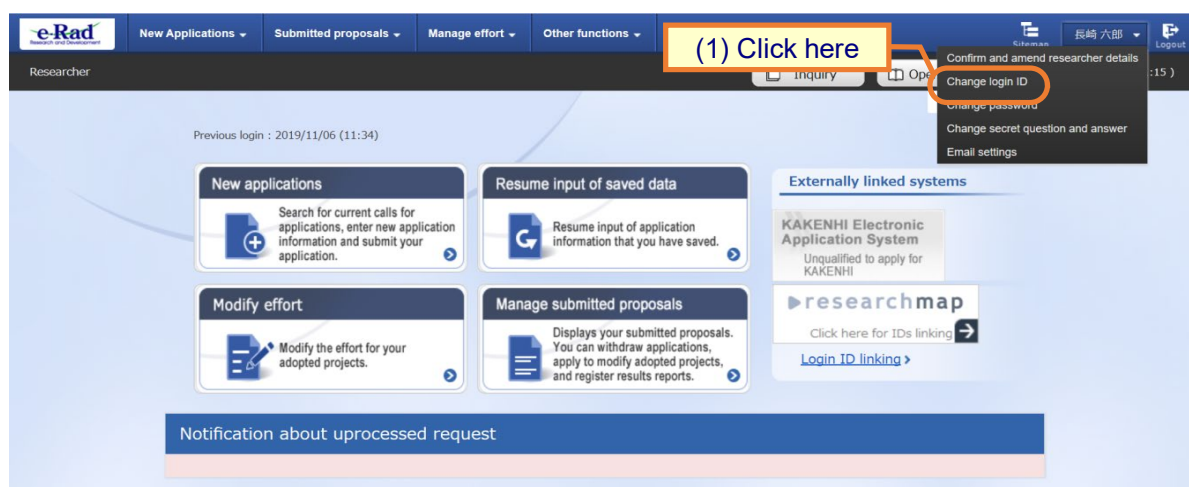
7.4 Changing Your Login ID

This section explains how to change your login ID.



Instructions

(1) Selection in the pull-down menu of the user name



(1) Move the cursor to the user name and click "Change login ID" in the displayed pull-down menu.

(2) Change your login ID

The [Change login ID] screen is displayed.

The screenshot shows the 'Change login ID' interface. At the top, there is a navigation bar with the 'e-Rad' logo and several menu items: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. On the right side of the navigation bar, there are links for 'Sitemap', a user profile '長崎 六郎', and a 'Logout' button. Below the navigation bar, there is a 'Researcher' label and buttons for 'Inquiry' and 'Operation manual', along with an 'Elapsed time' indicator showing '(00:17)'. The main content area is titled 'Change login ID'. It contains a form with the following fields: 'Current login ID' (displaying 'kanagawaken-2'), 'New login ID' (marked as 'Required'), and 'New login ID (confirm)' (also marked as 'Required'). A text box next to the 'New login ID' field provides instructions: 'Must be up to 50 characters and half-width, numbers, lower case letters, symbols. The symbols can not be used except [\"-\" \"_\" \"@\" \"+\" \"<\" \"#\" \"!\" \"/\" \"_\"].'. At the bottom of the form, there is a 'Register' button with a right-pointing arrow. Two callout boxes are present: one labeled '(1) Fill out these fields' pointing to the 'New login ID' and 'New login ID (confirm)' fields, and another labeled '(2) Click here' pointing to the 'Register' button.

(1) Input your new login ID.

(2) Click the "Register" button.

