

Kyoto University
Activity Database on Education and
Research
Manual for Faculty

Institute for Information Management and Communication, Kyoto University (IIMC)

目次

1. Basic Configuration

- [1.1. What is "Activity Database on Education and Research"\(KDB\)?](#)
- [1.2. Persons Obligated to Register](#)
- [1.3. Regular Updates](#)
- [1.4. Public page and Edit page](#)
- [1.5. \[Important\] Update Published Data](#)
- [1.6. Public Page Settings](#)
- [1.7. Link with External DB](#)
- [1.8. Proxy User Input](#)
- [1.9. External Files](#)

2. Login

- [2.1. Log in to KDB](#)

3. Screen Explanation

- [3.1. Dashboard upper](#)
- [3.2. Dashboard lower](#)
- [3.3. Update information using WEB input form](#)
- [3.4. \[Preview\] Links & \[Update published data\] button](#)
- [3.5. Editable Items](#)
- [3.6. About Public Scope Level](#)

4. Initial Settings

- [4.1. Settings on researchmap](#)
- [4.2. Settings on KDB](#)

5. Setting update mode of public page

- [5.1. Switch update mode](#)

6. Proxy user management

- [6.1. Proxy user setting](#)

7. Import researchmap data

- [7.1. Import researchmap data](#)

8. Update information using WEB input form

- [8.1. Update information using WEB input form](#)
- [8.2. Changing the order of achievements \(e.g. Papers\)](#)

9. Update information (Excel)

- [9.1. Download](#)
- [9.2. Update info by Excel](#)
- [9.3. Upload](#)

10. Form output

- [10.1. Form output](#)

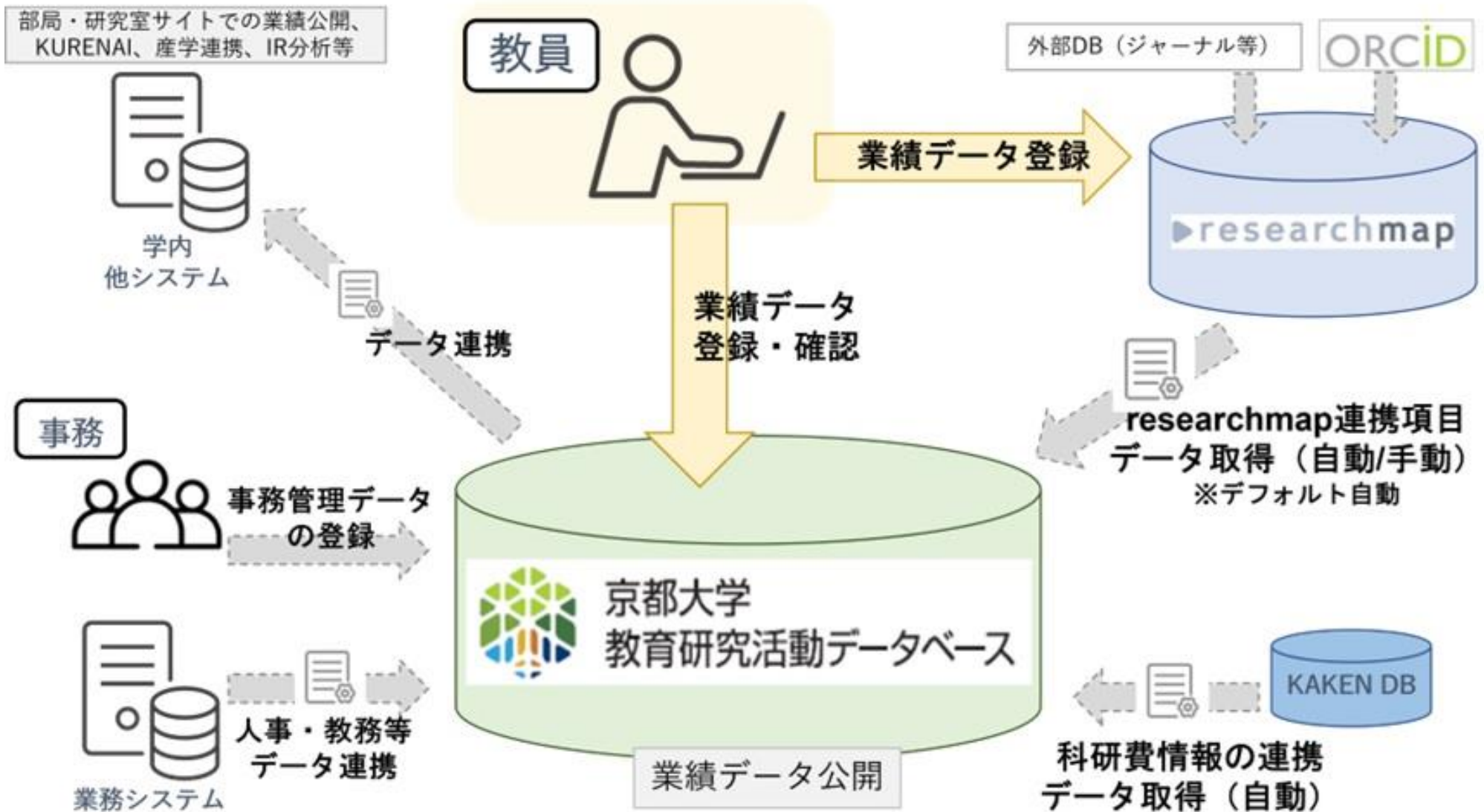
11. Others

12. FAQ

13. Inquiry

1. Basic Configuration

Overview Diagram



1.1. What is "Activity Database on Education and Research"(KDB)?

Under Article 172-2 of the enforcement regulations for the School Education Law, it is obligated to "publicize the status of education and research activities in order to contribute to the dissemination and promotion of the utilization of the results of education and research". Specific items to be publicized as the status of education and research activities are indicated. The specific items to be publicized are as follows.

