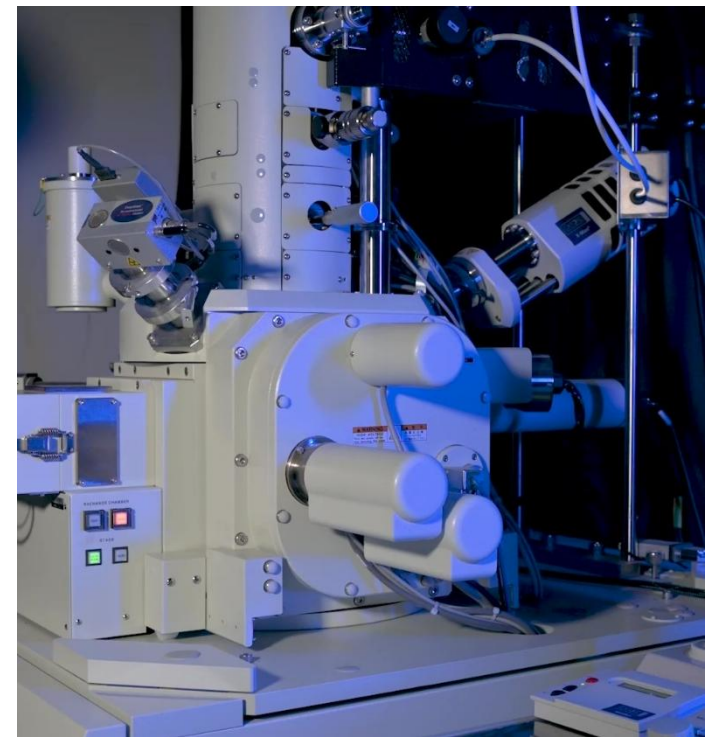
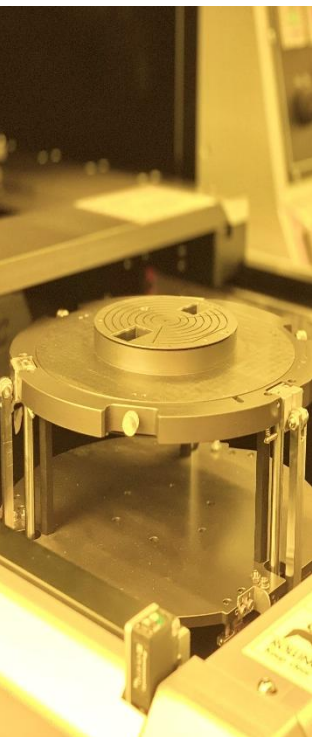
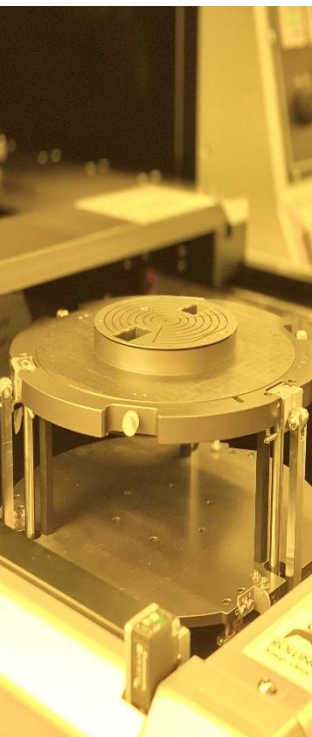


Operations Guide for NSTC Instrument Information System

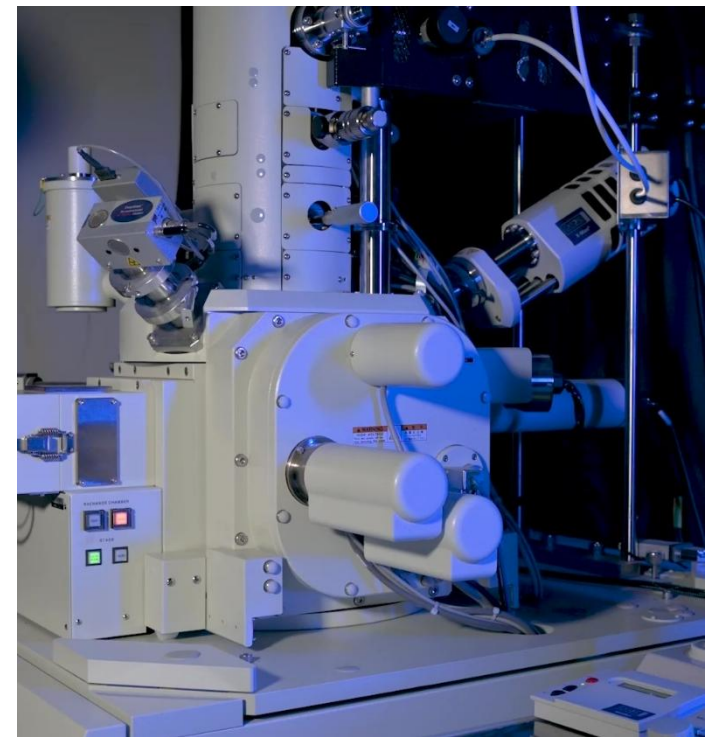


OUTLINE

- Service Flow
- Apply for the user ID
- Add a project (for students/postdocs)
- Make a reservation
- Personal license management
- Academic research paper related to instrument usage