(3) Your login ID has been changed

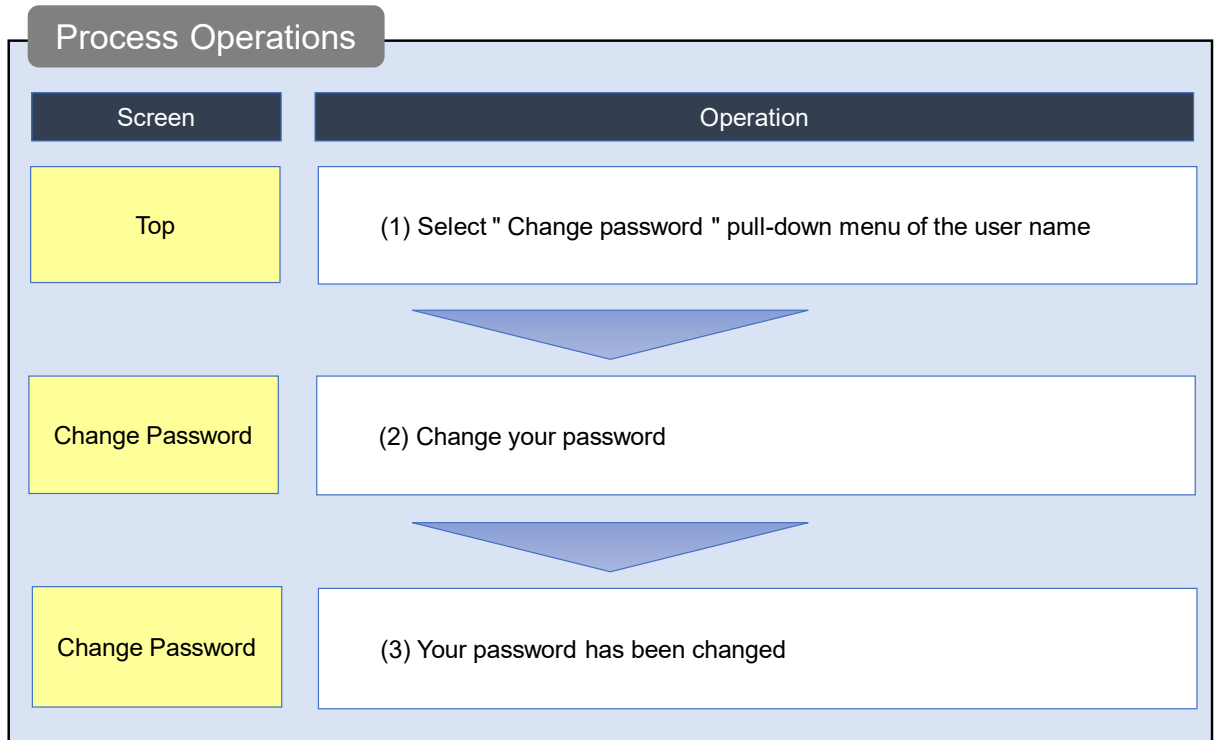
The [Change login ID] screen is displayed.



This completes the process for changing your login ID.

