

University Information Database System Manual

For General Users

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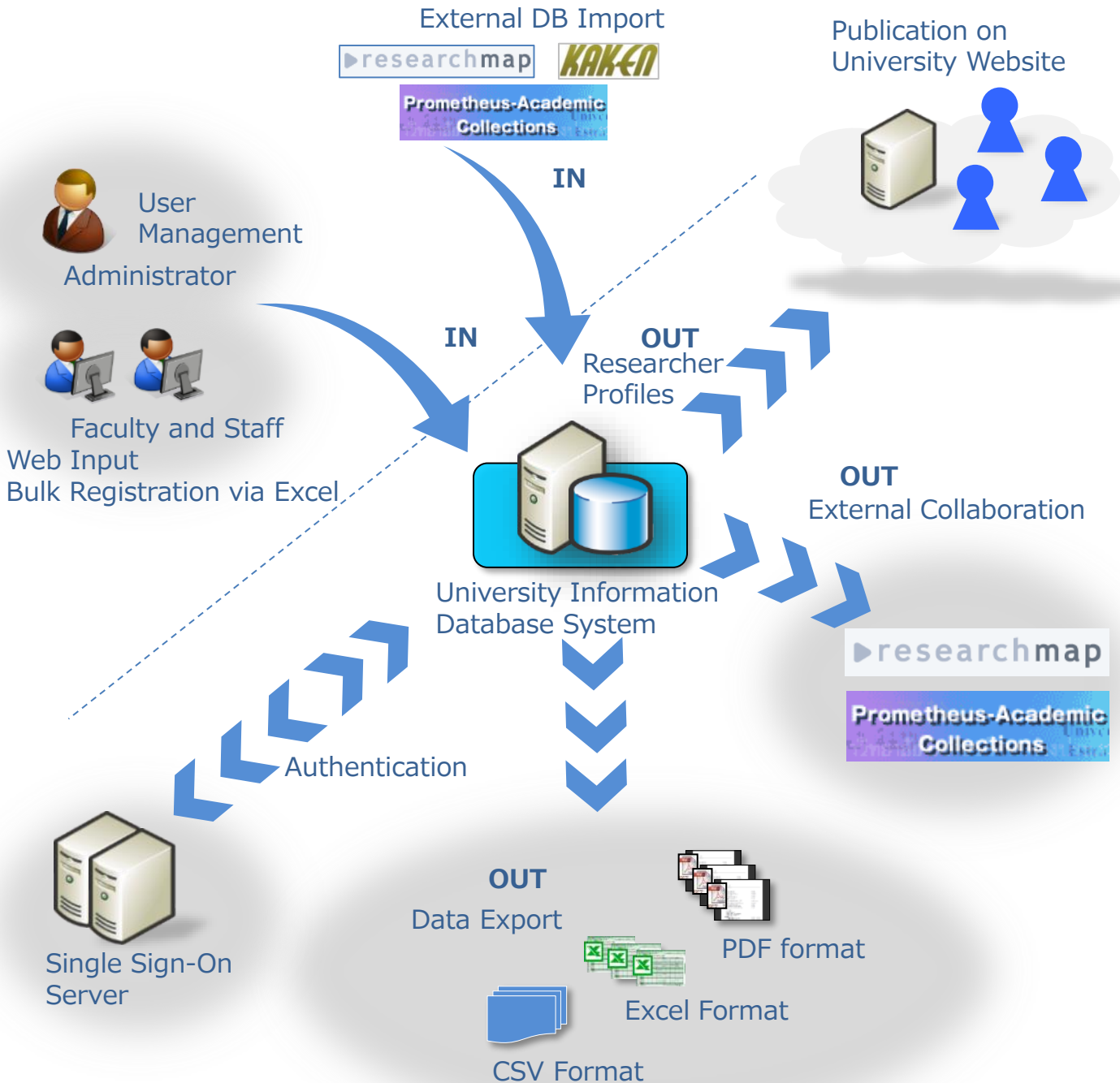
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Introduction

1. About the University Information Database System

The University Information Database System collects data on the various activities of faculty and staff within the university and serves to facilitate an understanding of the current status of these activities and the creation of materials for internal or external evaluations.

In addition, portions of the database are made widely available to the public, serving to disseminate accurate information.



2. Before Using the System

The University Information Database System can be used in the following environments.

(1) About Browsers

OS	Web Browser
Windows	Microsoft Edge Firefox Google Chrome
Mac OS X	Safari Firefox Google Chrome

[Note]

- Please note that we cannot guarantee compatibility with operating systems or web browsers other than those listed above.
- When using Safari, the download of the Excel file for bulk registration may time out, In that case, please use a different browser.

(2) Office Tools

OS	Office Tools
<ul style="list-style-type: none">• Windows Windows 10 Windows 11	Microsoft Excel 2021 Microsoft Excel 2024 Microsoft Excel (Microsoft 365)

3. Logging In (1)

Please access the following URL using your web browser.

<https://uidbs.tufs.ac.jp/>

When you access the URL above, a screen explaining the University Information Database System will appear.

(1) On that screen, you will find a button to the login page labeled "Go to Login Page"
Click this button to proceed to the login page.

Instructions Screen

東京外国語大学
大学情報データベースシステム

システムについて

システムの利用について

データの公開について

ログイン画面へ
Go to Login Page

(1)

お知らせ

利用マニュアル(2000,2000版) (日本語PDF)
User Manual (Rev.2000x,2000) (English PDF)
researchmap.V2対応の変更点 (PDF)
(旧)入力操作マニュアル (PDF)
(旧)研究者一覧詳細ページ自動生成入力説明書 (PDF)

Login Screen

Information from administrator
No announcements

University Information Database System

お知らせの表示言語 / Language of Notices
日本語 English

Sign in

(2)

OpenAM Sign-In Screen

ICC Information Collaboration Center
Tokyo University of Foreign Studies

(3) SIGN IN TO OPENAM

User Name

Password

Remember my username

LOG IN

(2) Click the [Sign in] button on the Login screen.

*Selecting "English" will change the display to English.

(3) The OpenAM Sign-In screen will appear.

Enter your username and password, then click the [LOG IN] button.

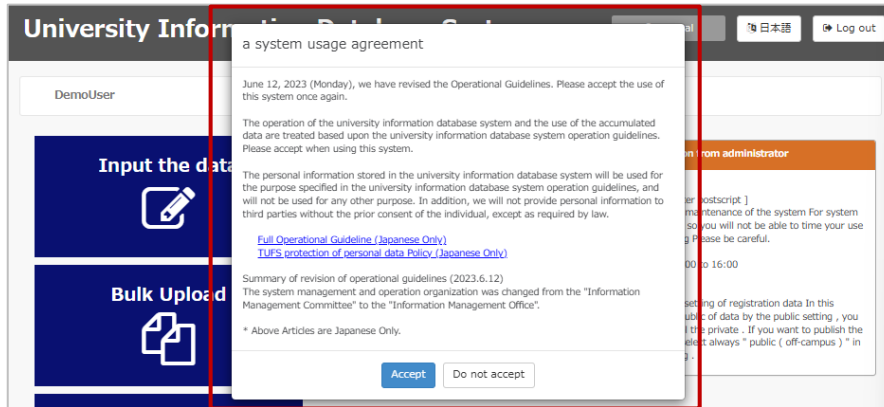
If you log in successfully, the main menu of the "University Information Database System" will appear in a separate window. When the Terms of Use screen appears, follow the steps on the next page to log in.

***Please note that the screen display may vary depending on your computer environment.
Please be aware of this in advance.**

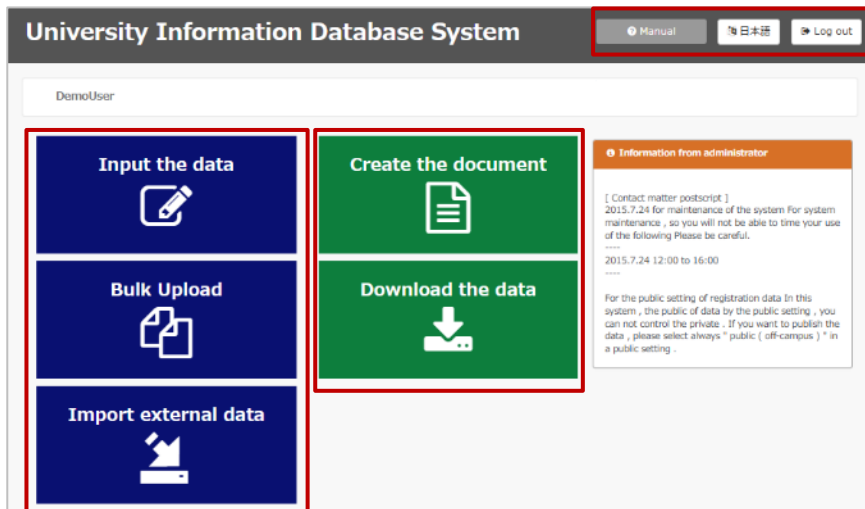
3. Logging In (2)

The first time you log in, a notice regarding the terms of use will appear. To use this system, you must click the [Accept] button.

