

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](#)

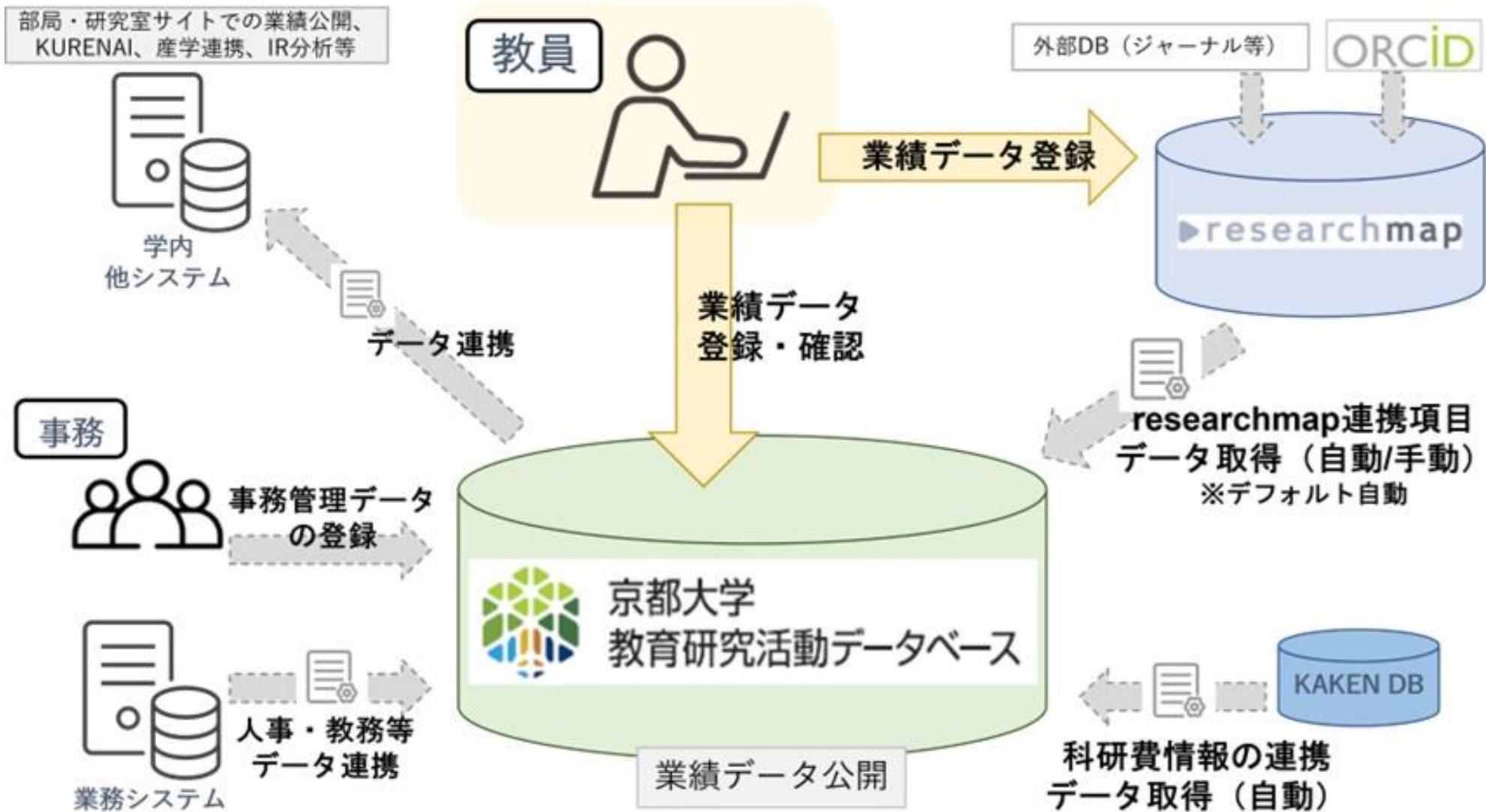
## **11. Others**

## **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

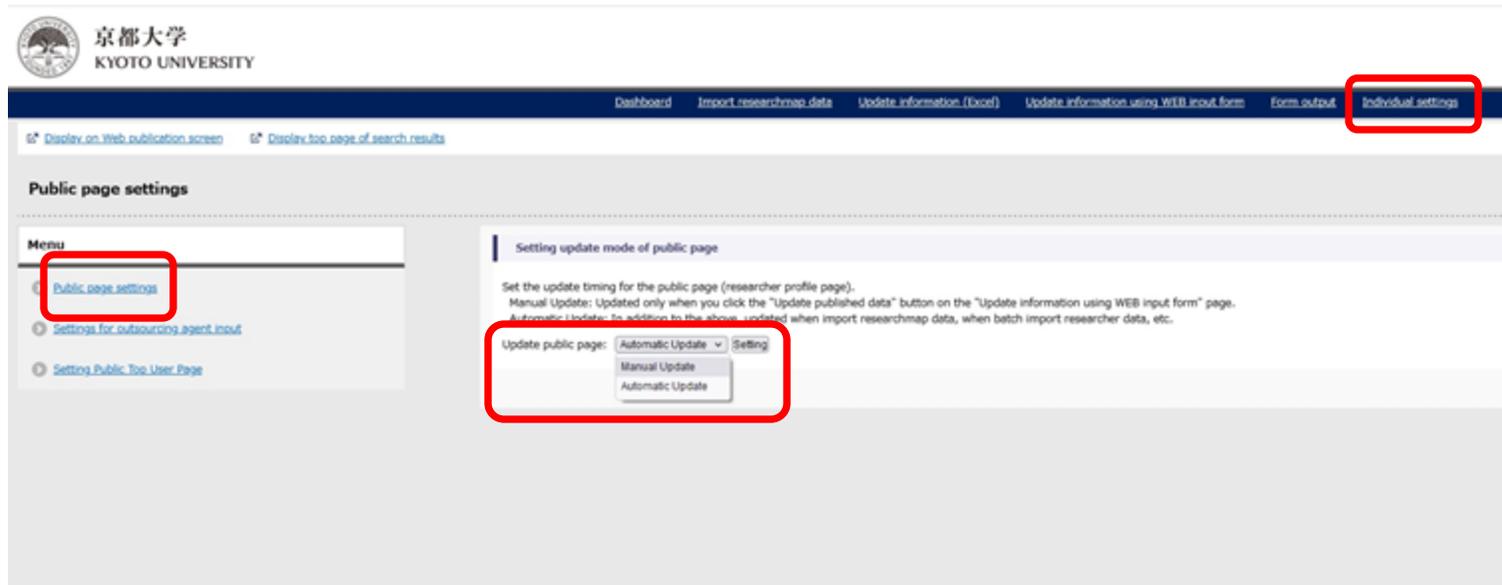
- Data are updated automatically on the public page by default to reduce user effort.
- Achievements registered in researchmap, data registered in the KAKEN database, teaching subjects assigned by the administration staff, and data of university administration will be automatically updated by default.

Timing of automatic updates to the public page:

- When [Update Published Data] button is clicked
- When [Excel Input Sheet] is uploaded
- 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, the logo and name "京都大学 KYOTO UNIVERSITY" are visible. A navigation bar contains several menu items: "Dashboard", "Import researchmap data", "Update information (Excel)", "Update information using WEB input form", "Form output", and "Individual settings", which is highlighted with a red box. Below 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 "Public page settings". On the left, a "Menu" sidebar lists "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 the following text: "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." Below this text, there is a dropdown menu labeled "Update public page:" with "Automatic Update" selected and a "Setting" button. The "Manual Update" option is highlighted with a red box.

## 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<sup>[1]</sup>

[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

The screenshot displays the website's header with 'KYOTO UNIVERSITY' on the left and a 'Login' button on the right, which is highlighted with a red box. Below the header is the site's logo and the text 'Activity Database on Education and Research, Kyoto University'. A language selector shows '日本語'. The main content area features a search box titled 'Search for faculty members' with a search input field and a 'Search' button. Below the search box are two buttons: 'Advanced Search' and 'Search by organization'. A blue callout box with the text 'Click and Login.' is positioned over the search area, with a white line pointing to the 'Login' button in the header. The background of the page is a collage of images: a modern building with a clock tower, a laboratory with two people in white protective suits, a classroom with students, and a long aisle in a library.

KYOTO UNIVERSITY

Activity Database on Education and Research,  
Kyoto University

日本語

Search for faculty members

Search by name, research interests

Search

Advanced Search

Search by organization

Click and Login.

Copyright © Kyoto University. All Rights Reserved.  
Powered by WEBSITEWORKS, Ltd.