- 1 Matters related to the educational and research objectives of the university
- 2 Matters related to the basic organization for education and research
- 3 Matters related to the organization of the faculty, the number of faculty members, and the degrees and achievements held by each faculty member
- 4 Matters related to the admission policy, the number of students admitted, the admission capacity, the number of students enrolled, the number of students who have graduated or completed their studies, the number of students who have entered higher education, the number of students who have been employed
- 5 Matters related to class subjects, methods and contents of classes, and annual class plans
- 6 Matters related to evaluation of the results of study and the standards for graduation or completion of studies
- 7 Matters related to the educational and research environment for students, including school land, school buildings, and other facilities and equipment
- 8 Matters related to tuition, admission fees, and other fees charged by the university
- 9 Matters related to support provided by the university for students' studies, career choices, and mental and physical health

In addition, the Enforcement Regulations stipulate that universities shall make efforts to proactively publicize on the knowledge and abilities that students should acquire in accordance with their educational objectives.

KDB is being maintained for the purpose of publicizing "information on the degrees and achievements held by each faculty member".

1.2. Persons Obligated to Register

- Persons obliged to register in the KDB are full time <professors, associate professors, lecturers and assistant professors(including specified faculty and including assistants at the time of faculty evaluation)>, and others that the president deems necessary.
- Faculty staff other than the above who have already been registered can operate the database.
- Faculty staff other than the above who request to register are required to gain permission of their supervisor of department and submit a registration request application through the office of the department they belong. The application form is in the document sharing [*], so please apply to the "Research Support Division of IIMC" by e-mail (refer to the last page).

[*]Application form URL : <https://u.kyoto-u.jp/kdb-touroku>

1.3. Regular Updates

- KDB can be updated at any time, although May 1st is set as the base date every year. Please follow the notification for updating and confirm the input and registration data.
- Update process is as follows.
 1. Updates by university administration:
Primary Affiliation, External Funds other than Kakenhi [*a], Teaching subject(s), Participation in PhD. Defense, and School management (title, position)
 2. Updates by the department administration:
Affiliated programs, Concurrent Affiliation, Faculty management (title, position) and Part-time lecturer
 3. **Updates by faculty after 1 and 2:**
Research History, Achievement etc. (Most items can be updated from researchmap)

[*a]: SPS commissioned research funds, Institutional accounting subsidy and Individual accounting subsidy

1.4. Public page and Edit page

- KDB consists of "Public page" and "Edit page".
- Public page
 - It is the screen to disclose to the public.
 - Data which is set to disclose and researchers have selected to disclose are published.
- Edit page
 - It is the screen to enter and edit data by logging in with your SPS-ID.
 - You can input data manually as well as download / upload in Excel format.

1.5. [Important] Update Published Data

Register researchmap URL

* Once you register, you are not required to register again basically



Import researchmap data

* Automatically updated once a day in addition to manual updates



Enter and edit Kyoto University original items on the edit page



Update published data

Click the "Update Published Data" button to publish

* Data are reflected automatically on the public page by importing data by default

1.6. Public Page Settings

- Data are updated automatically on the public page by default to reduce user effort.
- Achievements registered in researchmap, data registered in the KAKEN database, teaching subjects assigned by the administration staff, and data of university administration will be automatically updated by default.

Timing of automatic updates to the public page:

- When [Update Published Data] button is clicked
- When [Excel Input Sheet] is uploaded
- When CSV file is imported by department administrator
- Database from other systems is linked

1.6. Public Page Settings

- You can change the update setting of the public page to "Manual Update" from "Individual Settings" => "Public Page Settings". Please note that all data will not be updated to the public page unless you click "Update Information Using Web Input Form" => "Update Published Data" button when you set "Manual Update".

The screenshot displays the Kyoto University website interface. At the top left is the Kyoto University logo and name. A dark blue navigation bar contains several links: Dashboard, Import researchmap data, Update information (Excel), Update information using WEB input form, Form output, and Individual settings (highlighted with a red box). Below the navigation bar are two links: Display on Web publication screen and Display top page of search results. The main content area is titled 'Public page settings'. On the left, there is a 'Menu' section with three items: Public page settings (highlighted with a red box), Settings for outsourcing agent input, and Setting Public Top User Page. The main content area is titled 'Setting update mode of public page' and contains instructions for setting the update timing. Below the instructions, there is a dropdown menu for 'Update public page:' with 'Automatic Update' selected and 'Manual Update' as an option (highlighted with a red box). A 'Setting' button is also visible next to the dropdown.

1.7. Link with External DB

- When data is automatically imported by linking to other databases (researchmap and KAKEN DB), only data that is publicly available on the source database will be registered.
- The public page setting of the items linked to researchmap follows the setting on the researchmap side ("Open to researchers only" = "Your data is disclosed only on-campus Network(KUINS)"), so if you wish to make the data private, please set the data as private on the researchmap side.
- All Information on the KAKEN DB is public, so it is also made public on KDB. The publication status cannot be changed at KDB side.
- For other items which public settings can be changed, please refer to the [\[KDB Item List\]](#) in the manual.

1.8. Proxy User Input

- Proxy User Input
 - To input data by person other than faculty with the same authority as the faculty in the system is called "proxy user input" and can be delegated to an assistant who has an SPS-ID. This setting is available only for the faculty.
- Proxy User
 - A person who performs proxy input. Only person who has an SPS-ID can be set as a proxy user.

* Please refer to [Proxy user management](#) for details.

1.9. External Files

- You can edit the "Excel input sheet" downloaded on the KDB and upload it to reflect it on the KDB.
- JSON output for researchmap is available.

* Please refer to the [Update information \(Excel\)](#) for details.

2. Login

2.1. Access to KDB^[1]

[1] The Kyoto University Activity Database on Education and Research, abbreviated as KDB.

- Go to "<https://kdb.iimc.kyoto-u.ac.jp/>"

2.2. Login

Click and Login.

Search for faculty members

Search by name, research interest[s]

Search

> Advanced Search

> Search by organization

2.3. Login

This screen may not appear in some cases.