Main Menu Screen



After accepting, the main menu will be displayed. Please select the menu you want. Each menu is described below.



[Left Menu] Data Entry and Verification

1. "Input the data" allows you to register and view data, preview and update the researcher profile page, and sync with researchmap.
2. "Bulk Upload" is a feature that allows you to register and edit all achievement data in bulk.
3. "Import external Data" is a feature that allows you to easily import data obtained from an external database.

[Right Menu] Data Output

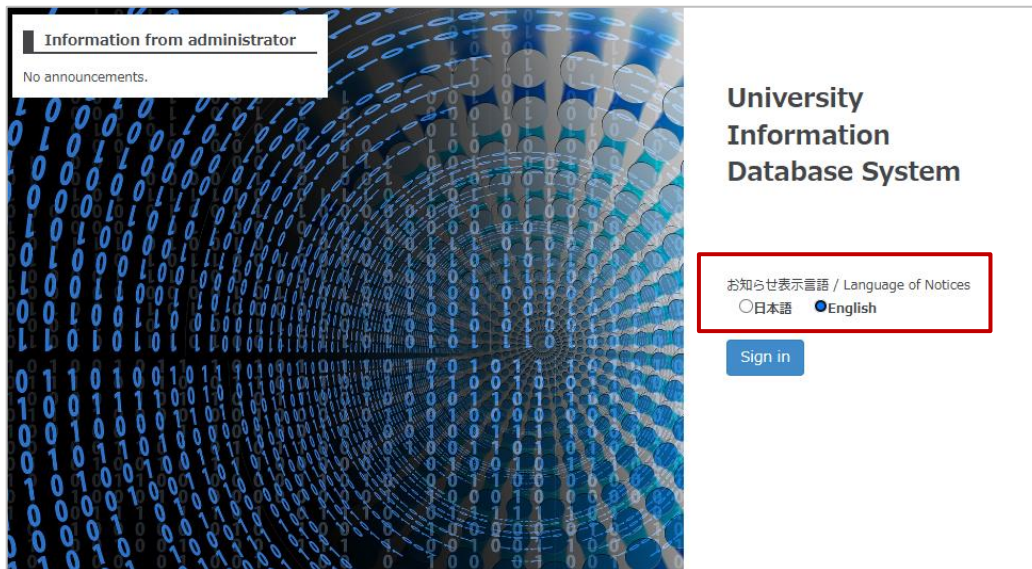
4. "Create the document" is a feature that allows you to export registered data as a PDF.
5. "Download the data" allows you to download registered data in CSV format or other formats.

[Top-Right Menu] Operating Environment, etc.

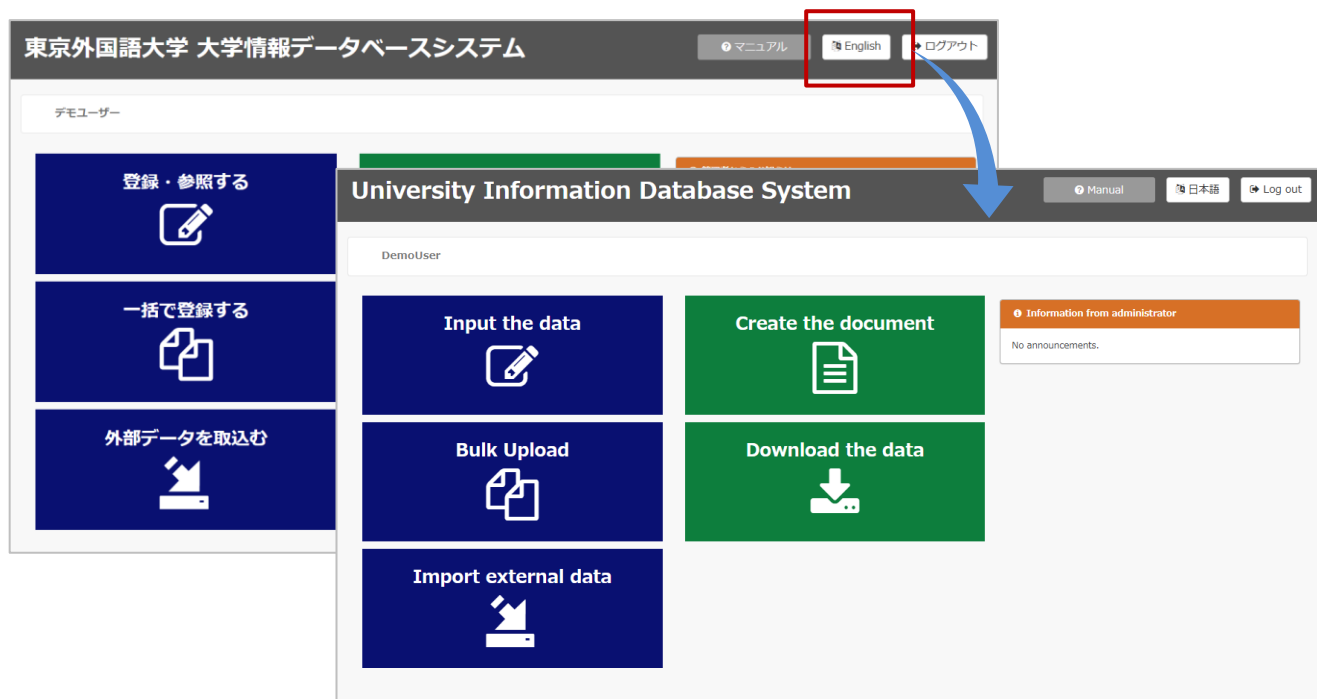
6. "Manual" allows you to view manuals for each function.
7. "日本語" switches the interface to Japanese.
8. "Log out" logs you out of the University Information Database System.

4. How to Switch to the English Interface

(1) If you set the "Language of Notices" to "English" before logging in, the following screens will appear in English.



(2) To switch to the English interface after logging in, click the "English" button in the top-right corner of the main menu.




To return to the Japanese interface, click the "日本語" button in the top-right corner of the main menu.

Entering Data

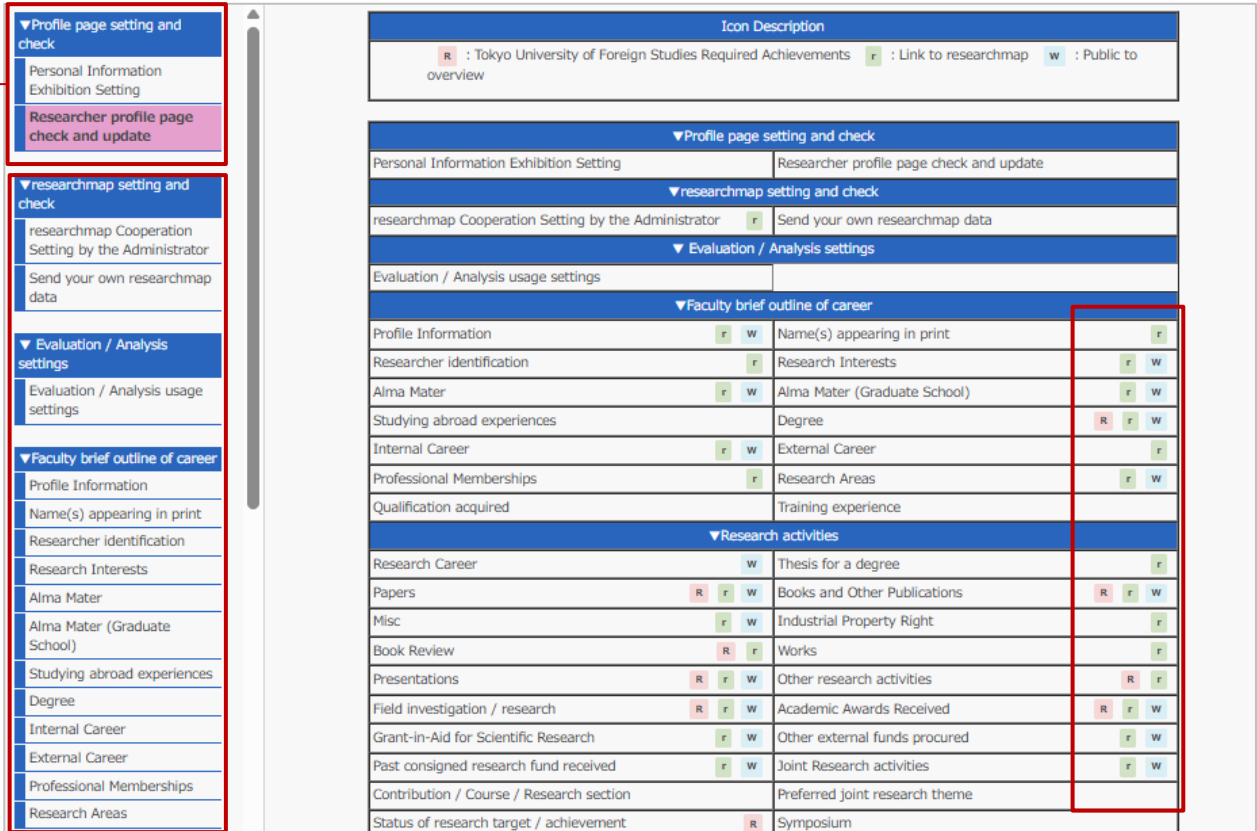
5. Entering Data (Each Menu)