## 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。 ▾

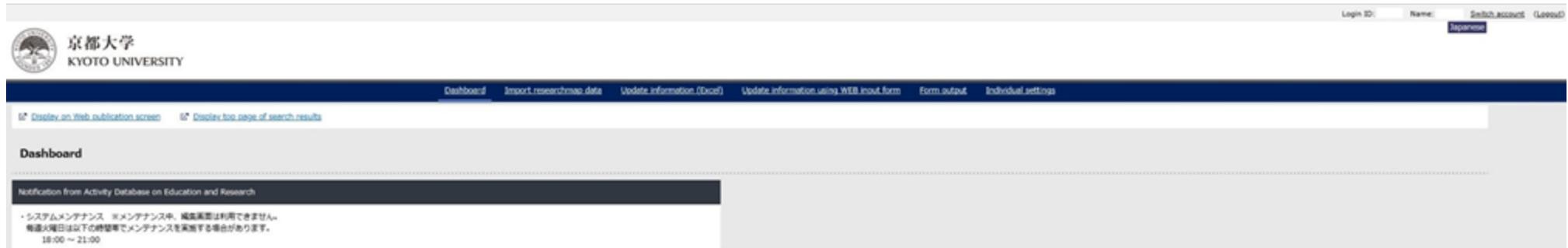
今後はチェックしません。 ▾

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 the Kyoto University system after a user has logged in. The header includes the Kyoto University logo and name on the left, and user information (Login ID, Name) and account management links (Switch account, Logout) on the right. A navigation bar contains links for Dashboard, Import researchmap data, Update information (Excel), Update information using WEB input form, Form output, and Individual settings. Below 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 from the Activity Database on Education and Research. The notification text is: "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"

京都大学  
KYOTO UNIVERSITY

Login ID: Name: Switch account 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

# 3. Screen Explanation

# 3.1. Screen layout

## Edit page (Dashboard upper)



- ### [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  ~

Search Clear

Download

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	

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

# 3.3. Screen layout

## Update information using WEB input form

京都大学  
KYOTO UNIVERSITY

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
  - 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.

Cleaning 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: researcher-self (自身)

**Confirm edit data**

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

Update information

Save Update published data

• Edit area

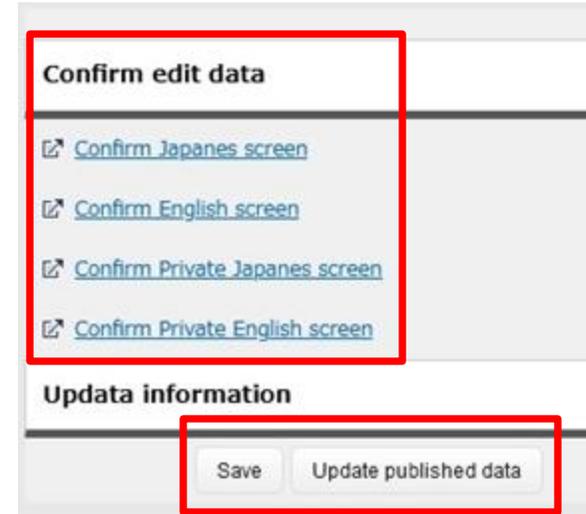
• Select achievements

• Preview & Save & Publish

• Select achievements

## 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

The screenshot shows a web form for 'Academic Degree'. At the top, there are two dropdown menus: 'Publish to Japanese site' and 'Publish to English site', both currently set to 'Public'. These two dropdowns are highlighted with red boxes. A green box above them lists three options: 1. Not Public - Your data is undisclosed. 2. Public - Your data is disclosed. 3. Private - Your data is disclosed only on-campus Network(KUINS). Below the dropdowns, there are several text input fields for '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', and '更新者ID'. Two blue boxes with arrows point to the dropdowns: one points to the 'Public' selection in the Japanese site dropdown, and the other points to the 'Public' selection in the English site dropdown. A green box at the bottom contains a note about the 'Public' setting.

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 'R' and 'M' made of bookshelves filled with books. To the right of the bookshelves 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.' A red box highlights the 'Login' button, and a blue line connects it to a callout box.

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

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

[Login using Google](#)

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

[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 shows the user profile page on researchmap. At the top, there is a navigation bar with the researchmap logo, notification icons (22, 0, 26), language options (日本語 | English), and a 'My Portal' link. The main header area includes a profile picture placeholder (NO IMAGE), a cover photo placeholder with an 'Add cover photo' button, and a 'Modified on: 05/19' timestamp. Below this is a horizontal menu with various categories: 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. A secondary bar contains 'Add data from external source', 'Export', 'Import', and 'Settings' buttons. On the left, a 'Menu' dropdown is visible with 'My portal' selected. The main content area is titled 'Profile Information' and shows the 'Affiliation' field with the value 'Kyoto University'. A red box highlights the 'Edit' button next to this field, with a blue callout box containing the text 'Click' pointing to it.