Service Flow



Service Flow

WHO :

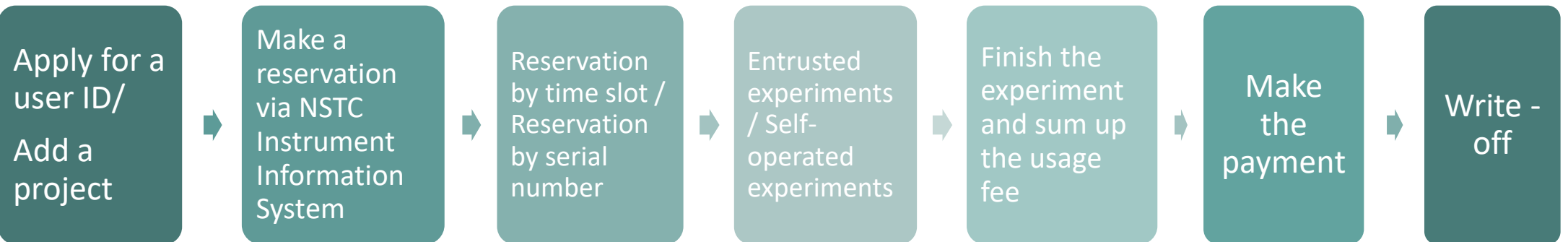
- ADMINISTRATIVE PERSONNEL

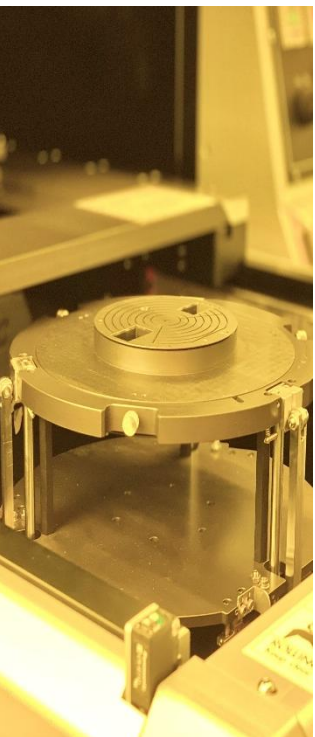
- TECHNICIAN
- ADMINISTRATIVE PERSONNEL

- TECHNICIAN

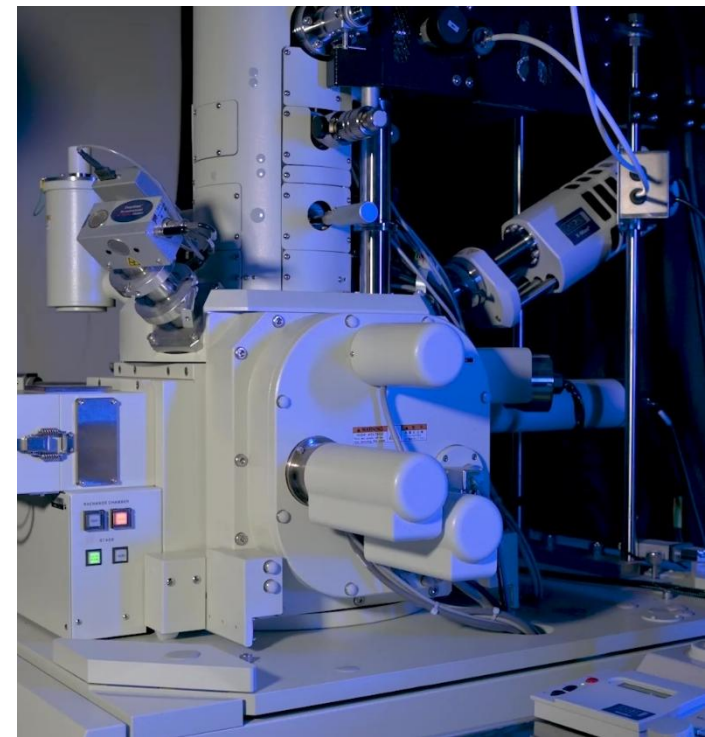
- ADMINISTRATIVE PERSONNEL

WHAT :





Apply for a User ID



How to apply for a user ID?

With NSTC projects

1. For PI :

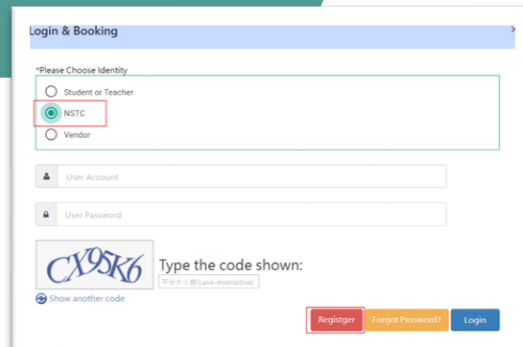
Log on the NSTC Instrument Information System using **your NSTC user ID and password**.