Clicking the links in the left pane will display the screen for entering data for each performance metric.

For the meanings of the various icons, such as [], please refer to the descriptions below.


[Main Menu > Input the data](#)


University Information Database System: List of Achievements to Be Entered





The screenshot shows a web interface for entering data. On the left is a navigation menu with several expandable sections. The main content area is titled 'List of Achievements to Be Entered' and contains a table with columns for 'Icon' and 'Description'. The table lists various categories of achievements, each with associated icons (R, r, w) indicating their status or requirements.

Icon Description	
: Tokyo University of Foreign Studies Required Achievements : Link to researchmap : Public to overview	
▼Profile page setting and check	
Personal Information Exhibition Setting	Researcher profile page check and update
▼researchmap setting and check	
researchmap Cooperation Setting by the Administrator	Send your own researchmap data
▼ Evaluation / Analysis settings	
Evaluation / Analysis usage settings	
▼Faculty brief outline of career	
Profile Information	Name(s) appearing in print
Researcher identification	Research Interests
Alma Mater	Alma Mater (Graduate School)
Studying abroad experiences	Degree
Internal Career	External Career
Professional Memberships	Research Areas
Qualification acquired	Training experience
▼Research activities	
Research Career	Thesis for a degree
Papers	Books and Other Publications
Misc	Industrial Property Right
Book Review	Works
Presentations	Other research activities
Field investigation / research	Academic Awards Received
Grant-in-Aid for Scientific Research	Other external funds procured
Past consigned research fund received	Joint Research activities
Contribution / Course / Research section	Preferred joint research theme
Status of research target / achievement	Symposium

 [Tip] Once you have finished entering data, you can preview and immediately update your researcher profile page. For researchmap, you can also submit the data to researchmap yourself.

 [Tokyo University of Foreign Studies Required Publications]
Publications marked with this symbol contain the items required by Tokyo University of Foreign Studies. When registering publications, please register as many of these marked publications as possible.

 [researchmap-Compatible Publications]
Publications marked with this symbol contain the items required for integration with researchmap.

 [Publications Compatible with the Researcher Profile Page]
Publications marked with this symbol contain items to be displayed on the researcher profile page.

5. Entering Data (Personal Information Exhibition Setting)

The Personal Information Exhibition Settings allow you to control the information displayed on your researcher profile page.

[Main Menu](#) > [Input the data](#) > [▼ Profile page setting and check](#) > [Personal Information Exhibition Setting](#)

Personal Information Exhibition Setting Edit Screen

Target : DemoUser Top

▼ Profile page setting and check

Personal Information Exhibition Setting

Researcher profile page check and update

▼ researchmap setting and check

researchmap Cooperation Setting by the Administrator

Send your own researchmap data

▼ Evaluation / Analysis settings

Evaluation / Analysis usage settings

▼ Faculty brief outline of career

Profile Information

Name(s) appearing in print

Personal Information Exhibition Setting

About Input

1. If you select "Publish" at the Campus-External Web Site Public setting, the data registered in the School Personnel Information will be published both on and off campus.

Campus - External Web Site Public setting

check All Pending check All Private check All Public

Date of Birth		<input type="radio"/> Pending <input type="radio"/> Private <input checked="" type="radio"/> Public
Photo		<input type="radio"/> Pending <input type="radio"/> Private <input checked="" type="radio"/> Public
Mail address		<input type="radio"/> Pending <input type="radio"/> Private <input checked="" type="radio"/> Public
Gender		<input type="radio"/> Pending <input type="radio"/> Private <input checked="" type="radio"/> Public

Please push " Change " when the input of a necessary item is completed.

[Researcher Profile Page]

For items to be published on the researcher profile page, only those with a visibility setting of "Public" will be made public.

For items you do not wish to publish, please select "Private" or "Pending".

*Please refer to the following for details on the corresponding items.
P.34 "19. Mapping of researcher profile pages and database entries"

5. Entering Data (Evaluation / Analysis usage settings)

The Evaluation and Analysis Usage Settings indicate that you consent to the use of registered achievements and other data for evaluation, analysis, and similar purposes in accordance with the operational guidelines.

[Main Menu](#) > [Input the data](#) > [▼Evaluation / Analysis settings](#) > [Evaluation / Analysis usage settings](#)

Evaluation / Analysis usage settings Edit Screen

Target : Top

▼ Profile page setting and check

Personal Information
Exhibition Setting

Researcher profile
page check and update

▼ researchmap setting and check

researchmap
Cooperation Setting by
the Administrator

Send your own
researchmap data

▼ Evaluation / Analysis settings

**Evaluation / Analysis
usage settings**

▼ Faculty brief outline of career

Profile Information

Name(s) appearing in
print

Researcher identification

Evaluation / Analysis usage settings

About Input

1. By accepting the terms of operation guidelines, you agree to be utilized your registered achievements for evaluation and analysis.
2. Even after you leave the job at TUFS, the registered achievements will be utilized for evaluation and analysis under the system usage agreements.
3. Users cannot change the settings for achievements. If you would like to change the settings, please contact the operation person in charge (uidbs@tufs.ac.jp).

Evaluation / Analysis usage settings	
a system usage agreement	<input checked="" type="checkbox"/> I accept the use of achievements for evaluation and analysis.
Consent to use after leaving job	<input checked="" type="checkbox"/> After leaving the job, I accept the use of achievements for evaluation and analysis.



[NOTICE]

Both "a system usage agreement" and "Consent to use after leaving job" are automatically checked when you consent to system use and cannot be changed. If you wish to change these settings, please contact the operations team (uidbs@tufs.ac.jp).

5. Entering Data

Clicking on each achievement in the left pane will take you to the achievement list screen. Use this screen to register and view data.

Main Menu > Input the data > ▼ Research activities > Papers

Papers List Screen

Papers

About input

- Please enter the direct result of your research activities, such as papers that have been published in journals, conference proceedings, book chapters, etc.
- If you wish to make them publicly available through the institutional repository, the publication process can be initiated simultaneously with registration.
- Please enter the public commentaries for the general public, preliminary reports, and summaries of research results at the "Review and Commentary Articles" section.
- You can register the achievement collectively. Download the excel-file by "EXCEL download" button and Upload the file in [Batch registration] page.

Please select the condition of making it to the display object, and push the search.