京都大学統合認証システム

ユーザ名(ECS-ID または SPS-ID)

パスワード

- ログインを記憶しません。
- サービスへの属性送信同意を再確認します。

ログイン

- [パスワードをお忘れの方はこちら](#)
- [お困りの方はこちら](#)

京都大学情報環境機構 情報環境支援センター

Log in with your
SPS-ID and
password.

2.4. Login



あなたがアクセスしようとしているサービス:
kdb.iimc.kyoto-u.ac.jp

サービスに送信される情報

uid

eduPersonPrincipalName

@kyoto-u.ac.jp



Select the method
you agree to and
accept.

続行すると上記の情報はこのサービスに送信されます。このサービスにアクセスするたびに、あなたに関する情報を送信することに同意しますか？

同意方法の選択:

次回ログイン時に再度チェックします。 ▾

このサービスに送信する情報が変わった場合は、再度チェックします。 ▾

今後はチェックしません。 ▾

この設定はログインページのチェックボックスでいつでも取り消すことができます。

拒否

同意

2.5. Top page after login

The screenshot shows the top page of a web application after a user has logged in. At the top right, there are fields for 'Login ID' and 'Name', along with 'Switch account' and 'Logout' links. A 'Japanese' language selector is also present. Below this is a dark blue navigation bar with links for 'Dashboard', 'Import_researchmap_data', 'Update information (Excel)', 'Update information using WEB input form', 'Form output', and 'Individual settings'. Underneath the navigation bar, there are two links: 'Display on Web publication screen' and 'Display top page of search results'. The main content area is titled 'Dashboard' and features a notification box with the following text: 'Notification from Activity Database on Education and Research', '・システムメンテナンス ※メンテナンス中、機能画面は利用できません。', '毎週火曜日は以下の時間帯でメンテナンスを実施する場合があります。', and '18:00 ~ 21:00'.

3. Screen Explanation

3.1. Screen layout

Edit page (Dashboard upper)

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Switch language → Japanese (Logout)

Logout

Dashboard | Import researchmap data | Update information (Excel) | Update information using WEB input form | Form output | Individual settings

Display on Web publication screen | Display top page of search results

Dashboard

Notification from Activity Database on Education and Research

・システムメンテナンス ※メンテナンス中、編集画面は利用できません。
毎週火曜日は以下の時間帯でメンテナンスを実施する場合があります。
18:00 ~ 21:00

[Header Menu] Links

1. Dashboard: Check for notifications and [update history](#)
2. [Import researchmap data](#): Immediate manual import
3. [Update information \(Excel\)](#): Update information by Excel files
4. [Update information using WEB input form](#): Update information by WEB Form
5. [Form output](#): Output in the specified format
6. Individual settings: Set "[update mode](#)" and "[proxy users](#)", etc

Notification: Displays maintenance information, etc.

3.2. Screen layout

Edit page (Dashboard lower)

Check the situation regarding past updates

Confirm the change history for Excel updates and Web updates
Specify conditions to make search

※ Click and select the date

Revision date ~

Display Syncpost distributed history list

Revision date	User Revising	Revision type	Revision results	Version number	Update detail
2022-07-07 11:09:09		rm連携	完了	52	
2022-07-07 11:08:54		rm連携	完了	86	
2022-07-07 11:08:45		WEB	完了	83	
2022-07-07 11:08:43		WEB	完了	86	
2022-07-07 11:08:35		WEB	完了	85	

Navigation: first prev 1 2 3 4 5 6 7 8 9 10 next last

- [History List]
 - It is also possible to search by update date.

3.3. Screen layout

Update information using WEB input form

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Japanese

(Excel) Update information using WEB input form Form output Individual settings

Display on Web publication screen Display top page of search results

Update information using WEB input form

Select results to update from menu.

Items imported from researchmap cannot be updated in this screen. Please update it from the [researchmap site](#).

Refer to: [Operation Manual, Item List](#)

- Edit area

Select achievements

- 京都大学独自項目 / Kyoto University Original Items
 - 基本情報 / Basic Information
 - 研究 / Research
 - 教育 / Education
 - 大学運営 / Administration
 - 研究者ID / Researcher IDs
- researchmap連携項目 / researchmap Items
 - 基本情報 / Basic Information
 - 研究 / Research
 - 学術・社会貢献 / Academic, Social Activities

基本情報 / Basic Information

登録者 / Registrant システム管理者 (人事データ) / System administrator (Personnel data)
登録時期 / Registration time アカウント登録時 / When registering an account
編集権限 / Editing authority 部署事務担当者 (氏名のみ) / Department office staff (Name only)
備考 / Remarks 氏名等は、人事情報に基づき登録しています。誤りがあれば、所属部署の総務担当に人事情報の修正と本システムの修正をご依頼ください。 / Names and other information are registered based on personnel information. If there are any errors, please ask the general affairs staff of your department to correct the personnel information and this system.

Cleansing Return Save Update published data

氏名 / Name

Publish to Japanese site Public Publish to English site Public

漢字 / Kanji
フリガナ / Kana
アルファベット表記 / Abecedarium Latinum

登録日時
更新日時

更新者ID 03053
researcher himself (真津 岳)

- Preview & Save & Publish

- Select achievements

Confirm edit data

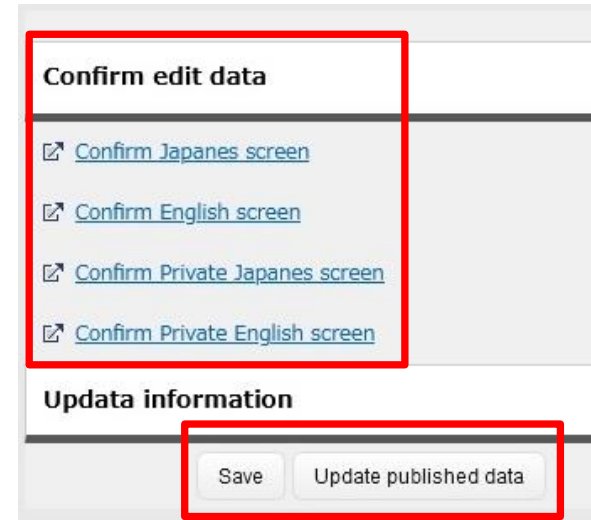
- [Confirm Japanese screen](#)
- [Confirm English screen](#)
- [Confirm Private Japanese screen](#)
- [Confirm Private English screen](#)

Update information

Save Update published data

3.4. [Preview] Links & [Update published data] button

- [Preview] Links
 - Preview the current data screen.
- [Save] button
 - Save current data.
- [Update published data] button
 - The latest saved status is reflected on the public screen. Please be sure to click this button after confirming the contents.