2. For students/post-docs :

Apply for the user ID on the NSTC official website.

3. For assistants :

Register on the NSTC Instrument Information System.



A screenshot of the 'Login & Booking' page on the NSTC Instrument Information System. The page has a title bar and a main content area. Under the heading '*Please Choose Identity', there are three radio button options: 'Student or Teacher', 'NSTC', and 'Vendor'. The 'NSTC' option is selected and highlighted with a red box. Below these options are two input fields: 'User Account' and 'User Password'. At the bottom, there is a CAPTCHA image showing the code 'CX9SK6' and the text 'Type the code shown:'. Below the CAPTCHA is a link 'Show another code'. At the very bottom, there are three buttons: 'Register' (highlighted with a red box), 'Forgot Password?', and 'Login'.

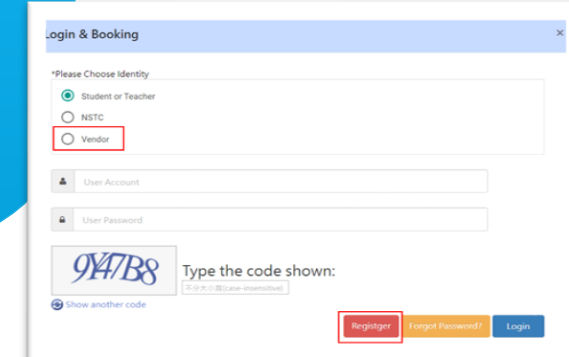
Without NSTC projects

1. For PI :

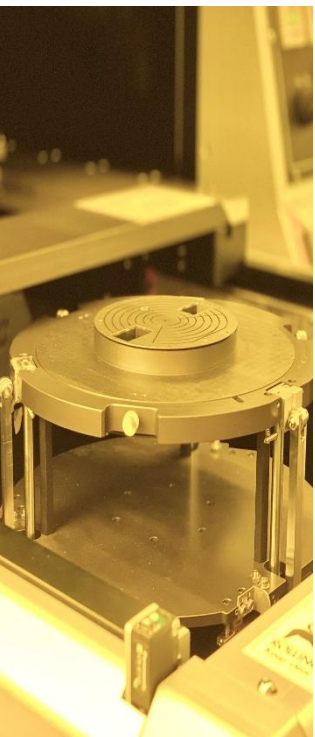
Log on the NSTC Instrument Information System using **the NSTC user ID and password**.

2. For vendors :

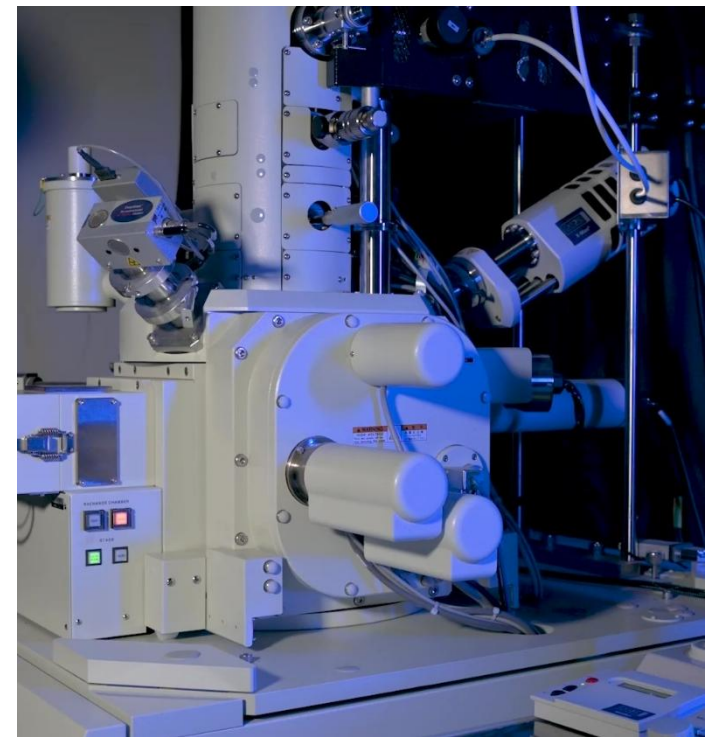
Register on the NSTC Instrument Information System. After the applicant fills in the required information, an application form will pop out for printing. The form needs to be stamped by the company chop, as well as its legal representative, and signed by the applicant. The application will be approved by the administrative personnel.



A screenshot of the 'Login & Booking' page on the NSTC Instrument Information System. The page has a title bar and a main content area. Under the heading '*Please Choose Identity', there are three radio button options: 'Student or Teacher', 'NSTC', and 'Vendor'. The 'Vendor' option is selected and highlighted with a red box. Below these options are two input fields: 'User Account' and 'User Password'. At the bottom, there is a CAPTCHA image showing the code '9Y47B8' and the text 'Type the code shown:'. Below the CAPTCHA is a link 'Show another code'. At the very bottom, there are three buttons: 'Register' (highlighted with a red box), 'Forgot Password?', and 'Login'.