Search condition Major achievement : [dropdown] Title (Japanese) : [input] Special [checkbox] Date of publication : None [dropdown] Year None [dropdown] Month~ None [dropdown] Year None [dropdown] Month [input]

[Search]

[Create New] [Copy] [Change] [Delete] [Refer] [Relation] [Distribution] [Change public / order]

Select	No.	Relation	Major	QA	Date of publication / Title	Public setting	Listing order
<input type="radio"/>	1				2014/04 機械による数字	Private [dropdown]	1
<input type="radio"/>	2				1999/03 報われない恋愛と逢夜-「落葉」と「百年の孤獨」から	Public [dropdown]	1
<input type="radio"/>	3				2005/04/01 論文12	Private [dropdown]	2
<input type="radio"/>	4				2005/04/01 論文2	Pending [dropdown]	3
<input type="radio"/>	5				2016/02/25 20160225_論文	Private [dropdown]	

[Create New] [Copy] [Change] [Delete] [Refer] [Relation] [Distribution] [Change public / order]

[EXCEL download] [Batch registration]

No	Function Name	Description
1	Create New	Used when registering new data.
2	Copy	Use this to create data based on existing data.
3	Change	Use this to modify data.
4	Delete	Use this to delete data.
5	Refer	Use this to view the contents of registered data.
6	Relation	Use this to associate another user's data and register it as your own.
7	Distribution	Register the registered data as another user's data.
8	Change Public / order	Use this to change publication settings and display order on the achievements list screen.
9	Excel Download	Download the Excel file template used for bulk registration.
10	Batch Registration	You can register, modify, or delete data for each publication in bulk.



[Tip] The [Change Public / order] feature allows you to change publication settings and display order in bulk directly from the list screen.

***Data for each achievement set to [Public] will be automatically published on the researcher profile page overnight. Please set the publication status of data currently being edited to [Pending].**

6. Batch Editing Data

You can register, modify, or delete all performance data in bulk. By entering data into an Excel file, you can register multiple performance records at once. Even when traveling on business, you can prepare data for registration by bringing a downloaded Excel file with you.

[Main Menu > Bulk Upload > ▼Excel Batch Registration > School Personnel Basic and Total Data Download](#)

Excel Batch Registration Screen

[Feature Description]

(1) Download All Data Excel File

Download the Excel file for bulk registration. To register all performance records in bulk, please first use this feature to create the Excel file.

(2) All Data Excel File Upload Screen

Upload the Excel file for bulk registration. Registration may take some time, so please wait a while after uploading and check the upload status.

[Tip]

- You can enter performance data for each Excel sheet.
- Set the "Operation" when registering, modifying, or deleting data in the corresponding row. Rows without a "Operation" set will not be registered in the database even if uploaded will not be registered in the database. Select "Add" to register new data, "Update" to modify data, and "Delete" to delete data.

*Note: Deleting a row will not remove the data. Please select "Delete" in the "Operation" field.

7. Importing Data from an External Database (1)

You can semi-automatically import data stored in an external database into the system.

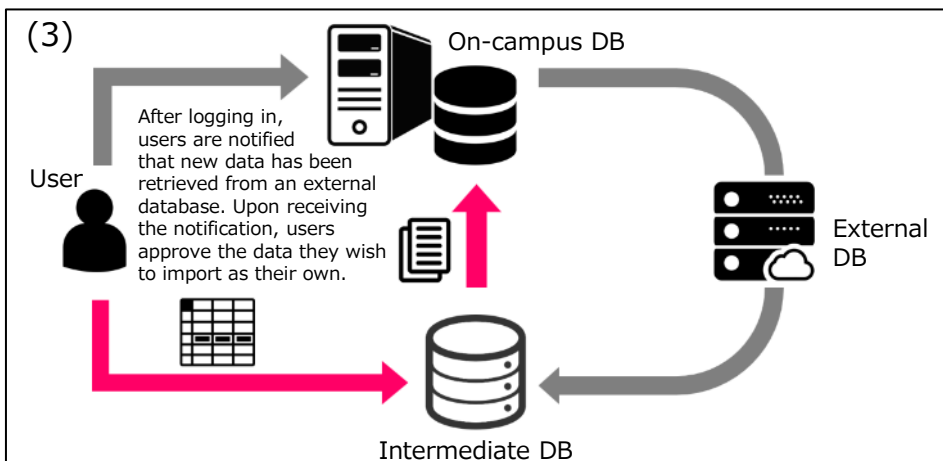
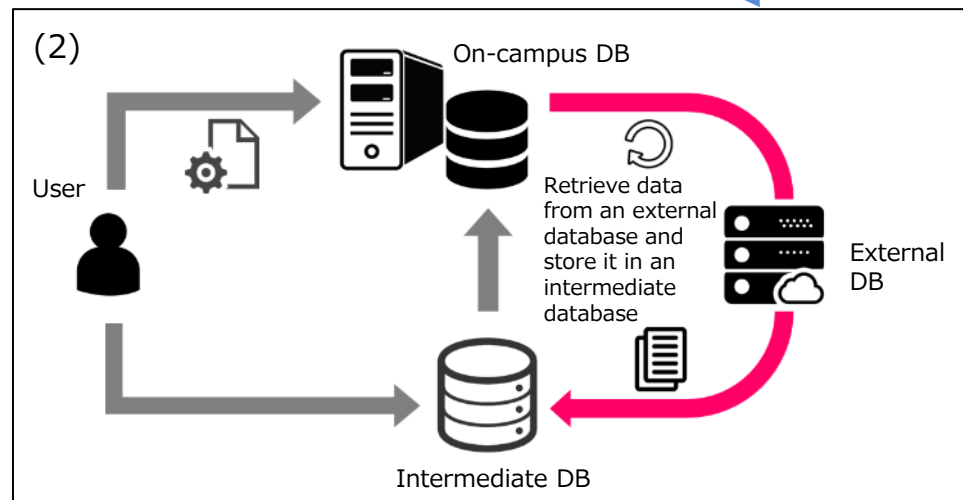
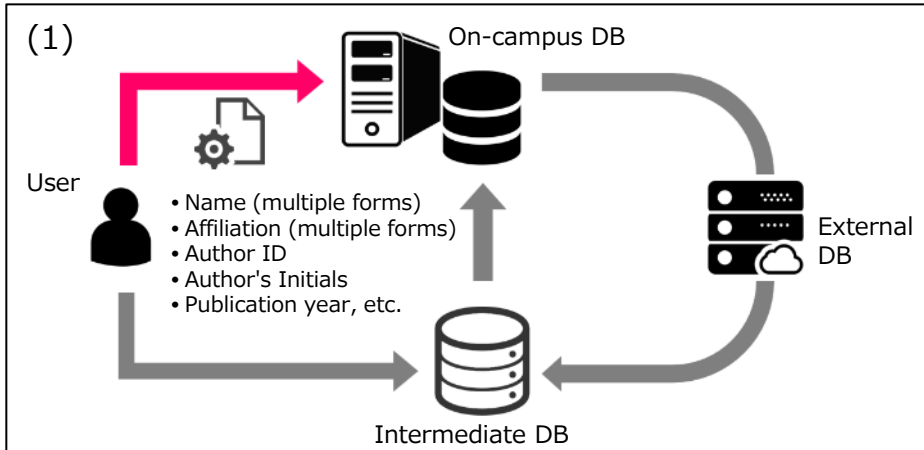
The types of performance data and external databases that can be imported using this feature are as follows.

No	Performance Name	research map	Grant-in-Aid for Scientific Research DB (KAKEN)	Institution Repository	No	Publication Title	research map	Grant-in-Aid for Scientific Research DB (KAKEN)	Institution Repository
1	Papers	<input type="radio"/>		<input type="radio"/>	14	Past consigned research fund received	<input type="radio"/>		
2	Thesis for a degree	<input type="radio"/>			15	Joint Research activities	<input type="radio"/>		
3	Books and Other Publications	<input type="radio"/>			16	Social Contribution	<input type="radio"/>		
4	Presentations	<input type="radio"/>			17	Media Coverage	<input type="radio"/>		
5	Misc	<input type="radio"/>		<input type="radio"/>	18	Academic Contribution	<input type="radio"/>		
6	Book Review	<input type="radio"/>			19	External Career	<input type="radio"/>		
7	Industrial Property Rights	<input type="radio"/>			20	Research Interests	<input type="radio"/>		
8	Works	<input type="radio"/>			21	Research Areas	<input type="radio"/>		
9	Field investigation / research	<input type="radio"/>			22	Alma Mater	<input type="radio"/>		
10	Academic Awards Received	<input type="radio"/>			23	Alma Mater (Graduate School)	<input type="radio"/>		
11	Other Research Activities	<input type="radio"/>			24	Professional Memberships	<input type="radio"/>		
12	Grant-in-Aid for Scientific Research	<input type="radio"/>	<input type="radio"/>		25	Academic activity	<input type="radio"/>		
13	Other external funds procured	<input type="radio"/>							

7. Importing Data from an External Database (2)

Feature Overview

- (1) Set the conditions for retrieving data from an external database.
- (2) Store the search results in an intermediate database and notify users of the candidate data upon login.
- (3) Users select the data to import from the candidate data and register it.



*Data retrieval from external databases is performed automatically daily during late-night hours.