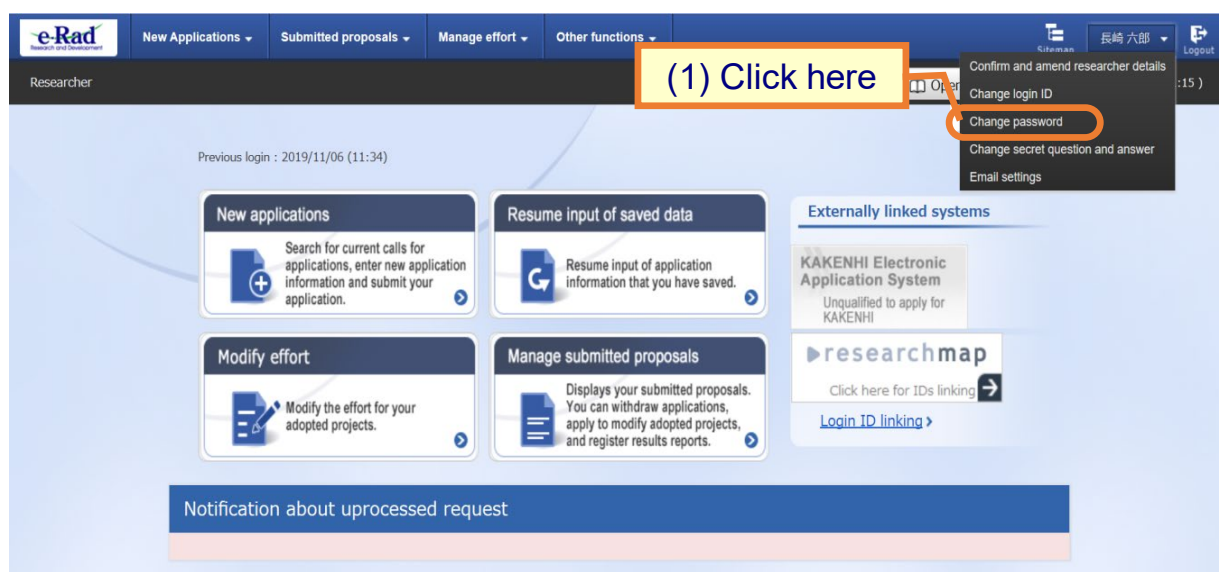
7.5 Changing Your Password

This section explains how to change your password.



Instructions

(1) Selection in the pull-down menu of the user name



(1) Move the cursor to the user name and click "Change password" in the displayed pull-down menu.

(2) Change your password

The [Change Password] screen is displayed.

Change Password

Change your password. Avoid using the same password that you use for another website or a password that can be guessed easily by others.

Current password	Required	<input type="text"/>
New password	Required	<p>Must be 6 to 16 characters. The following special 9 characters can be used: ., - , _ , @ , # , % , ^ , * , & . The password must contain lower case letter, upper case letter, numeric character and special character.</p> <input type="text"/>
New password (confirm)	Required	<p>Re-enter your new password to confirm. (You cannot use the copy and paste function.)</p> <input type="text"/>

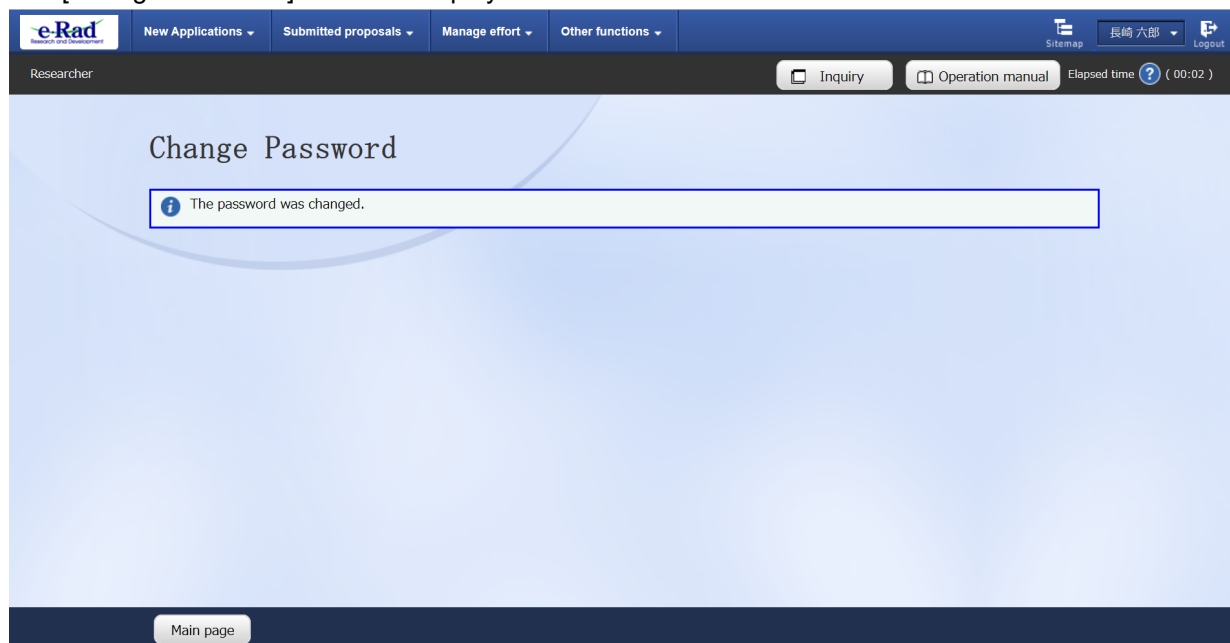
[Main page](#) [Register >](#)

(1) Input your new password.