3.5. Editable Items

担当科目 / Teaching subject(s)

登録者 / Registrant システム管理者 (教務データ) / System administrator (Educational data)

登録時期 / Registration time 毎年5月頃 / Around May each year

編集権限 / Editing authority 部局事務担当者 / Department office staff

備考 / Remarks

教務情報システムの情報を毎年5月頃に登録しています。不足があれば、所属部局の総務担当にご連絡ください。 / Information on the Educational Information System is registered around May each year. If any information is missing, please contact the General Affairs Office of your department.

公開画面での並び順変更

フィルタ

データベース順

昇順

降順

- [Faculty members] is not available in [Editing authority].
 - Cannot be edited.

非常勤講師 / Part-time lecturer

登録者 / Registrant 教員等 / Faculty members

登録時期 / Registration time 随時 / At any time

編集権限 / Editing authority 教員、部局事務担当者 / Faculty members, Department office staff

備考 / Remarks

新規追加

公開画面での並び順変更

選択した項目を削除する

フィルタ

データベース順

昇順

降順

- [Faculty members] is available in [Editing authority].
 - You can edit.

3.6. About Public Scope Level

学位 / Academic Degree

Cleansing

1

Publish to Japanese site: Public ▾ Publish to English site: Public ▾

学位(日本語) / Degree(Japanese)

学位(英語) / Degree(English)

取得年度 / Date earned

登録日時

更新日時

更新者ID

学位(日本語) / Degree(Japanese)	
学位(英語) / Degree(English)	
取得年度 / Date earned	
登録日時	
更新日時	
更新者ID	

You can make a choice below;

1. Not Public - Your data is undisclosed.
2. Public - Your data is disclosed.
3. Private - Your data is disclosed only on-campus Network(KUINS).

- The pull-down menu is enabled.
 - You can choose.

- The pull-down menu is invalid.
 - Cannot be selected.

Some items are always set to "Public". Please check the ["Item List"](#) for details.

4. Initial Settings

4.1. Settings on researchmap

4.2. Settings on KDB

The users who need to do this are those who have newly registered an account on KDB. We will send you an e-mail. You are required to perform this initial setup once, and basically do not need to do this work afterwards.

4.1.1. Access to researchmap

- Go to "<https://researchmap.jp/>"

4.1.2. Setting affiliations in researchmap



The screenshot shows the top navigation bar of the researchmap website. On the left is the logo 'researchmap'. On the right are links for '日本語 | English', 'Sign up', and 'Login'. Below the navigation bar are four menu items: 'Researcher Search', 'Achievement Search new', 'Community Search', and 'Contact Us'. The main banner features a large 'RM' logo made of wooden bookshelves filled with books. To the right of the logo is Japanese text: 'ようこそ!', '新しくなった researchmapへ!', and '業績管理をもっと簡単に、もっと快適に.'.

researchmap

日本語 | English Sign up Login

Researcher Search Achievement Search *new* Community Search Contact Us

ようこそ!
新しくなった researchmapへ!
業績管理をもっと簡単に、もっと快適に。

Click and Login.

If you do not have a researchmap account, please [[Sign up](#)].

4.1.3. Setting affiliations in researchmap

Login

Login ID*

Please enter your Login ID

Password*

Please enter your password.

Login

[Forgot your Password? Please click here](#)

[Login using Shibboleth IdP of other institution.](#)

[Login using Google](#)

[Please see here for inquiries.](#)

[User Manual](#)

© 2017 researchmap

Enter your "Login ID" and "Password" and click the "Login" button.

4.1.4. Setting affiliations in researchmap

The screenshot displays the user profile interface on the researchmap website. At the top, the 'researchmap' logo is on the left, and navigation links for '日本語 | English', 'My Portal', and a settings gear are on the right. The profile header includes a 'NO IMAGE' placeholder, a cover photo area with an 'Add cover photo' button, and a 'Modified on: 05/19' timestamp. A horizontal menu lists various profile sections: Home, Research Interests, Research Areas, Research History, Education, Committee Memberships, Awards, Papers, Misc., Books and Other Publications, Presentations, Teaching Experience, Professional Memberships, Works, Research Projects, Industrial Property Rights, Academic Activities, Social Activities, Media Coverage, and Other. Below the menu is a toolbar with 'Add data from external source', 'Export', 'Import', and 'Settings' buttons. The main content area is titled 'Profile Information' and shows the 'Affiliation' field with the value 'Kyoto University'. An 'Edit' button is highlighted with a red box. A blue callout box with the text 'Click' and an arrow points to this 'Edit' button. A 'Menu' sidebar on the left contains 'My portal'.

4.1.5. Setting affiliations in researchmap

Edit profile

Edit basic information Affiliation Degree Edit profile Account settings

Affiliation

The organization with the highest contribution rate will be designated your main affiliation in descending order. Contribution rates are not made public. Your first affiliation will be designated as your main affiliation if you leave these fields blank. The main affiliation can be downloaded at once. However, the scope of release by batch download is based on individual permission settings.

Affiliation(English)*

(Japanese)

Please be sure to input either Affiliation(Japanese) or (English).