7. Importing Data from an External Database (3)

If candidate data has been retrieved from an external database, the notification screen shown below will appear when you log in. Clicking the "Confirm" button will display the data retrieval status screen at the bottom.

Notification Screen

External Data Import

You got 67 new data.

Confirm Close

Input the data

Create the document

Bulk Upload

Download the data

Import external data

You can also navigate to the data retrieval status screen by clicking this menu.

Data Retrieval Status Screen

External system data

External system data cooperation

Data acquisition status

Candidate Data(62) Imported Data(0) Excluded Data(5)

Import selected Data Exclude selected Data

Last duplication check date : 2026-05-21 14:59:50 Do Duplication Check

Search:

Show 200 entries

Showing 1 to 62 of 62 entries Previous 1 Next

No.	Data	External system	Acquisition date	Duplication and Similarity	Select category
1	Add new chosha Test Chosha Publication Date : Aug. 24, 2022	researchmap [Published Papers]	2026-05-21		Edit Papers Peer reviewed/Not peer reviewed : No Settings Invited/Not invited : Not invited Language : English Type of publication : Research paper (scientific journal)
2	Add new chosha(change to No) Publication Date : Aug. 24, 2022	researchmap [Published Papers]	2026-05-21		Edit Papers Peer reviewed/Not peer reviewed : No Settings Invited/Not invited : Not invited Language : English Type of publication : Research paper (scientific journal)

7. Importing Data from an External Database (4)

On the Data Retrieval Status screen, you can easily import the data you want by selecting it.

When importing data, click the "Edit" button to change the target performance metrics and settings for missing items as needed.

The screenshot shows the 'Data acquisition status' interface. At the top, there are tabs for 'Candidate Data(4)', 'Imported Data(3)', and 'Excluded Data(38)'. Below these are buttons for 'Import selected Data' (highlighted with a red box) and 'Exclude selected Data'. A 'Do Duplication Check' button is also visible. The main area displays a table of data entries. Two entries are shown: 'Title A' and 'Title B'. 'Title A' is marked as 'Duplicate' (red triangle icon) and 'Title B' is marked as 'Similar' (blue circle icon). A callout box points to the 'Duplicate' status, stating: 'If there are duplicates or similar data, the system will display a warning.' Another callout box points to the 'Do Duplication Check' button, stating: 'If there are errors, the error details will be displayed in red.' The table columns include 'No.', 'Data', 'External system', 'Acquisition date', 'Duplication and Similarity', and 'Select category'. The 'Select category' column has an 'Edit' button and a dropdown menu for 'Papers'.

Click the "Import selected Data" button to view the import results. If there are any errors, the error details will be displayed in red.

The screenshot shows the 'Import processing result' dialog box. It displays the following processing counts: 'Number of successful import: 1', 'Number of successful update: 0', and 'Number of error import: 1'. Below this is a 'Result detail' table with columns for 'Data', 'External system', 'Acquisition date', and 'Selected category'. Two entries are shown: 'Title C' and 'タイトル(20200231)'. 'Title C' is marked as 'Successful import' and 'タイトル(20200231)' is marked as 'Error import'. A callout box points to the 'Error import' status, stating: 'If there are errors, the error details will be displayed in red.' The dialog also includes a 'Close' button.

Select	No.	Relation	Major	OA	Date of publication / Title	Public setting	Listing order
<input type="radio"/>	1				2020/02 タイトルA	Public	<input type="text"/>
<input type="radio"/>	2				2020/02 タイトルC	Public	<input type="text"/>
<input type="radio"/>	3				2020/01 タイトルB	Public	<input type="text"/>

Buttons below the table: Create New, Copy, Change, Delete, Refer, Relation, Distribution, Change public / order

Data that has been successfully imported will be displayed as shown here.

7. Importing Data from an External Database (5)

On the Operation settings screen, you configure update policies and other settings for data retrieved from external databases.

External system data cooperation

Operation settings

Set the necessary operation information for use External system data cooperation.

Selection of Use of update function

- Only new registration
- Also updates registered data

- If you need to protect the data you enter on campus, select "Only new registration".
- If you want to synchronize with external system data, select "Update registered data".

Selection of update policy

- Add candidate data to unentered items of registered data
- Overwrite all items of registered data with candidate data

- If the external system data is inaccurate and unreliable, select "Add candidate data to unentered items of registered data" to give priority to the values entered on campus.
- If the external system data is highly accurate and reliable, you can reduce the trouble of modifying the data on campus by selecting "Overwrite all items of registered data with candidate data".

Done

On the Data acquisition settings screen, you can configure the conditions for retrieving data from an external database.

The setup requires the following 4 steps.

STEP 1: Select the external database from which to retrieve data

STEP 2: Configure data retrieval conditions

STEP 3: Configure the destination performance metrics

STEP 4: Configure Required Fields by Performance

External system data cooperation

Data acquisition setting

Set the necessary information for acquiring performance data from the External System step by step.

- Selection of data acquisition destination DB
Select External System to use
- Setting data acquisition condition
Set conditions for identifying researchers to be acquired
- Setting of import target achievement
Set the initial value of the import target performance for each external database
- Setting required items by performance
Set initial value of input value of missing items when importing

Set acquisition conditions when acquiring achievement from external database.
The upper part is acquisition condition common to all external databases.
Please set the acquisition condition for each external database by switching tabs at the bottom of the page.

Researcher's name *
デモ ユーザー
DEMO User
DEMO, U
Add Delete

Affiliation *
東京外国語大学
Tokyo University of Foreign Studies
Add Delete

researchmap

Confirm the data of researchmap

Items for identifying researchers
Research funding number
Publication year

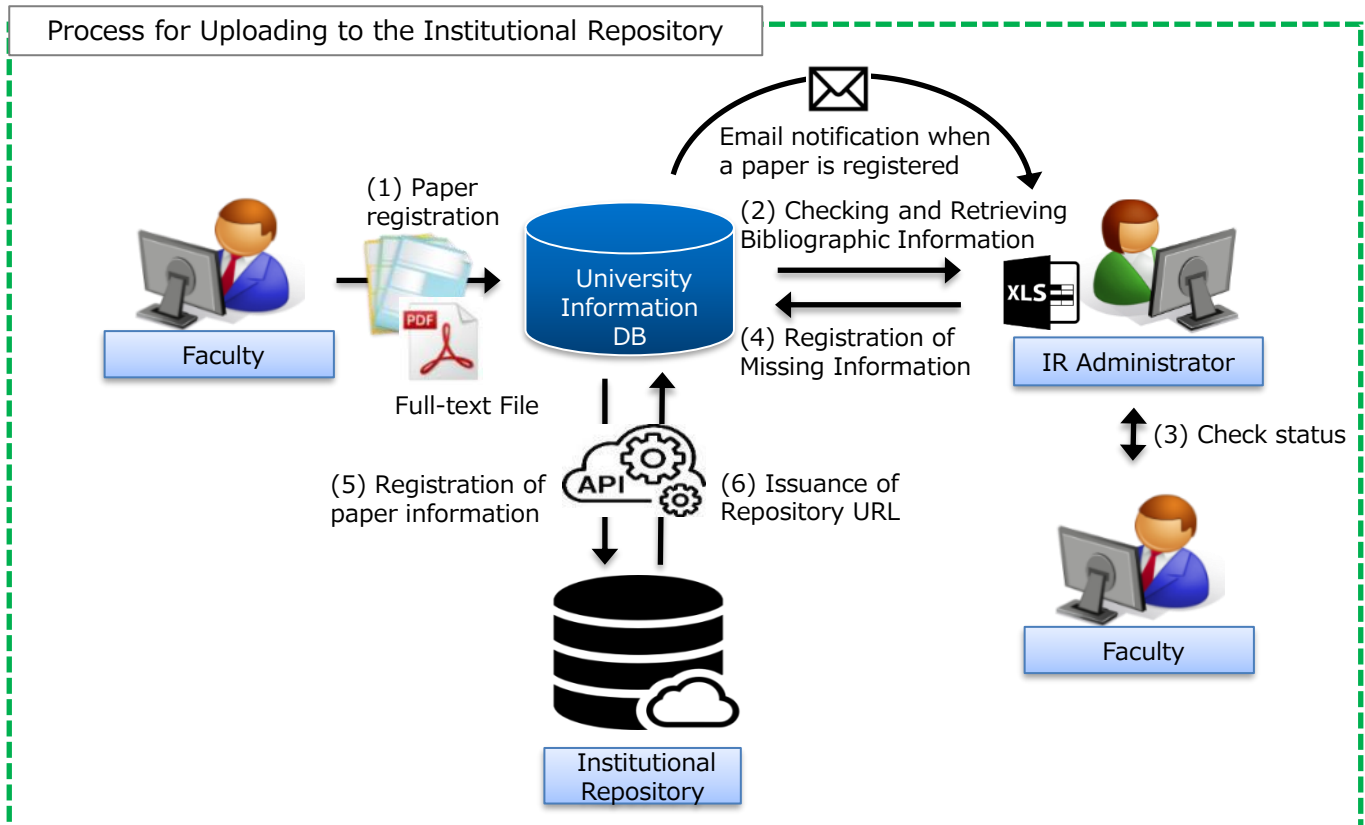
Specify the retrieval conditions for each external database

Next Back

8. Registering with the Institutional Repository (Papers and MISC) (1)

First, the sequence of steps until the paper information is reflected in the institutional repository is as follows.