**Add a project
(for students/postdocs)**



How to add a project?

Step 1: Ask the PI for a valid NSTC project number. Use function K1 in the booking system. Click “Insert” to add a project.

The screenshot displays the NSTC booking system interface. On the left, a sidebar menu lists various functions, with 'K1.【申請/撤銷】加入專題計畫' highlighted in a red box. A yellow arrow points from this menu item to the '新增' (Add) button in the main interface, which is also highlighted in a red box. The main interface shows the 'K1.【申請/撤銷】加入專題計畫' page. It includes a search bar, a list of project status filters (全部, 核可, 待審, 停用, 暫存, 退回), and a table with columns for project details. Below the table, a form titled '加入 專題計畫' is shown. The form contains fields for '預約者帳號' (Booking Account), '預約者姓名' (Booking Name), and '專題計畫編號' (Project Number). The '專題計畫編號' field is highlighted in a red box and contains the text 'NSTC' followed by six empty boxes for digits. A green text overlay reads: 'Fill in the project number shown on the approved budget list'. Below this, there are fields for '上傳同意書電子檔' (Upload Consent Form), '*認證中心名稱' (Authentication Center Name), and '*是否送出' (Whether to send). The bottom right corner has '確定' (Confirm) and '取消' (Cancel) buttons.

K.預約相關作業 / K1.【申請/撤銷】加入專題計畫

查詢條件

案件狀態: ☒ 全部 ☐ 核可 ☐ 待審 ☐ 停用 ☐ 暫存 ☐ 退回

※若要修改認證中心或編輯同意書電子檔請先撤銷申請

查詢結果

認證	申請人	案件狀態	同意書電子檔	主持人	計畫名稱	計畫編號
尚無資料						

加入 專題計畫

預約者帳號: a123456789

預約者姓名: 陳小明

若此次登入期間有至人才系統更新基本資料，請先重新登入後再加入專題計畫

專題計畫編號

NSTC - - - - -

上傳同意書電子檔: 上傳資料連結...

*認證中心名稱: (請選擇離你學校最近的中心)

*是否送出: ☒ 暫存 ☐ 確定

確定 取消

How to add a project?

Step 2: Double check the project number to make sure it is correct. Then, choose the center to which you wish to send the application form for approval. Save the application temporarily, and click “submit.”

加入 專題計畫

預約者帳號: a1

預約者姓名: 陳

若此次登入期間有至人才系統更新基本資料，請先重新登入後再加入專題計畫

專題計畫編號

NSTC 105 - 2622 -

上傳同意書電子檔: 上傳資料連結...

*認證中心名稱: 中原大學自有儀器共同使用計畫 (請選擇離你學校最近的中心)

*是否送出: ☒ 暫存 ☐ 確定

Save temporarily

確定

取消

Submit

How to add a project?

Step 3: Print out the application form from the pop-up window.

Step 4: The form needs to be **signed** by the applicant and the PI. Scan or take a photo of the signed application form, and upload the file. Choose “send” and then “submit.”

Step 5: Once the application is approved, the applicant can make reservations at any center with this project.

Window Title

列印 列印(頁) 重新整理 匯出xlsx 匯出xls 匯出PDF 回首頁 上一頁 目前頁面 1 下一頁 最末頁 尋找文字 文件導覽 總頁數: 1

專題計畫使用同意書

學生資料			
姓名	陳	E-mail	@yahoo.com.tw
認證中心	中原大學自有儀器共同使用計畫		
連絡電話	電話1: 電話2:02-20102100 傳真:		
就讀學校名稱及系所	中原大學生物科技學系		

專題計畫資料			
計畫流水號	009	計畫編號	105-2016-0011-000-CC2
計畫主持人	蔡	執行年度	105
計畫名稱	有機/無機交聯型丁基橡膠/及提升	執行日期起迄	2016/02/01 ~ 2017/01/31

編輯 專題計畫

預約者帳號: a1

預約者姓名: 陳

若此次登入期間有至人才系統更新基本資料，請先重新登入後再加入專題計畫

專題計畫編號: NSTC 105 - 2622

上傳同意書電子檔: testttt.jpg 上傳資料連結...

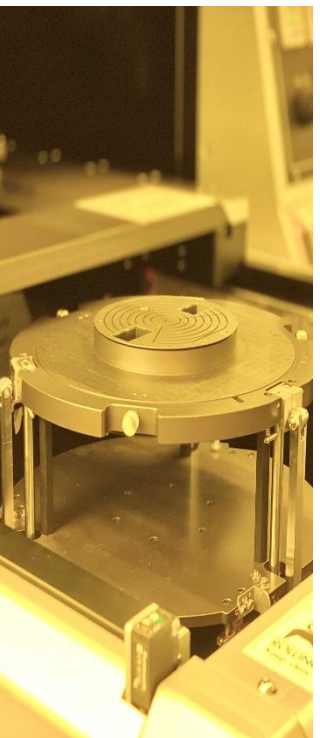
*認證中心名稱: 中原大學自有儀器共同使用計畫 (請選擇離你學校最近的中心)