Department(English)

(Japanese)

Public Disclosed to researchers only Private

Title(English)

(Japanese)

Please enter your official position (Professor, Associate Professor, Assistant Professor, Special Research Fellow, etc.)

Official job title(English)

(Japanese)

Please enter any non-official titles you hold (e.g. Professor Emeritus, Distinguished Professor)

Public Disclosed to researchers only Private

Affiliation type* University, technical college, national research and development agency, government research institution, etc. Company Government NPO, NGO Independent researcher Other

Full-time researcher Full-time staff (e.g. URA) Part-time researcher, staff Postdoctoral researcher Student (doctoral) Student (master's) Student (undergraduate) Other

Job classification*

Contribution rate (%)

(Private)

Delete this affiliation

Add affiliation

Automatically include affiliation, department, job title information in "Research History".

Cancel OK

Enter "Kyoto University".

Please enter the name of the graduate school, etc. in "Department".

Do not enter any other character string except "Kyoto University". You will not be able to "register a researchmap URL" as described below.

If you have registered multiple affiliations, please set Kyoto University at the top of the list of affiliations. Please register Kyoto University first or set the "Contribution Rate" to the highest value.

4.1.6. Account setting

The screenshot shows the 'Account setting' page on the researchmap website. The page is divided into a left sidebar with navigation options, a main content area, and a right sidebar with user actions. The 'Account setting' menu item in the left sidebar is highlighted with a red box. A blue arrow points from this menu item to the 'Settings' gear icon in the right sidebar, which is also highlighted with a red box. Another blue arrow points from the 'Settings' icon to the 'E-mail*' input field in the main content area, which is highlighted with a red box. A third blue arrow points from the 'OK' button at the bottom of the form to the 'E-mail*' input field. The form contains several fields: 'researchmap Member ID' (R0), 'Login ID*' (with a note that it must be at least 4 alphanumeric characters), 'Password*' (with fields for 'Current password', 'New password', and 'Re-enter new password', and a note that it must be at least 8 characters and include an uppercase letter, lowercase letter, number, and special character), 'E-mail*' (with a note to register an email address for password recovery), 'Mobile e-mail', and 'Other e-mail'. There are also checkboxes for receiving emails and a 'Gender*' section with radio buttons for 'Male', 'Female', and 'Other gender', and a 'Date of birth*' section with a date picker. At the bottom, there are 'Cancel' and 'OK' buttons.

Enter your KUMail (xxx@kyoto-u.ac.jp) in either "E-mail", "Mobile e-mail" or "Other e-mail".

4.1.7. Check IdP User setting

This step is unnecessary

4.2.1. Access to KDB

- Go to "<https://u.kyoto-u.jp/kdb-login>"

4.2.2. researchmap URL setting

京都大学
KYOTO UNIVERSITY

Dashboard Import researchmap data Update information (Excel) **Update information using WEB input form** Form output Individual settings

Display on Web publication screen Display top page of search results

Update information using WEB input form

Select results to update from menu.
Items imported from researchmap cannot be updated in this screen. Please update it from the [researchmap](#).

Refer to: [Operation Manual, Item List](#)

Select achievements

- 京都大学独自項目 / Kyoto University Original Items
 - 基本情報 / Basic Information
 - researchmap URL**
 - 基本情報 / Basic Information
 - 協力講座 / Affiliated programs (koza)
 - 学部兼任 / Faculty
 - 学内兼務 / Concurrent Affiliation
 - 全学メールアドレス / Email Address
 - 学位 / Academic Degree

researchmap URL

登録者 / Registrant 教員等 / Faculty members
登録時期 / Registration time 利用開始時 / At the start of use
編集権限 / Editing authority 教員・部局事務担当者 / Faculty members, Department office staff
備考 / Remarks researchmapとの連携が済んでいない場合は、下記サイトを参照のうえ設定してください。 / If you have not yet linked to researchmap, please refer to the following site and take action.
[researchmap登録・設定方法 / researchmap registration / setting method](#)