*Although this explanation refers to papers, MISC items are also subject to registration in the institutional repository.



- (1) When registering paper information, faculty members indicate their preference for repository registration and provide the full-text file information.
- (2) Once a paper is registered, the institutional repository administrator is notified via email the following day, and the administrator verifies the data. ***Only data marked as "I wish to" in the repository is notified.**
- (3) The administrator verifies rights-related matters and the full-text information, and if necessary, contacts the faculty member directly for confirmation.
- (4) The administrator enters the verified information into the university's information database.
- (5) The administrator registers the publication information in the institutional repository.
- (6) The repository URL generated upon registration of the paper information in the institutional repository is reflected in the University Information Database.

8. Registering with the Institutional Repository (Papers and MISC) (2)

For “Papers” and “MISC”, there are fields for entering the information required for registration in the institutional repository.

Please enter the information as appropriate.

▼ Research activities

- Research Career
- Thesis for a degree
- Papers**
- Books and Other Publications
- Misc
- Industrial Property Right
- Book Review
- Works
- Presentations
- Other research activities
- Field investigation / research
- Academic Awards Received
- Grant-in-Aid for Scientific Research
- Other external funds procured
- Past consigned research fund received
- Joint Research

Institutional Repository Collaboration

Registration in the Repository

Unselected I wish to Do not wish to

- If a repository URL appears, it indicates that the data has already been deposited in the institutional repository.
- If you check “I wish to”, the institutional repository staff will contact you regarding making the data publicly available.
- By completing “Institutional Repository Collaboration”, your research outputs will be deposited in [the institutional repository](#) and will subsequently be discoverable through [CiNii Research](#) and Google Scholar.
- Please confirm the copyright status in advance for any research outputs you wish to make publicly available through the institutional repository.

Letter File

選択されていません

Delete a file :

- The allowed file extensions for upload are [pdf, zip].
- If there are multiple main text files, please compress them into a zip file and upload it.
- When compressing into a zip file, we recommend using 7-Zip to prevent garbled characters in data containing Japanese text. • The allowed file extensions for upload are [pdf, zip].
- If there are multiple main text files, please compress them into a zip file and upload it.
- When compressing into a zip file, we recommend using 7-Zip to prevent garbled characters in data containing Japanese text.

Letter URL

- If the letter file has already been made publicly available, please enter an accessible URL instead of uploading the file.

repository public URL

Updated datetime of the repository public URL

(1) Registration in the Repository

Please select whether you wish to register (publish) in the institutional repository.

[unselected] => This is the default setting.

[I wish to] => If you check this box, the institutional repository administrator will contact you regarding publication.

[Do not wish to] => If you check this box, the institutional repository administrator will determine that the item is not eligible for publication in the repository.

(2) Letter File

Please upload the file(s) to be registered in the institutional repository. (PDF and ZIP files only)

(3) Letter URL

If the main text file has already been made publicly available externally, please enter the accessible URL instead of uploading the file.

(4) Repository Public URL

If registration with the institutional repository is complete, the repository public URL will be displayed.

*Important Note

Once you publish to the repository, your work will be registered in [the institutional repository](#) and will become searchable on [CiNii Research](#) and [Google Scholar](#). Restrictions on repository publication may apply depending on the publication venue. Please confirm the rights status of the work you wish to publish in the repository in advance.

9. Checking and Updating Data on the Researcher Profile Page

This feature allows you to view and update the content of data published on the researcher profile page in Web display format.

[Main Menu](#) > [Input the data](#) > [▼Profile page setting and check](#) > [Researcher profile page check and update](#)

Researcher profile page check and update Screen

Target : Daigaku Taro Top

▼Profile page setting and check

Personal Information
Exhibition Setting

Researcher profile page check and update

▼researchmap setting and check

Researcher profile page check and update

About Input

1. When you click "Preview", check the website image to the public before you update the data. When you click "Update", the researcher profile page will be updated.

Preview Update

Preview Screen

Reload Japanese Close

DAIGAKU Taro(Preview)

氏名 / Name	大学 太郎 (Taro Daigaku)
所属機関名 / Affiliation	○○○○大学/×× ○○○○Graduate School/△△
電子メール / Email	××××××@tufs.ac.jp
ウェブページ / Website	https://www.tufs.ac.jp https://www.tufs.ac.jp/english
学位 / Degree	取得学位(○×大学院) 2001年 Academic Credentials(■△■ Graduate School) 2001
研究分野 (e-Rad分野) / Research Field(s) (by e-Rad)	○○分野 Research Field △△
研究キーワード / Research Keywords	キーワード keyword

[Function Description]

(1) Preview

You can preview the data to be published on the researcher profile page in advance. With the preview screen displayed, make changes on the input screen, and click the "Reload" button on the screen to update the displayed content.

(2) Update

Clicking the "Update" button will update the contents of the researcher profile page. Please wait a moment without interacting with the screen while the update is in progress.

***Please refer to the following for details on supported items.
P.34 "19. Mapping of researcher profile pages and database entries"**

Using Data

10. Export the List of Achievements (PDF)

"Easy Research Achievement List Making" is a feature that exports registered data as a PDF report.

[Main Menu](#) > [Create the document](#) > [Easy Research Achievement List Making](#)

Easy Research Achievement List Making Screen

Target :

Research Achievement List Making

Easy Research Achievement List Making

Easy Research Achievement List Making

About Input

1. When you print the inputted research achievement by a printer, please create research achievement list on the following screen.
2. The research achievement list is created in a PDF file form. As for the PDF file form, "Acrobat Reader" etc. is necessary.
3. This function is creating a data by the software called Latex. If you have the Latex environment, you can also download macro file(xxxx.sty).

Output condition	Output date and time	Re-output	Delete	Files
Data extraction period : None All items are output. (Individual unit list display form)	2026-05-21 17:02:00			

Data creation

Output Example

東京外国語大学 外国語学部
大学 太郎

教職員基本情報
東京外国語大学 外国語学部 大学 太郎 DAIGAKU Taro ダイガク タロウ 氏名 男性 日本国
1985年10月07日 無

出身学校
東京外国語大学 大学 国際文化学部 2003年03月31日 卒業 日本国

出身大学院
東京外国語大学 人文学研究科 博士課程 2005年03月31日 修了 日本国

学内職務経歴
本務 東京外国語大学 外国語学部 教授 なし 常勤 未設定 2010年04月01日～継続中 未設定

論文
中国の株式市場 英語 学術雑誌 未設定 未設定 文学史 2006年04月 未設定 大学 太郎, 大学
花子 単著 未設定 無 未設定 無 未設定

[Function Description]

Easy Research Achievement List Making

You can export registered data as a report.



[Tip] By registering special characters, you can display superscripts, subscripts, fractions, square roots, bold text, italics, and more.