(2) Click the "Register" button.

(3) Your password has been changed

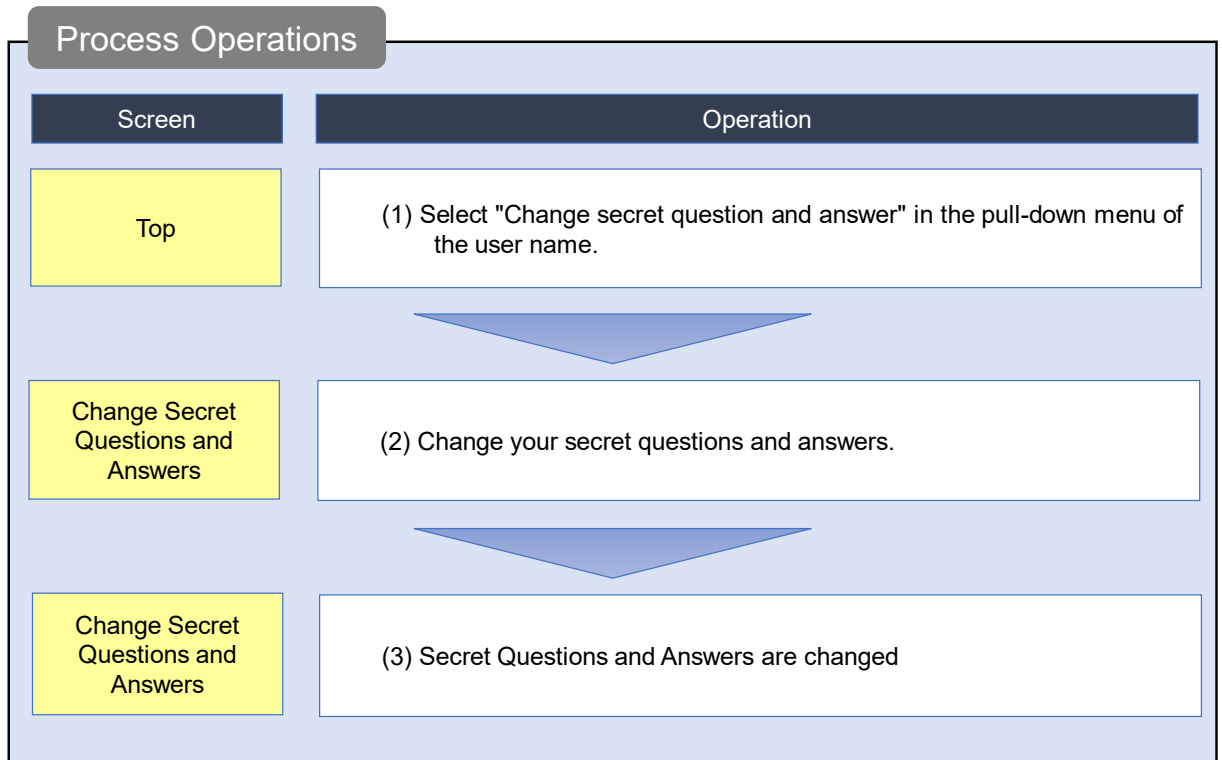
The [Change Password] screen is displayed.



This completes the process for changing your password.