*是否送出: ☐ 暫存 ☒ 確定

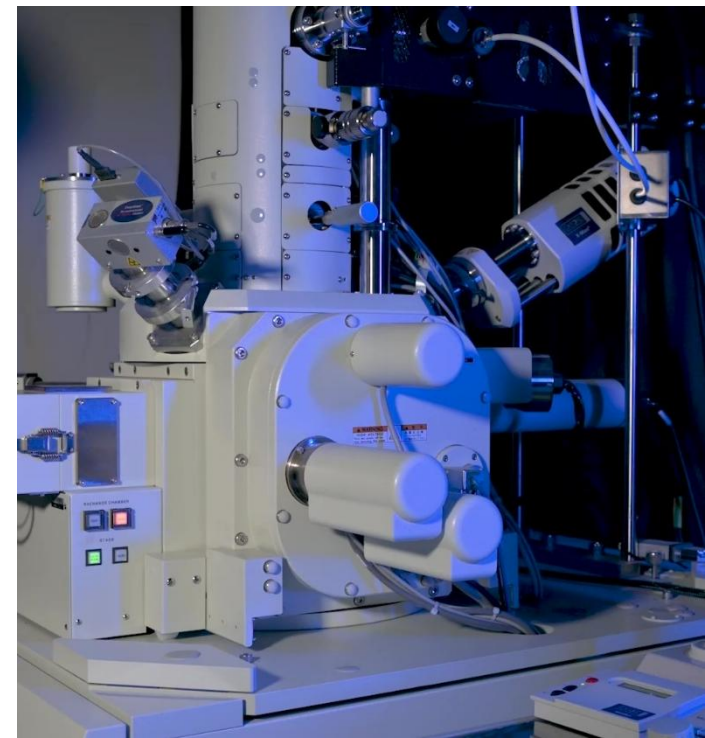
Choose “send”

確定 取消

Submit








Make a Reservation



How to make a basic reservation?

- Step 1 : Log on the system and use the function K2 “Booking Instrument” to make a reservation. Set conditions to find the instrument.
- Step 2 : Click on the instrument you want to book (the selected row will turn blue), and click on the icon “Basic Reservation.”

K. Booking Operation / K2. Booking Instrument

Condition

Center Name: ☐ Only Favorite

Instrument Type:

Main Instrument:

Sub-Instrument:

Search...

Center Area	Center Name	Main Instrument Code	Main Instrument	Sub-Instrument Code	Sub-Instrument	Service Type	Instrument Type	Instrument Location	Reserve Type	Operation start date	Operation end date	Cutting-edge application
Northern Taiwan	National Yang Ming Chiao Tung Univ. Instrumentation Resource Center	EM0000012300	X-ray Photoelectron and Auger Electron Spectroscopy			Basic	Electron Microscope	Engineering Building 6, Room EF215, NYCU	Session Slots	2021/01/01	2025/12/31	
Northern Taiwan	National Yang Ming Chiao Tung Univ. Instrumentation Resource Center	EM0000013900	Dual beam(focused ion beam & electron beam)System			Basic	Electron Microscope	Engineering building 6, Room213, NYCU	Session Slots	2021/01/01	2025/12/31	
	National Yang Ming		Dual		Dual beam(focused			National Chia				

How to make a basic reservation? (by serial number) 1/2

Set the payment type:

- Set the payment type as “Project” when booking with a NSTC project. Choose the valid project for reservation.
- Set the payment type as “Cash” when there is no NSTC project to use. The default payment type for vendors is “Cash.”

Payment Set

Payment Type: Project

Project for Reserve: Project

Project Data Required!

For those who make an appointment with this department plan, (the plan number and the host's name) will be simultaneously published on the homepage [Inquiry of Instrument Usage]

Choose Project

63GB

不分大小寫 (case insensitive)

Enter Code:

[更換其它驗證碼](#)

How to make a basic reservation? (by serial number)

Set reservation details:

- **Set the expected experiment date** : For reservations by serial number, experiments are arranged according to the order of the arrival dates of the samples. The default date is set on the last day of the chosen month.
- **Operation type** : Set the type of how the experiment is processed. The options are operating by oneself or by the technician.
- **Sample** : Set the number of samples to be processed in this reservation.
- **Number of experiments** : Set the number of experiments to be done in this reservation.
- **Estimated experiment cost** : Estimate the usage fee by clicking on the trial button.

Set Reserve Detail

Estimated Experiment Date: 2023-09 **Order the experiment according to the actual arrival date of the sample**

Operation Type:

❗ 必填欄位 (Required Field)

Sample: 0 **❗ 不得小於零! (minima value: 0.1)**

Number of Experiments: 0 **❗ 不得小於零! (minima value: 0.1)**

Estimated Experiment Cost: 0 **Fee Trial**

❗ 最低實驗金額:(\$300)! (Minima Value: (NT\$300))

This value is only an estimate! The actual amount will be priced based on the billing year on the completion date

Estimated Experiment Quota: 0 **(Abolished from January 2021)**

Estimated Experiment Cash: 0

Reservation by serial number

How to make a basic reservation? (by time slot)

Set the payment type:

1. Set the payment type as “Project” when booking with a NSTC project. Choose the valid project for reservation.
2. Set the payment type as “Cash” when there is no NSTC project to use. The default payment type for vendors is “Cash.”