Input example)

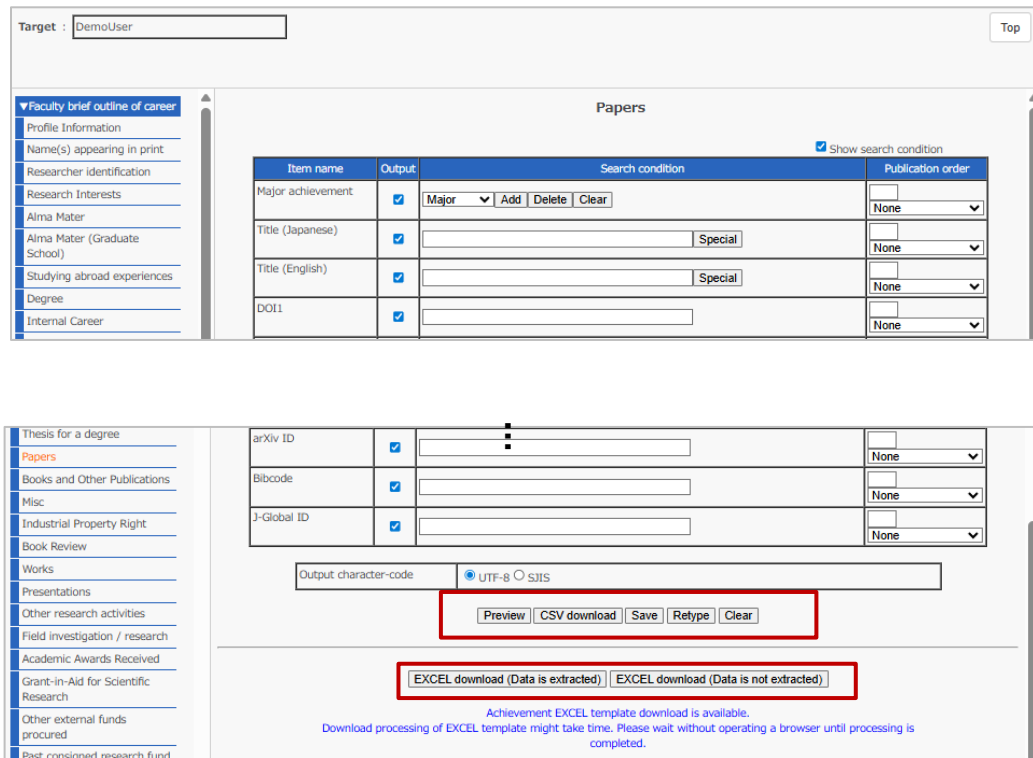
Special Character Name	Input Value	Output Image
Superscript	Na#U+ #URCI#U- #UR	Na ⁺ Cl ⁻
Subscript	CH#D3#DRCH#D2#DROH	CH ₃ CH ₂ OH
Subscript (range) (underline)	#HUNDERLINE(/)-#HR	<u>UNDERLINE</u>
Bold	#BBOLD #BR	BOLD
Italic	#IITALIC#IR	<i>ITALIC</i>
Fraction	#F14(/)53#FR	14/53

11. Downloading Data

This feature allows you to download your registered data. You can download it in CSV or Excel format.

[Main Menu > Download the data](#)

Download Screen



Target : DemoUser Top

Faculty brief outline of career
 Profile Information
 Name(s) appearing in print
 Researcher Identification
 Research Interests
 Alma Mater
 Alma Mater (Graduate School)
 Studying abroad experiences
 Degree
 Internal Career

Papers Show search condition

Item name	Output	Search condition	Publication order
Major achievement	<input checked="" type="checkbox"/>	Major <input type="text"/> Add Delete Clear	<input type="text"/> None <input type="text"/>
Title (Japanese)	<input checked="" type="checkbox"/>	<input type="text"/> Special <input type="text"/>	<input type="text"/> None <input type="text"/>
Title (English)	<input checked="" type="checkbox"/>	<input type="text"/> Special <input type="text"/>	<input type="text"/> None <input type="text"/>
DOI	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="text"/>

Thesis for a degree
Papers
 Books and Other Publications
 Misc
 Industrial Property Right
 Book Review
 Works
 Presentations
 Other research activities
 Field investigation / research
 Academic Awards Received
 Grant-in-Aid for Scientific Research
 Other external funds procured
 Post-recognized research fund

arXiv ID	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="text"/>
Bibcode	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="text"/>
J-Global ID	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> None <input type="text"/>

Output character-code UTF-8 SJIS

Achievement EXCEL template download is available.
 Download processing of EXCEL template might take time. Please wait without operating a browser until processing is completed.

No	Feature Name	Description
1	Preview	You can view the registered data.
2	CSV download	You can download registered data in CSV format.
3	Save	Use this to save your search criteria.
4	Retype	Use this to restore the search criteria to their saved state. If nothing has been saved, the settings will revert to their default state.
5	Clear	Resets the entered search criteria to their initial state.
6	Excel Download (Data is extraction)	You can download registered data in Excel format. The downloaded file can be used as a template for bulk registration. Please use this when modifying or deleting data.
7	Excel Download (Data is not extraction)	Download the Excel template for bulk registration. Please use this when registering new data.

12. Administrator Integration with researchmap

If you wish for an administrator to link data to researchmap, use the administrator's researchmap integration settings screen to configure visibility settings and select the publications to be linked.

[Main Menu](#) > [Input the data](#) > [▼ researchmap setting and check](#) > [researchmap Cooperation Setting by the Administrator](#)

researchmap Cooperation Setting by the Administrator screen

researchmap Cooperation Setting by the Administrator

About Input

1. Please be sure to select "Sharing " in "researchmap sharing selection" if you share the data with researchmap.
2. If you select "No sharing", a lower setting has no meaning than this.
3. If you choose to "NSharing", basic items are always work, but you can set whether or not the public. In addition, results can be set whether the cooperation in each category of performance.
4. Name, use the name that you selected in the default output name of the name.

researchmap cooperation by administrator

researchmap cooperation by administrator	<input checked="" type="checkbox"/> Allow administrator to link to researchmap
--	--

Basic items in exclusion settings

Basic items in exclusion settings	<input checked="" type="checkbox"/> Sharing basic items excluding birthdate, sex, nationality, and e-mail
-----------------------------------	---

Basic items in Public settings

researchmap [Basic items]	Check All closed	Check All Researcher Only	Check All disclosed
Name kana	<input type="radio"/> Private	<input type="radio"/> Disclose to researchers only	<input checked="" type="radio"/> Public
Alternative Names	<input checked="" type="radio"/> Private	<input type="radio"/> Disclose to researchers only	<input type="radio"/> Public

List of achievements in sharing settings

researchmap [List of achievements]	Linking achievements	Check All No sharing	Check All Sharing
Profile Information	Profile Information	<input type="radio"/> No sharing	<input checked="" type="radio"/> Sharing
Affiliation	Affiliation	<input type="radio"/> No sharing	<input checked="" type="radio"/> Sharing
Degree	Degree	<input type="radio"/> No sharing	<input checked="" type="radio"/> Sharing
Research Interests	Research Interests	<input type="radio"/> No sharing	<input checked="" type="radio"/> Sharing

- researchmap cooperation by administrator
Check this box if you wish to allow administrators to link to researchmap.
- Basic items in exclusion settings
Check this box to exclude the specified basic items from the integration.
- Basic items in Public settings
Please set the visibility scope for basic items.
- List of achievements in sharing settings
For the achievements you wish to link, select "Sharing"

***For a mapping table of researchmap fields and publications, please refer to "18. Mapping of researchmap and Database Entries" on p. 32.**

13. Send Your Own researchmap Data

You can submit data directly to researchmap.

[Main Menu](#) > [Input the data](#) > ▼ [researchmap setting and check](#) > [Send your own researchmap data](#)

Send your own researchmap data screen

Send your own researchmap data

About Input

1. You can check the transmission history of linked data.

Search condition

Sent date : ~

- The list is available to search by specifying the period.
- Enter the dates, e.g. April 1, 2005 → 20050401.

Transmission result : Check all

- Not executed
- Checking
- Completion (no error)
- Failure
- Uploading
- Processing
- Completion (with error)
- Waiting
- Checking Completed
- Import error

• The list is available to search by sending result.

Q Search

! When the data is linked, the list will be displayed on the current screen.

+ Link by specifying new conditions

Step 1 Basic information and main affiliation cooperation setting

Step 2 Other affiliation and degree coordination settings

Step 3 Achievement cooperation setting

Step 4 Selection of transmission data

Basic information and main affiliation cooperation setting

Check all

Basic items [Basic information] cooperation setting	researchmap registration status
<input checked="" type="checkbox"/> Name (Japanese) 大学 太郎	大学 太郎
<input checked="" type="checkbox"/> Name (English) DAIGAKU Taro	DAIGAKU Taro
<input checked="" type="checkbox"/> Name (Kana) ダイカク タロウ <input type="radio"/> Private <input type="radio"/> Disclose to researchers only <input checked="" type="radio"/> Public	ダイカク タロウ <input type="button" value="Public"/>

*By completing Steps 1 through 4, you can submit your research achievements to researchmap.

*Data will only be sent if the visibility setting for each item is set to "Public."