Cleansing Return Save Update published data

researchmap URL

Publish to Japanese site Public Publish to English site Public

researchmap URL

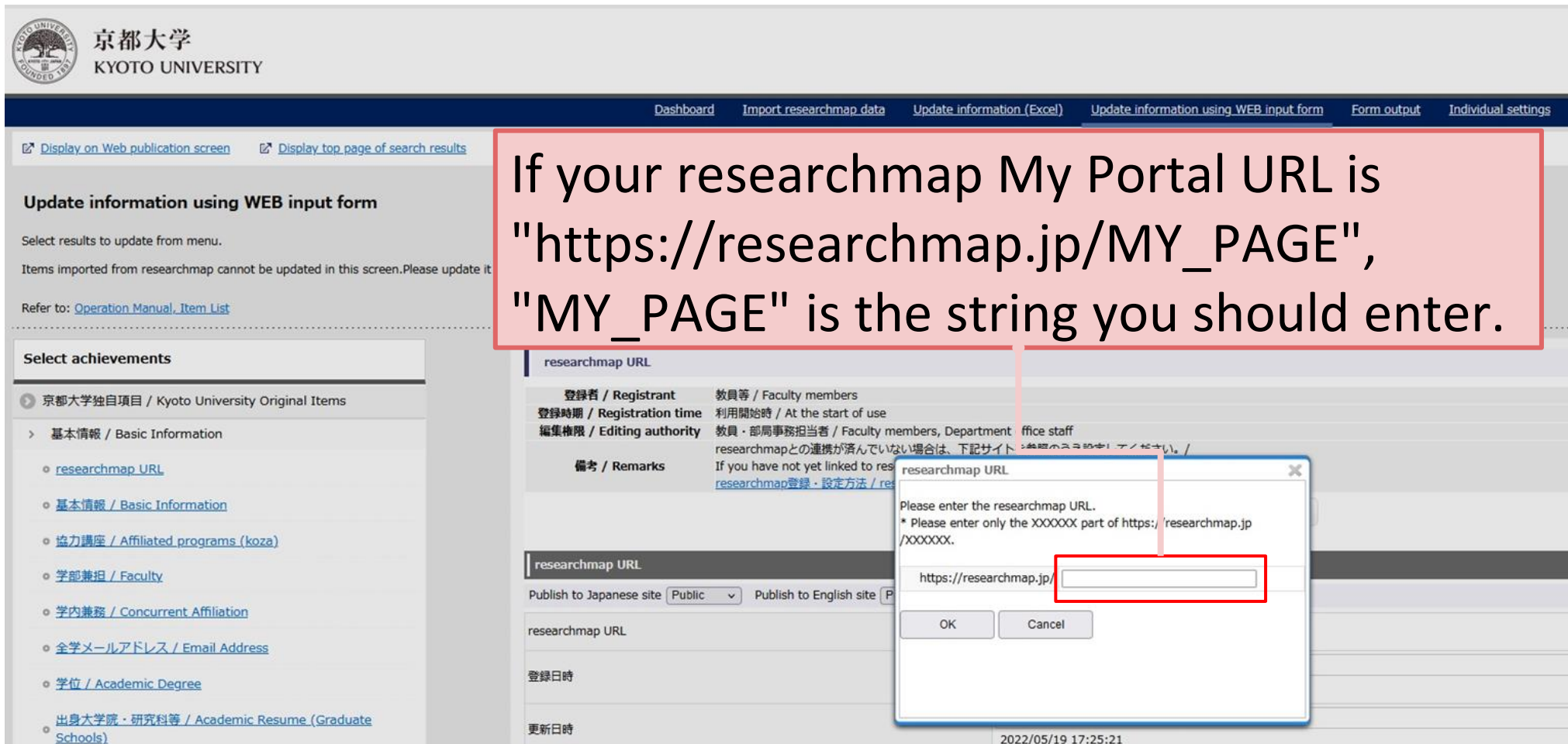
登録日時 20220513140936

2022/05/13 14:09:36

Input

If this setting is made, the system will automatically link every night. If it does not work, please review the [["Initial Settings"](#)].

4.2.3. researchmap URL setting



京都大学
KYOTO UNIVERSITY

Dashboard Import researchmap data Update information (Excel) Update information using WEB input form Form output Individual settings

Display on Web publication screen Display top page of search results

Update information using WEB input form

Select results to update from menu.
Items imported from researchmap cannot be updated in this screen. Please update it from the researchmap My Portal.

Refer to: [Operation Manual](#), [Item List](#)

Select achievements

- 京都大学独自項目 / Kyoto University Original Items
 - 基本情報 / Basic Information
 - researchmap URL
 - 基本情報 / Basic Information
 - 協力講座 / Affiliated programs (koza)
 - 学部兼任 / Faculty
 - 学内兼務 / Concurrent Affiliation
 - 全学メールアドレス / Email Address
 - 学位 / Academic Degree
 - 出身大学院・研究科等 / Academic Resume (Graduate Schools)

researchmap URL
登録者 / Registrant 教員等 / Faculty members
登録時期 / Registration time 利用開始時 / At the start of use
編集権限 / Editing authority 教員・部局事務担当者 / Faculty members, Department office staff researchmapとの連携が済んでいない場合は、下記サイト 登録のスムーズな方法 / アドバイス /
備考 / Remarks If you have not yet linked to researchmap, please refer to the researchmap登録・設定方法 / 設定方法 /

researchmap URL

Please enter the researchmap URL.
* Please enter only the XXXXXX part of https://researchmap.jp/XXXXXX.

https://researchmap.jp/

OK Cancel

2022/05/19 17:25:21

※If you get the error “入力したresearchmap URLは使用できません。”, please refer to the following URL
<https://www.iimc.kyoto-u.ac.jp/en/faq/research/cat1/how-to-configure-researchmap-url.html>

5. Setting update mode of public page

5.1. Switch update mode

京都大学
KYOTO UNIVERSITY

Dashboard Import researchmap data Update information (Excel) Update information using WEB input form Form output **Individual settings**

[Display on Web publication screen](#) [Display top page of search results](#)

Public page settings

Menu

- Public page settings**
- [Settings for outsourcing agent input](#)
- [Setting Public Top User Page](#)

Setting update mode of public page

Set the update timing for the public page (researcher profile page).
Manual Update: Updated only when you click the "Update published data" button on the "Update information using WEB input form" page.
Automatic Update: In addition to the above, updated when import researchmap data, when batch import researcher data, etc.

Update public page: **Automatic Update**

Automatic Update
Manual Update
Automatic Update

Click in order

6. Proxy user management

It is not linked to the "Proxy users setting" on the researchmap side.
If you need to configure it on the researchmap side, please refer to [this page](#).

6.1. Proxy user setting

The screenshot shows the user settings interface for a proxy user at Kyoto University. The page header includes the university logo and name, and a navigation bar with links like 'ダッシュボード', 'researchmapデータのインポート', '情報更新 (Excel)', 'WEB入力フォームによる情報の更新', '帳票出力', and '個人設定'. The '個人設定' link is highlighted with a red box. A blue arrow points from this box to a 'Click in order' callout box. Another blue arrow points from the 'Click in order' box to the '代理入力の委任設定' link in the left sidebar, which is also highlighted with a red box. The main content area is titled '公開画面更新モードの設定' and contains instructions for manual and automatic updates, along with a dropdown menu for '公開画面の更新' set to '自動更新'.

京都大学
KYOTO UNIVERSITY

ダッシュボード researchmapデータのインポート 情報更新 (Excel) WEB入力フォームによる情報の更新 帳票出力 **個人設定**

Web公開画面を表示する 検索トップページを表示する

公開画面設定

メニュー

- 公開画面設定
- 代理入力の委任設定**
- 個人トップページ設定

公開画面更新モードの設定

公開画面（研究者プロフィール画面）の更新タイミングについて設定します。
手動更新：WEB入力フォームによる情報の更新画面上の「公開データ更新」ボタンをクリックした時のみ更新されます。
自動更新：上記に加えてresearchmapデータのインポート時や研究者データの一括インポート時等にも自動更新されます。

公開画面の更新： 自動更新 ▼ 設定

Click in order

6.2. Proxy user setting

This screen may not appear in some cases.