Payment Set

Payment Type: Project

Project for Reserve: Project Choose Project

For those who make an appointment with this department plan, (the plan number and the host's name) will be simultaneously published on the homepage [Inquiry of Instrument Usage]

Project Data Required!

63GB

不分大小寫 (case insensitive)

Enter Code:

[更換其它驗證碼](#)

How to make a basic reservation? (by time slot)

Set reservation details:

➤ Set the expected experiment time slot : For reservations by time slot, click on “set the time slot”

Set Reserve Detail

Reserve Time-Slot:

Operation Type:

Sample:

Number of Experiments:

Estimated Experiment Cost:

Estimated Experiment Quota:

Estimated Experiment Cash:

Set Time-Slot

you must choose a session!

必填欄位 (Required Field)

不得小於零! (minima value: 0.1)

不得小於零! (minima value: 0.1)

最低實驗金額:(\$2500)! (Minima Value: (NT\$2500))

This value is only an estimate! The actual amount w
on the completion date

(Abolished from J

Choose Time - Slot

Choose Time - Slot : ☐ Can reservation slot ☐ Can not reservation slot

	Morning	Afternoon	Other
09/22 (Friday)	<div>09:00 12:00 Need license</div>	<div>13:30 16:30 Need license</div>	<div>18:00 21:00 Need license</div>
09/23 (Saturday)	<div>09:00 12:00 Need license</div>	<div>13:30 16:30 Need license</div>	<div>18:00 21:00 Need license</div>
09/24 (Sunday)	<div>09:00 12:00 Need license</div>	<div>13:30 16:30 Need license</div>	<div>18:00 21:00 Need license</div>
09/25 (Monday)		<div>13:30 16:30</div>	<div>18:00 21:00 Need license</div>

Reservation by time slot

Choose the time slot you want to reserve.

How to make a basic reservation? (by time slot)

- **Operation type** : Set the type of how the experiment is processed. The options are operating by oneself or by the technician.
- **Sample** : Set the number of samples to be processed in this reservation.
- **Number of experiments** : Set the number of experiments to be done in this reservation.
- **Estimated experiment cost** : Estimate the usage fee by clicking on the blue button.

Set Reserve Detail

Reserve Time-Slot: Set Time-Slot

! you must choose a session!

Operation Type: ▼

! 必填欄位 (Required Field)

Sample: ! 不得小於零! (minima value: 0.1)

Number of Experiments: ! 不得小於零! (minima value: 0.1)

Estimated Experiment Cost: Fee Trial

! 最低實驗金額:(\$2500)! (Minima Value: (NT\$2500))

This value is only an estimate! The actual amount will be priced based on the billing year on the completion date

Estimated Experiment Quota: (Abolished from January 2021)

Estimated Experiment Cash:






Reservation by time slot

How to make a cutting-edge reservation?


Step 1 : Log on the system and use the function K2 “Booking Instrument” to make a reservation. Set conditions to find the instrument.


Step 2 : Click on the instrument you want to book (the selected row will turn blue), and click on the icon “Basic Reservation.”



enu K. Booking Operation / K2. Booking Instrument


 Query  Favorite  Remove Favorite  Basic Reservation  Cutting Edge Reservation

Condition

Center Name:  ☒ Only Favorite

Instrument Type: 


Main Instrument:  

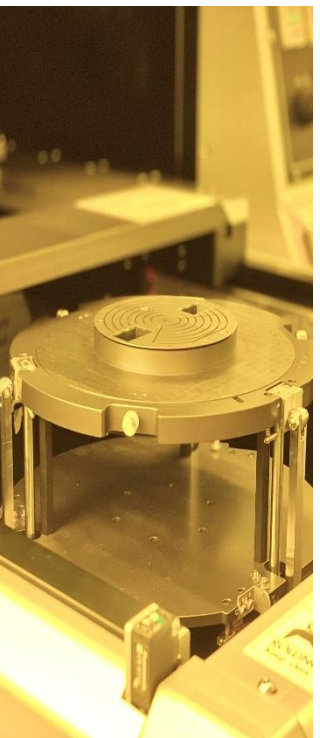
Sub-Instrument: 

Center Area	Center Name	Main Instrument Code	Main Instrument	Sub-Instrument Code	Sub-Instrument	Service Type	Instrument Type	Instrument Location	Reserve Type	Operation start date	Operation end date	Cutting-edge application
Northern Taiwan	National Yang Ming Chiao Tung Univ. Instrumentation Resource Center	OTHER002900	X-ray diffractometer and femtosecond transient spectroscopy under extreme conditions			Advanced	Other	National Yang Ming Chiao Tung University, Science Building III, SC015	Queue	2021/01/01	2025/12/31	Download