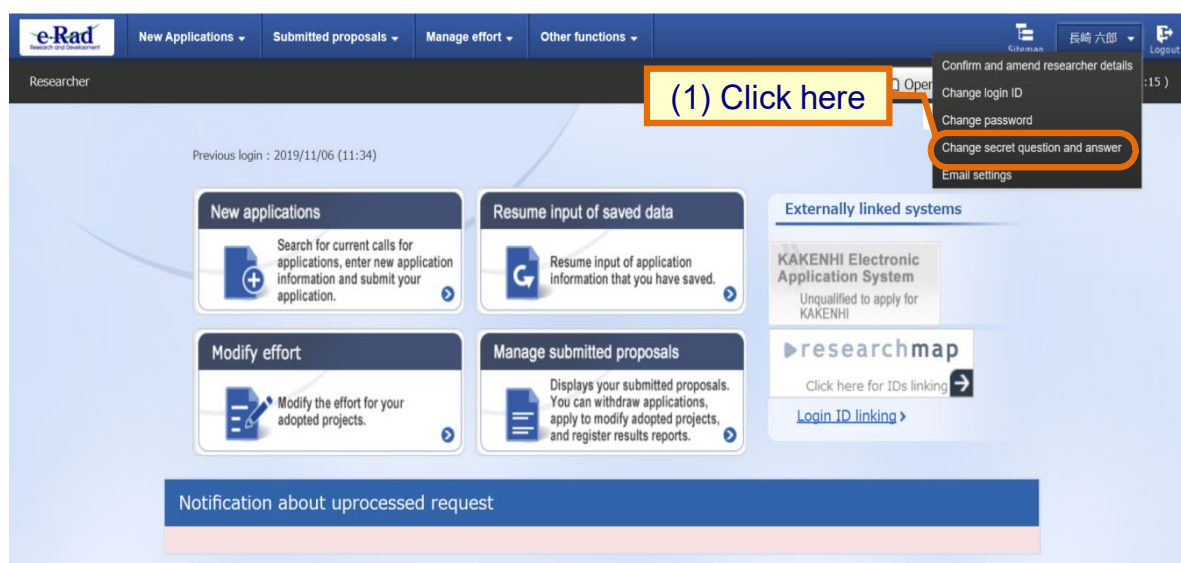
7.6 Changing Your Secret Questions and Answers

This section explains how to change your secret questions and answers



Instructions

(1) Selection in the pull-down menu of the user name



(1) Move the cursor to the user name and click "Change secret question and answer" in the displayed pull-down menu.

(2) Change your secret questions and answers

The [Change secret question and answer] screen is displayed.

Change secret question and answer

Change your secret questions and answers. The secret questions and answers are required to reissue your password.

Enter the answers to your secret questions (up to 50 characters each).

Secret question 1	Required	Select
Answer to secret question 1	Required	
Secret question 2	Required	Select
Answer to secret question 2	Required	
Secret question 3	Required	Select
Answer to secret question 3	Required	

Main page

Register >

(1) Input three secret questions and answers.

(2) Click the "Register" button.

(3) Secret Questions and Answers Changed

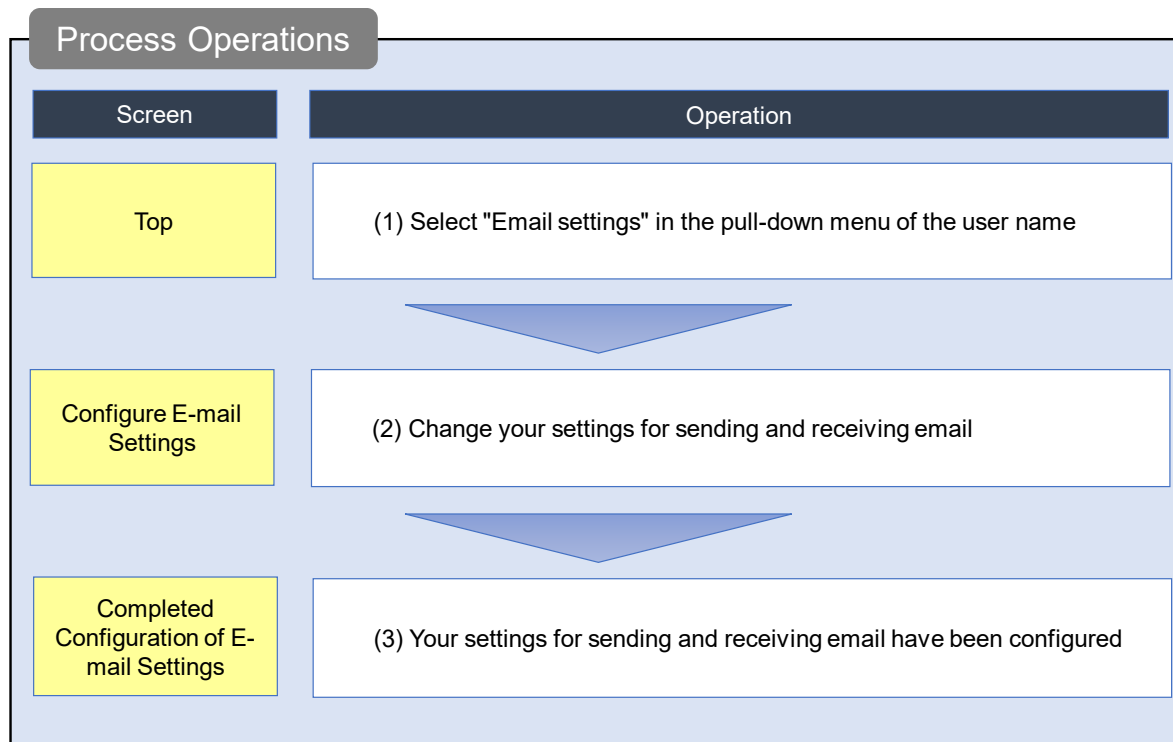
The [Change secret question and answer] screen is displayed.