***For a mapping table of researchmap fields and achievements, please refer to "18. Mapping of researchmap and Database Entries" on p. 32.**

Other

14. What should I do if I have trouble using the system?

"Manual" is a feature that allows you to view manuals for each function of the University Information Database System. You can look up operating procedures for the University Information Database System.

[Main Menu > Manual](#)

Main Menu Screen

University Information Database System

DemoUser

Input the data

Create the document

Bulk Upload

Download the data

Import external data

Manual

- User Manual (Japanese)
- User Manual (English)
- (Old) Input operation manual
- (Old) Researchers List manual

Manual Image

5. Entering Data

Clicking on each achievement in the left pane will take you to the achievement list screen. Use this screen to register and view data.

[Main Menu > Input the data > Research activities > Papers](#)

Papers List Screen

Papers

About input

- Please enter the direct result of your research activities, such as papers that have been published in journals, conference proceedings, book chapters, etc.
- If you wish to make them publicly available through the institutional repository, the publication process can be initiated simultaneously with registration.
- Please enter the public commentaries for the general public, preliminary reports, and summaries of research results at the "Review and Commentary Articles" section.
- You can register the achievement collectively. Download the excel-file by "EXCEL download" button and Upload the file in [Batch registration] page.

Please select the condition of making it to the display object, and push the search.

Search condition

Major achievement: [] Title (Japanese): [] Date of publication: [None] [Year] [None] [Month] [None] [Year] [None] [Month] [Special]

Search

Create New | Copy | Change | Delete | Refer | Relation | Distribution | Change public / order

Select	No.	Relation	Major	QA	Date of publication / Title	Public setting	Listing order
<input type="radio"/>	1				2014/04 機械による数学	Private	1
<input type="radio"/>	2				1999/03 櫻井村の「恋愛」と「百年の歴史」から	Public	1
<input type="radio"/>	3				2005/04/01 論文1.2	Private	2
<input type="radio"/>	4				2005/04/01 論文2	Pending	3
<input type="radio"/>	5				2016/02/25 20160225_論文	Private	

Create New | Copy | Change | Delete | Refer | Relation | Distribution | Change public / order

EXCEL download | Batch registration

15. Prohibited Actions and Precautions

(1) Web Browser Operations

When using the University Information Database System, please do not use your browser's "Back" or "Forward" buttons. Using these buttons may cause the system to malfunction. Please use the buttons displayed on the page to navigate.

(2) Connection Time

The University Information Database System will time out your session if you remain inactive for 60 minutes or longer, and you will no longer be able to use the system. If your session times out, please log in again.

***If you anticipate that data entry or editing will take more than 60 minutes, please save your data periodically.**

16. Regarding inquiries

Please contact the system administrator with any questions, concerns, or feedback regarding the University Information Database System. Depending on the nature of your inquiry, attaching screenshots of the screens you were using or a description of the steps you took may allow us to respond more quickly, so we appreciate your cooperation.

Contact: uidbs@tufs.ac.jp

17. Frequently Asked Questions

Q1 What characters can be entered?

You can enter any character supported by UTF-8. However, depending on your browser, the font used may differ, and you may be unable to enter certain characters. In that case, please switch to a different browser as needed.

Q2 What characters can I enter using the special character buttons on the input screen?

The "Special" button allows you to enter superscript, subscript, fractions, square roots, bold, italics, and other formatting on a per-word basis.

Q3 What is the difference between the "Campus · External Web Site Public setting" configured in the Personal Information Disclosure Settings and the "Public setting" configured for each individual achievement?

"Campus · External Web Site Public setting" determines whether information is published on the researcher profile page.

For research and educational achievements, social activities, etc., you can set whether to make them public or private on the individual achievement registration screen.

Q4 What are the prerequisites for linking to researchmap?

Please check whether your researcher identification information includes a researchmap member ID or a permalink. You can register a permalink yourself. If you do not have a researchmap member ID, please contact the administrator. If a researcher has created an ID on researchmap, they must allow the overwriting of research achievements in the permission settings on the researchmap My Portal screen.

Q5 Please explain how to enter the "Period of duties" for Internal Career. Also, please explain how to use the "Continue" and "The same day" buttons.

This field is for entering your work history at this university.

For example, (1) if you were an associate professor from April 1, 1975, to March 31, 1985, select "Associate Professor" for "Title", and enter "19750401-19850331" for "Period of duties".

(2) If you have been a professor from April 1, 1985, to the present, for "Employment Category," select "Professor" for "Title", and enter "19850401" and use the "Continue" button to enter "99999999".

*Use "The same day" button when the start and end dates are the same.

Q6 When should I use the "Operation" field in the Excel batch registration file?


Set the "Operation" when registering, modifying, or deleting data in the corresponding row. If you do not set the "Operation", the entered data will not be registered in the database even after uploading. Set "Add" to register new data, "Update" to modify data, and "Delete" to delete data. Please set the operation type for the relevant data after you have finished reviewing it.

18. Mapping of researchmap and Database Entries (1)

researchmap

The input screen for the university information database system, which maps to the researchmap integration items is shown below.

No	researchmap Integration Item	University Information Database System Input Screen	Condition
1	Name	Profile Information	
2	Alternative Names	Profile Information	
3	Name of author in the paper	Name(s) appearing in print	
4	E-mail E-mail (public) Mobile mail Alternative mail address	Profile Information	
5	URL	Profile Information	
6	Gender	Profile Information	
7	Date of birth	Profile Information	
8	Nationality	Profile Information	
9	Research funding number	Researcher identification	
10	Researcher ID	Researcher identification	
11	Profile	Profile Information	
12	Main affiliation	Profile Information	
13	Job title	Internal Career	
14	Degree	Degree	
15	List of achievements (Research Interests)	Research Interests	
16	List of achievements (Research Areas)	Research Areas	*Research field (e-Rad field) will be sent
17	List of achievements (Research Experience)	Internal Career	
18		External Career	
19	List of achievements (Education)	Alma Mater	
20		Alma Mater (Graduate School)	
21	List of achievements (Professional Memberships)	Professional Memberships	

 [researchmap-linked publications]

Publications marked with this symbol include items linked to researchmap.

18. Mapping of researchmap and Database Entries (2)



No	Items linked to researchmap	University Information Database System Input Screen	Conditions
22	List of achievements (Committee Memberships)	Academic activity	
23	List of achievements (Awards)	Academic Awards Received	
24	List of achievements (Papers)	Papers	
25		Thesis for a degree	
26	List of achievements (Books and Other Publications)	Books and Other Publications	
27	List of achievements (Misc)	Misc	
28		Book Review	
29	List of achievements (Presentations)	Presentations	
30	List of achievements (Industrial Property Rights)	Industrial Property Right	
31	List of achievements (Works)	Works	
32		Field investigation / research	
33	List of achievements (Teaching Experience)	Class in charge (undergraduate)	
34		Class in charge (graduate)	
35	List of achievements (Research Projects)	Grant-in-Aid for Scientific Research	
36		Other external funds procured	
37		Past consigned research fund received	
38		Joint Research activities	
39	List of achievements (Social Contribution)	Social Contribution	
40	List of achievements (Media Coverage)	Media Coverage	
41	List of achievements (Academic Contribution)	Academic Contribution	
42	List of achievements (Other)	Other Research Activities	




[researchmap-linked publications]

Publications marked with this symbol contain entries linked to researchmap.

19. Mapping of Researcher Profile Pages and Database Entries

The input screen for the university information database system, which maps to the items on the researcher profile page, is shown below.

No	Researcher Profile Page Output Field	University Information Database System Input Screen
1	Name	Profile Information
2	Affiliation	Internal Career
3		Affiliation (Administrator)
4	Email	Profile Information
5	Webpage	Profile Information
6	Degrees	Degree
7	Research Field(s) (by e-Rad)	Research Areas
8	Research Keywords	Research Interests
9	Biography	Profile Information
10	Academic Achievement	Alma Mater
11		Alma Mater (Graduate School)
12	Recent Research Projects (in the last five years)	Research Career
13	Affiliated Academic Societies	Professional Memberships
14	Awards	Academic Awards Received
15		Award for educational activities
16	Main Research Publications	Papers
17		Books and Other Publications
18		MISC
19		Presentations
20		Joint Research activities
21	Research Grants Awarded (in the last 10 years)	Joint Research activities
22		Grant-in-Aid for Scientific Research
23		Other external funds procured
24		Past consigned research fund received
25	Photo	Profile Information

 [Publications Featured on the Researcher Profile Page]

Achievements marked with this symbol include items to be listed on the researcher profile page.