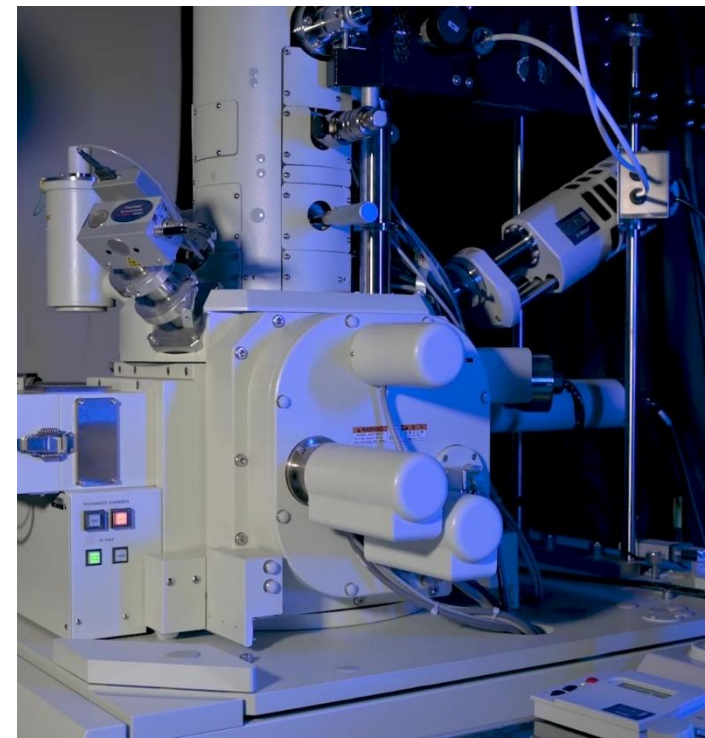
How to make a cutting-edge reservation?

Step 3 : In addition to the information required when making basic reservations, the user needs to fill in the cutting-edge service plan, and upload the file of cutting-edge service plan for reviewing. (The application form can be downloaded through the link below.)

Payment Set	Set Reserve Detail
<p>Payment Type: <input type="text" value="Project"/> <small>For those who make an appointment with this department plan, (the plan number and the host's name) will be simultaneously published on the homepage [Inquiry of Instrument Usage]</small></p> <p>Project for Reserve: <input type="text"/> Choose Project</p> <p>Project Data Required!</p> <div><p>Enter Code: <input type="text" value="case insensitive"/></p><p><small>不分大小寫 (case insensitive)</small> 更換其它驗證碼</p></div>	<p>Estimated Experiment Date: <input type="text" value="2023-09"/> Order the experiment according to the actual arrival date of the sample</p> <p>Operation Type: <input type="text"/></p> <p>必填欄位 (Required Field)</p> <p>Sample: <input type="text" value="0"/> 不得小於零! (minima value: 0.1)</p> <p>Number of Experiments: <input type="text" value="0"/> 不得小於零! (minima value: 0.1)</p> <p>Estimated Experiment Cost: <input type="text"/> Fee Trial</p> <p>This value is only an estimate! The actual amount will be priced based on the billing year on the completion date</p> <p>Estimated Experiment Quota: <input type="text" value="0"/> <small>(Abolished from January 2021)</small></p> <p>Estimated Experiment Cash: <input type="text" value="0"/></p> <div><p>Cutting-edge plan name: <input type="text"/></p><p>Cutting-edge review file: <input type="text"/> Browse...</p><p>Download application</p></div>
<p>Sample Presentation Person Information</p> <p><input checked="" type="checkbox"/> The information is the same as user</p>	<p>Experimental Amount Assessment</p> <p>Fee Explanation: <input type="text"/></p>



Personal License Management

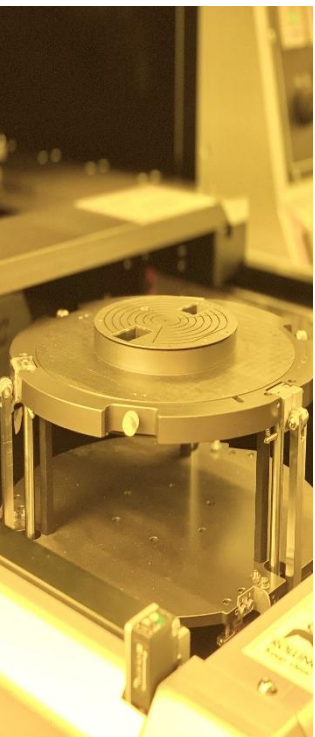


How to apply for an instrument operation license ?