This completes the process for changing your secret questions and answers.

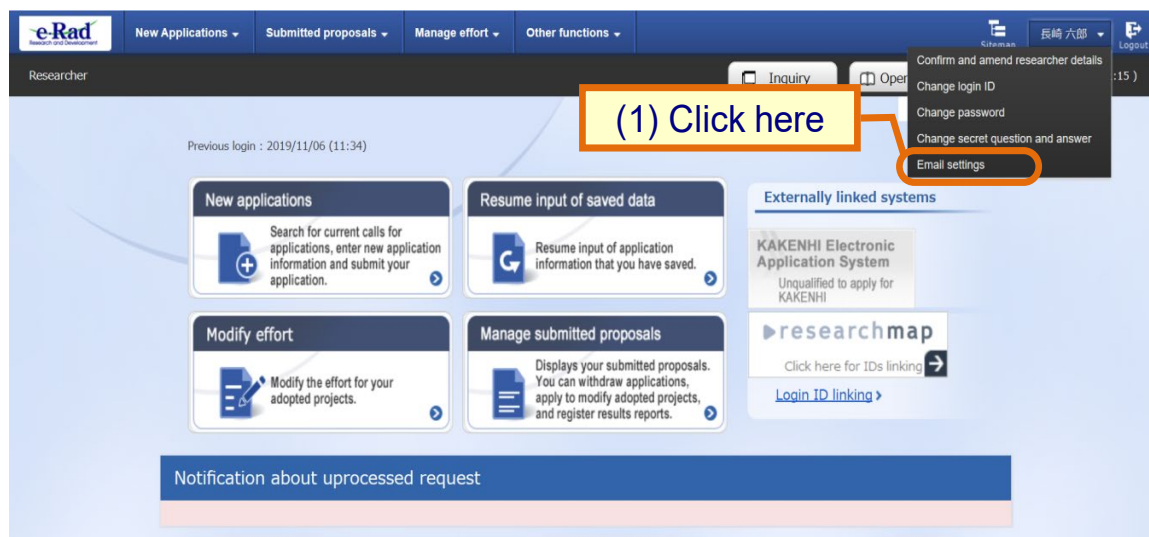
7.7 Changing Your Email Settings

This section explains how to change your settings for sending and receiving email.



Instructions

(1) Selection in the pull-down menu of the user name



(1) Move the cursor to the user name and click "Email settings" in the displayed pull-down menu.

(2) Change your email settings

The [Configure E-mail Settings] screen is displayed.

Configure E-mail Settings

You can configure your settings for sending and receiving e-mails upon using e-Rad.
E-mails from e-Rad are sent to "E-mail address 1" and "E-mail address 2".
If you do not receive the e-mails, please check the registration of your e-mail address(es).