# 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 will be designated as your main affiliation if you leave these fields blank. However, the scope of release by batch download is based on individual permission settings.

Affiliation(English)  
Kyoto University

Department(English)

Title(English)

Official job title(English)

Affiliation type

Job classification

Contribution rate (%)

Deletes 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. A red box highlights the 'Account setting' link in the left sidebar. A blue arrow points from this link to the 'Settings' option in the top right user menu, which is also highlighted with a red box. Another blue arrow points from the 'Settings' menu to the 'E-mail' input field in the form. A third blue arrow points from the 'OK' button at the bottom of the form to a blue callout box on the right. The form includes fields for 'E-mail', 'Mobile e-mail', and 'Other e-mail', each with a 'Yes, I receive by e-mail' checkbox. Below these are fields for 'Gender', 'Date of birth', 'Nationality/Region', 'Time zone', and 'Default language'. The 'OK' button is highlighted with a red box.

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
    - 学内兼任 / 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・部署事務担当者 / Faculty members, Department office staff  
備考 / Remarks researchmapとの連携が滞っていない場合は、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](#)

Clearing Return Save Update published data

#### researchmap URL

Publish to Japanese site  Publish to English site

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

The screenshot shows the Kyoto University researchmap URL setting page. A red box highlights the text: "If your researchmap My Portal URL is \"https://researchmap.jp/MY\_PAGE\", \"MY\_PAGE\" is the string you should enter." Below this, a modal dialog box titled "researchmap URL" is open, prompting the user to enter the URL. The dialog contains the text: "Please enter the researchmap URL. \* Please enter only the XXXXXX part of https://researchmap.jp/XXXXXX." and a text input field with "https://researchmap.jp/" and a red box around the empty space for the page name. The background shows the "Update information using WEB input form" section with various fields like "researchmap URL", "Publish to Japanese site", and "Publish to English site".

※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 inout
- 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**

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 '個人設定' (Personal Settings) page of the Kyoto University system. 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'. Below the header, there are links for 'Web公開画面を表示する' and '検索トップページを表示する'. The main content area is titled '公開画面設定' (Public Screen Settings) and contains a 'メニュー' (Menu) section with three items: '公開画面設定', '代理入力の責任設定', and '個人トップページ設定'. The '代理入力の責任設定' item is highlighted with a red box. A blue arrow points from this item to a blue box containing the text 'Click in order'. Another blue arrow points from the '個人設定' link in the navigation bar to the same 'Click in order' box, indicating the sequence of steps.

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

- 1 公開画面設定
- 2 代理入力の責任設定**
- 3 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

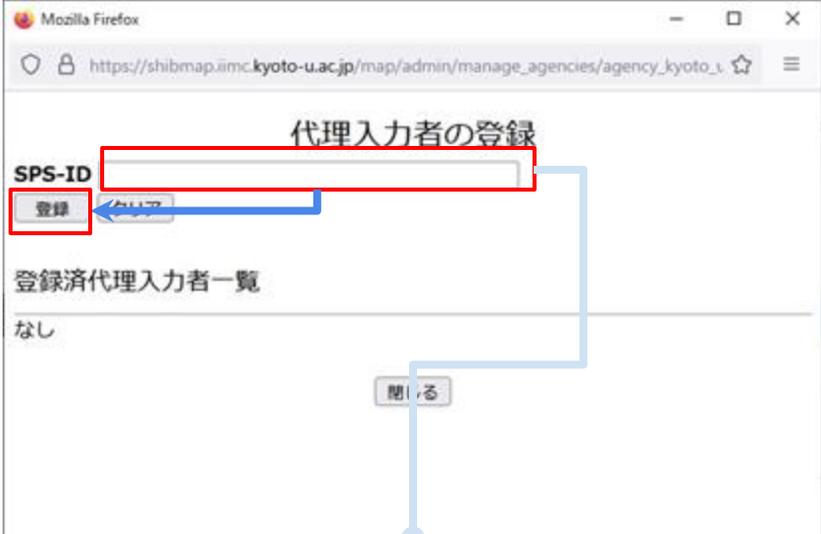
This screen may not appear in some cases.

Log in with your  
SPS-ID and  
password.