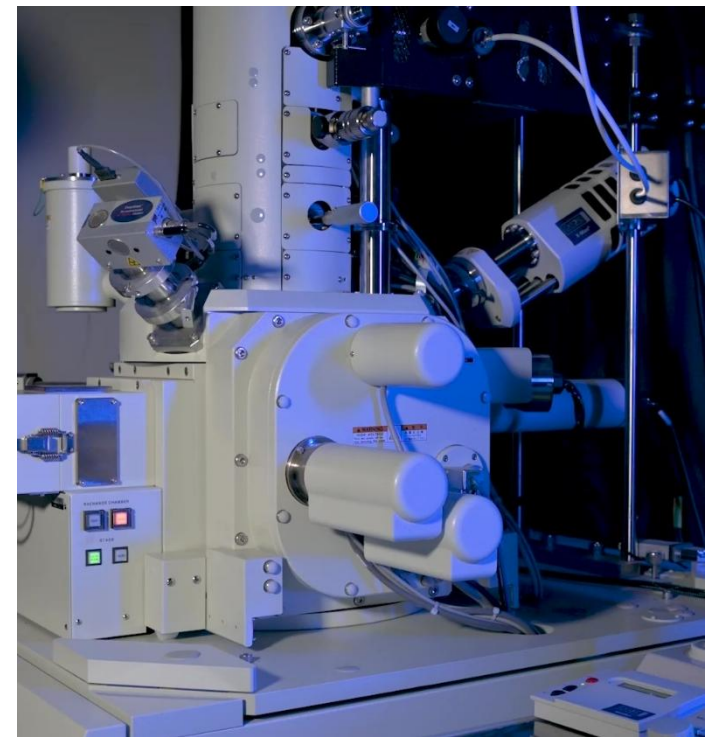
Step 1 : Choose the service center and the instrument. Fill in the license number and the expiration date.

Step 2 : Upload the application form and click “submit.”

The screenshot shows a web form titled "Add license information". A red rectangular box highlights the following fields: "center name:" (a dropdown menu), "*license code:" (a text input), "attachment:" (a text input with a "Browse..." button), "*sub instrument name:" (a dropdown menu), and "*expire date:" (a date selector). Below the highlighted area, there are fields for "modifier:" and "modify date:". At the bottom right of the form, there are two buttons: "submit" and "cancel". The "submit" button is also highlighted with a red rectangular box.




Academic Research Paper Related to Instrument Usage



How to record the academic research paper related to instrument usage?

Step 1 : Use K5. to provide information of a published academic research paper related to the instrument usage. The query result will show a list of instrument that the PI used in the past 3 years.

K.預約相關作業 / K5.學術績效填報作業

 查詢

查詢條件

中心名稱: 儀器類別: 主項儀器:

主持人:

查詢結果

填報	預約實驗完成年度	計畫主持人姓名	現職機構	儀器代碼	儀器名稱	是否填表
<input type="button" value="填報"/>	2023		國立陽明交通大學電子物理學系	SEMI002600	原子層沉積系統	否
<input type="button" value="填報"/>	2022		國立陽明交通大學電子物理學系	SEMI002600	原子層沉積系統	是
<input type="button" value="填報"/>	2021		國立陽明交通大學電子物理學系	SEMI002600	原子層沉積系統	是

How to record the academic research paper related to instrument usage?

Step 2 : Choose the year that you want to provide the information, and click “填報” to edit.

K. 預約相關作業 / K5. 學術績效填報作業




查詢

查詢條件

中心名稱: National Yang Ming Chiao Tung Univ. Instrumentation Resource Center 儀器類別: 主項儀器:

主持人: 查詢主持人

查詢結果

填報	預約實驗完成年度	計畫主持人姓名	現職機構	儀器代碼	儀器名稱	是否填表
	2023		國立陽明交通大學電子物理學系	SEMI002600	原子層沉積系統	否
	2022		國立陽明交通大學電子物理學系	SEMI002600	原子層沉積系統	是
	2021		國立陽明交通大學電子物理學系	SEMI002600	原子層沉積系統	是

- 3 ways to edit : 1. Click on “新增績效” to key in the information of the published paper. 2. Choose “由學術研發服務網批次帶入績效” to bring in the list of paper from the NSTC database. 3. Click on “實驗結果尚未發表” if there is no paper published yet.

儀器填表

新增績效 修改績效 刪除績效 由學術研發服務網 批次帶入績效 實驗結果尚未發表

儀器名稱: 原子層沉積系統 儀器代碼: SEMI002600 主持人姓名: 詹佳期

預約實驗完成年度: 2023 儀器技術員(現任): 詹佳期 儀器專家(現任):

發表論文情形:

論文名稱	論文作者姓名	期刊	發表年分(西元)	卷數及頁次	本篇論文對於儀器服務之貢獻
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How to record the academic research paper related to instrument usage?

Step 2-1 : Click on “新增績效” to key in the information of the published paper.

新增績效

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How to record the academic research paper related to instrument usage?

- Step 2-2 : Click on “由學術研發服務網帶入” to bring in the list of paper from the NSTC database.
- Choose the published paper related to the instrument usage, and mark to show if the paper indicates how the instrument service contributed to this paper. Click on “進行填報” when finished.

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						主要作者	共同作者	致謝欄或內文引述
<input checked="" type="checkbox"/>		First Demonstration of Heterogeneous IGZO/Si CFET Monolithic 3-D Integration With Dual Work Function Gate for Ultralow-Power SRAM and RF Applications	IEEE TRANSACTIONS ON ELECTRON DEVICES	2022	69 (4), 2101-2107	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		High Endurance and Low Fatigue Effect of Bilayer Stacked Antiferroelectric/Ferroelectric Hf _x Zr _{1-x} O ₂	IEEE ELECTRON DEVICE LETTERS	2022	43(2), 224-227	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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