* Some e-mails may not be sent to you even if you have registered your e-mail address.

E-mail name	E-mail notification settings	
	Send	Receive
Notice email of registering/modifying/deleting the researcher details or the affiliation details※ ?		<input checked="" type="checkbox"/> Receive
Guide email of the call for application※ ?		<input type="checkbox"/> Receive
Guide email of the call for application (institutions own) ?		<input type="checkbox"/> Receive
Email of registering/modifying/deleting the co-investigator of application project ?	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/> Receive
Email of registering/modifying/deleting the researcher participating in the application project ?	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/> Receive
Email before application deadline (to applicant) ?		<input checked="" type="checkbox"/> Receive
Notice email of the adoption result※ ?		<input checked="" type="checkbox"/> Receive
Notice email of registering the application and allocation decision details※ ?		<input checked="" type="checkbox"/> Receive
Notice email of hold or release ?		<input checked="" type="checkbox"/> Receive
Email of registering/modifying/deleting the co-investigator of adoption projects (change application) ?	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/> Receive
Email of registering/modifying/deleting the researcher participating in the adoption projects (change) ?	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/> Receive
Request email of registering the financial result report or the research result report ?		<input checked="" type="checkbox"/> Receive
Modify reminder email (to applicant) ?		<input checked="" type="checkbox"/> Receive
Notice email of deleting the project ?		<input checked="" type="checkbox"/> Receive
Notice email of the research institution and the acceptance※ ?		<input checked="" type="checkbox"/> Receive
Notice email of the Funding agency and the acceptance (to applicant)※ ?		<input checked="" type="checkbox"/> Receive
Notice email of approving the effort modify (to researchers)※ ?		<input checked="" type="checkbox"/> Receive
Notice email of accepting the effort modify (to researchers)※ ?		<input checked="" type="checkbox"/> Receive
Request email of modifying the financial results report or the research result report※ ?		<input checked="" type="checkbox"/> Receive
Login notice email ?		<input checked="" type="checkbox"/> Receive
Reminder email of registering the financial results report or the research result report ?		<input checked="" type="checkbox"/> Receive
Email of registering/modifying/deleting the result reporter (researcher unit) ?	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/> Receive
Email of registering/modifying/deleting the result reporter (researcher participating project) ?		<input checked="" type="checkbox"/> Receive

Register >

(1) Input your new settings for each sending and receiving email.

(2) Click the "Register" button.

(3) Your email settings have been changed

The [Completed Configuration of E-mail Settings] screen is displayed.

Completed Configuration of E-mail Settings

You can configure your settings for sending and receiving e-mails upon using e-Rad.
E-mails from e-Rad are sent to "E-mail address 1" and "E-mail address 2".
If you do not receive the e-mails, please check the registration of your e-mail address(es).

* Some e-mails may not be sent to you even if "Receive" is selected, depending on the funding agency's specifications.

Email notification settings have been configured.

E-mail name	E-mail notification settings	
	Send	Receive
Notice email of registering/modifying/deleting the researcher details※ ?		<input checked="" type="checkbox"/> Receive
Guide email of the call for application※ ?		<input type="checkbox"/> Receive
Guide email of the call for application (institutions own) ?		<input type="checkbox"/> Receive
Email of registering/modifying/deleting the co-investigator of application project ?	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/> Receive
Email of registering/modifying/deleting the researcher participating in the application project ?	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/> Receive
Email before application deadline (to applicant) ?		<input checked="" type="checkbox"/> Receive
Notice email of the adoption result※ ?		<input checked="" type="checkbox"/> Receive
Notice email of registering the application and allocation decision details※ ?		<input checked="" type="checkbox"/> Receive
Notice email of hold or release ?		<input checked="" type="checkbox"/> Receive
Email of registering/modifying/deleting the co-investigator of adoption projects (change application) ?	<input checked="" type="checkbox"/> Send	<input checked="" type="checkbox"/> Receive

[Main page](#) [Register >](#)

This completes the process for changing your email settings.