京都大学統合認証システム

ユーザ名(ECS-ID または SPS-ID)

パスワード

- ログインを記憶しません。
- サービスへの属性送信同意を再確認します。

ログイン

- [パスワードをお忘れの方はこちら](#)
- [お困りの方はこちら](#)

京都大学情報環境機構 情報環境支援センター

Log in with your
SPS-ID and
password.

6.3. Add proxy user

代理入力者の登録

SPS-ID

登録 クリア

登録済代理入力者一覧

なし

閉じる

- Enter "SPS-ID" of your proxy user.
 - Click [Register] button.

6.4. Delete proxy user

代理入力者の登録

SPS-ID

登録 クリア

登録済代理入力者一覧

SPS-ID	登録者名
<input checked="" type="checkbox"/> ishii	石井 良和

削除

閉じる

- Select your delete target users.
 - Click [Delete] button.

7. Import researchmap data

Prerequisite:

["researchmap URL setting"](#) has already been done.

7.1. Import researchmap data

京都大学
KYOTO UNIVERSITY

Dashboard **Import researchmap data** Update information (Excel) Update information using WEB input form Form output Individual settings

Display on Web publication screen Display top page of search results

Import researchmap data

Import data updated in the researchmap into the Activity Database on Education and Research.

To update data in researchmap update from [at \(http://researchmap.jp/\)](http://researchmap.jp/)

Note: Only data that are published items is the target for import.

Import data manually

If you click the "Import" button, the researchmap data is imported into the Activity Database on Education and Research.

Import

Click in order

Please refer to [here](#) for details on the public level of researchmap and KDB.

Data is automatically linked every night. If you want to reflect the data immediately, please click [Import] button above.

8. Update information using WEB input form

8.1. Update information using WEB input form

京都大学
KYOTO UNIVERSITY

Dashboard Import researchmap data Update information (Excel) **Update information using WEB input form** Form output Individual settings

Update information using WEB input form

Select results to update from menu.
Items imported from researchmap cannot be updated in this screen. Please update them from the [researchmap site](#).
Refer to: [Operation Manual, Item List](#)

Select achievements

- 京都大学独自項目 / Kyoto University Original Items
- researchmap連携項目 / researchmap Items

基本情報 / Basic Information

登録者 / Registrant システム管理者 (人事データ) / System administrator (Personnel data)
登録時間 / Registration time アカウント登録時 / When registering an account
編集権限 / Editing authority 部署事務担当者 (氏名のみ) / Department office staff (Name only)
備考 / Remarks 氏名等は、人事情報に基づき登録しています。誤りがあれば、所属部署の総務担当に人事情報の修正と本システムの修正をご依頼ください。 / Names and other information are registered based on personnel information. If there are any errors, please ask the general affairs staff of your department to correct the personnel information and this system.

Cleansing Return **Save** Update published data

氏名 / Name
Publish to Japanese site: Publish to English site: Public

漢字 / Kanji
フリガナ / Kana
アルファベット表記 / Abecedarium Latinum

登録日時 2022/05/13 14:09:36
更新日時 2022/06/02 17:22:11
更新者ID G9003

性別 / Gender

Confirm edit data

- [Confirm Japanese screen](#)
- [Confirm English screen](#)
- [Confirm Private Japanese screen](#)
- [Confirm Private English screen](#)

Update information

Save Update published data

Click in order

How to change the order

Some items are not editable. Please refer to the ["Item List"](#) for details.

8.2. Changing the order of achievements (e.g. Papers)

You can change the order your achievements.

[e.g. Papers]

1. Sign in to [KDB](#)
2. Click on [Update information using WEB input form] -> [researchmap Items] -> [Research] -> [Papers]
3. Click on [Change public display order] button.
4. Select from pull down menu, and click on [ASC] or [DESC] button. You can change the order by drag and drop also.
5. Click on [Apply change] button.
6. Click on [Save] button.
7. Click on [Update published data] button.

*The next slide has a picture.

8.2. Changing the order of achievements (e.g. Papers)

論文 / PapersSort

Drag item up and down & drop and sort data.

Cancel Apply change

データベース順 ▼ ASC DESC

Functional Pr	データベース順	//researchmap.jp/	/published_papers/36985356,
TEST LISP, ,	登録日時	:	/published_papers/36985360,
LISP, , 20100	更新日時	./published_papers/36985348,	

データベース順
登録日時
更新日時
公開フラグ (日)
公開フラグ (英)
タイトル(日本語) / Title(Japanese)
タイトル(英語) / Title(English)
出版年月 / Date of publication
誌名(日本語) / Journal name(Japanese)
誌名(英語) / Journal name(English)
業績URL / Achievement URL
更新者ID

Can also be moved by drag & drop

Select and click in order

8.2. Changing the order of achievements (e.g. Papers)

Update information using WEB input form

Select results to update from menu.

Items imported from researchmap cannot be updated in this screen. Please update it from the [researchmap site](#).

Refer to: [Operation Manual, Item List](#)

Select achievements

- 京都大学独自項目 / Kyoto University Original Items
- researchmap連携項目 / researchmap Items
- 基本情報 / Basic Information
- 研究 / Research
 - 研究キーワード / Research Interests
 - 研究分野 / Research Areas
- 論文 / Papers
- MISC
- 書籍等出版物 / Books and Other Publications
- 講演・口頭発表等 / Presentations
- Works (作品等) / Works
- 産業財産権 / Industrial Property Rights
- メディア報道 / Media Coverage

論文 / Papers

登録者・編集権限 / Registrant/Editor Authority 教員等 / Faculty members

登録時期 / Registration time 随時 / At any time

researchmap連携項目を新規登録/修正する場合は、[researchmapサイト](#)から行ってください。researchmap利用者マニュアル（研究者用）は[こちら](#)をご参照ください。 / To register/modify researchmap linked items, please do so from the [researchmap website](#). Please refer to the researchmap user manual (for researchers) [here](#).