The screenshot shows the Kyoto University login page. At the top center is the Kyoto University logo, a circular emblem with a tree and the text 'KYOTO UNIVERSITY' and 'FOUNDED 1897'. Below the logo is the title '京都大学統合認証システム'. The main form contains two input fields: 'ユーザ名(ECS-ID または SPS-ID)' and 'パスワード'. These two fields are enclosed in a red rectangular box. Below the input fields are two checkboxes: the first is 'ログインを記憶しません。' and the second is 'サービスへの属性送信同意を再確認します.'. A dark blue button labeled 'ログイン' is positioned below the checkboxes. At the bottom of the form, there are two links: 'パスワードをお忘れの方はこちら' and 'お困りの方はこちら'. At the very bottom of the page, the text '京都大学情報環境機構 情報環境支援センター' is displayed.

## 6.3. Add proxy user



代理入力者の登録

SPS-ID

登録

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

- 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/>)

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

The screenshot shows the 'Update information using WEB input form' page. A red box highlights the 'Update information using WEB input form' menu item in the top navigation bar. A blue callout box with the text 'Click in order' points to this menu item. Another red box highlights the 'Select achievements' section on the left, which contains two items: '京都大学独自項目 / Kyoto University Original Items' and 'researchmap連携項目 / researchmap Items'. A blue arrow points from this section to the 'Save' button in the 'Update published data' section. A third red box highlights the 'Update published data' section, which includes a 'Save' button and an 'Update published data' button. A blue arrow points from the 'Save' button to the 'Update published data' button. A fourth red box highlights the 'Update published data' section, which includes a 'Save' button and an 'Update published data' button. A blue arrow points from the 'Update published data' button to the 'Update published data' button. A green callout box with the text 'How to change the order' points to the 'Update published data' button.

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)

京都大学  
KYOTO UNIVERSITY

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

Disolve on Web publication screen Disolve 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](#)

**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 keywords
    - 研究分野 / Research Areas
      - 論文 / Papers**
      - 特許
      - 書籍
      - 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
    - 学術・社会貢献 / Academic, Social Activities

**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

filter 出版年月 / Date of publication ASC DESC

Order 3 public Publish to Japanese Public Publish to English Public

**Detail**

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	<a href="https://researchmap.jp/">https://researchmap.jp/</a>	<a href="/published_papers/36985348">/published_papers/36985348</a>
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 ( )	

Order 2 public Publish to Japanese Public Publish to English Public

**Confirm edit data**

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

**Update information**

Save Update published data

## 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)

The screenshot shows the 'Update information using WEB input form' page for a paper. The left sidebar contains a 'Select achievements' menu with categories like 'Kyoto University Original Items', 'researchmap連携項目 / researchmap Items', '基本情報 / Basic Information', '研究 / Research', '論文 / Papers', etc. The main content area is titled '論文 / Papers' and shows details for a paper with the title 'LISP' (LISP). The 'Update information' section is highlighted with a red box, and the 'Save' and 'Update published data' buttons are highlighted with a blue box.

京都大学  
KYOTO UNIVERSITY

Dashboard Import researchmap data Update information (Basic) 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](#)

#### 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  
登録時間 / Registration time 即時 / 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

public: Publish to Japanese (Public) Publish to English (Public)

Order	3
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	<a href="https://researchmap.jp/">https://researchmap.jp/</a> / <a href="/published_papers/36965348">/published_papers/36965348</a>
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

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 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.**

## 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

賞状

種別	種別	種別	種別	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	Award-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 organ	概要(日本語) / Description(Japan)	概要(英語) / Des
1	1	1	1	数理学ポスター発表賞	Best Poster Presentation Award					TEST-TEST学会		TEST-TEST学会	
1	1	1	1	数理学ポスター発表賞						TEST 2 学会		TEST 2 学会	

外部賞状 (科学研究補助金) | 外部賞状 (その他) | 賞状科目 | 博士學位賞状 | 学外学位論文賞状 | 非常勤講師 | 指導学生の業績 (受賞) | 指導学生の業績 (論文等) | 指導学生の業績 (学会発表等) | その他(教育賞状) | 金学賞状 (他種等) | 新発賞状 (他種等) | 研究者ID | RIN\_ポスター | RIN\_経歴

Set value with referring to the header name

Set the public level

Select the target for editing from the sheet name

# 9.3. Upload

## 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

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](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 <=> 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](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](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](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](mailto:kyouindb-qa@iimc.kyoto-u.ac.jp)