備考 / Remarks



Change public display order filter 出版年月 / Date of publication ASC DESC

Detail

Order 3 public: Publish to Japanese [Public] Publish to English [Public]

タイトル(日本語) / Title(Japanese)	LISP
タイトル(英語) / Title(English)	
出版年月 / Date of publication	201009
誌名(日本語) / Journal name(Japanese)	
誌名(英語) / Journal name(English)	
業績URL / Achievement URL	https://researchmap.jp/published_papers/36985348
登録日時	2022/05/19 17:25:30
更新日時	2022/06/02 17:22:11
更新者ID	Researcher himself ()

Confirm edit data

- Confirm Japanese screen
- Confirm English screen
- Confirm Private Japanese screen
- Confirm Private English screen

Update information

Save Update published data

Click the [Save] and [Update published data] button to apply the changes to the published screen.

9. Update information (Excel)

9.1. Download

9.2. Update by Excel

9.3. Upload

9.1. Download

[Display on Web publication screen](#) [Display top page of search results](#)

Update information using Excel input sheet

When updating information on the Excel input sheet,download the file and enter using that file.

Note: Data items imported from researchmap will not be updated.

STEP1: Download the Excel input sheet.

Download the Excel input sheet

[Download](#)

STEP2: Update and register the downloaded Excel input sheet data.

For the method of filling in the input sheet,refer to the explanation on the input sheet.

STEP3: Upload the Excel input sheet.

Selection of Excel input sheet: [参照...](#) ファイルが選択されていません。

[Upload](#)

Upload the Excel input sheet in the same file format as when downloading (extension .xlsx).

If data update is complete after uploading,an email will be sent to the email address registered in the system;hence, verify the email address.

Data registration status can also be confirmed from the update history confirmation screen

Click in order

Please keep the original Excel download as a backup.

9.2. Update info by Excel

Caution

- Please copy and edit the latest Excel file you downloaded.
Please keep the original Excel download as a backup.

- Editing Excel alone does not update the information.
You need to upload it.

- Do not use the standard Excel function [Share Book].

- Do not edit in any application other than Excel.

9.2.1. Example of Excel editing

受賞

選択	選択	選択	選択	受賞	賞名(日本語) / Award name(Japan)	賞名(英語) / Award name(English)	受賞者・グループ(日本語) / Award	受賞者・グループ(英語) / Award-w	タイトル(日本語) / Title(Japanese)	タイトル(英語) / Title(English)	授与機関(日本語) / Awarding organ	授与機関(英語) / Awarding organiz	概要(日本語) / Description(Japan)	概要(英語) / Des
1	1	1	1		最優秀ポスター発表賞	Best Poster Presentation Award					TEST-TEST学会			
1	1	1	1		最優秀ポスター発表賞						TEST2学会			

Set value with referring to the header name

Set the public level

Select the target for editing from the sheet name

9.3. Upload

[Display on Web publication screen](#) [Display top page of search results](#)

Update information using Excel input sheet

When updating information on the Excel input sheet,download the file and enter using that file.

Note: Data items imported from researchmap will not be updated.

STEP1: Download the Excel input sheet.

Download the Excel input sheet

Download

STEP2: Update and register the downloaded Excel input sheet data

For the method of filling in the input sheet,refer to the explanation on the input sheet.

STEP3: Upload the Excel input sheet.

Selection of Excel input sheet: ファイルが選択されていません。

Upload

Upload the Excel input sheet in the same file format as when downloading (extension

If data update is complete after uploading,an email will be sent to the email address registered in the system;hence, verify the email address.

Data registration status can also be confirmed from the update history confirmation screen

Click in order

Please keep the original Excel download as a backup.

10. Form output

11. Others

11.1. Public Level

Impact on the public page

0: Not Public: (= researchmap: Private)

[Not disclosed] Your data is undisclosed both on-campus and off-campus Network.

1: Public: (= researchmap: Public)

Your data is disclosed both on-campus and off-campus Network.

2: Private: (= researchmap: Open to researchers only)

Your data is disclosed only on-campus Network(KUINS).

11.2. Difference between on-campus and off-campus URL

How to distinguish

On-campus URL:

https://kdb.iimc.kyoto-u.ac.jp/profile_private/xxxxxxxxxxxxxxxxx.html

Off-campus URL:

<https://kdb.iimc.kyoto-u.ac.jp/profile/xxxxxxxxxxxxxxxxx.html>

11.3. On-campus \Leftrightarrow off-campus redirect

Display public pages according to access source

When accessing on-campus URL (https://kdb.iimc.kyoto-u.ac.jp/profile_private/xxxxxxxxxxxxxxxxx.html) from off-campus

Redirect to off-campus URL (<https://kdb.iimc.kyoto-u.ac.jp/profile/xxxxxxxxxxxxxxxxx.html>)

When accessing off-campus URL (<https://kdb.iimc.kyoto-u.ac.jp/profile/xxxxxxxxxxxxxxxxx.html>) from on-campus

Redirect to on-campus URL (https://kdb.iimc.kyoto-u.ac.jp/profile_private/xxxxxxxxxxxxxxxxx.html)

11.4. When "ja,en" is not in the public page URL

Display with the browser language setting

For example, if you access the public page URL (https://kdb.iimc.kyoto-u.ac.jp/profile_private/xxxxxxxxxxxxxxxxx.html) with the browser language setting: ja
The URL is [<https://kdb.iimc.kyoto-u.ac.jp/profile/ja.xxxxxxxxxxxxxxxxxx.html>]

12. FAQ

Please refer to [here](#) for FAQ.

13. Inquiry

- About the Activity Database on Education and Research

IIMC, Research Support Division

e-mail: kyouindb-qa@iimc.kyoto-u.ac.jp