

For Support Organizations

J-GoodTech Operation Guide

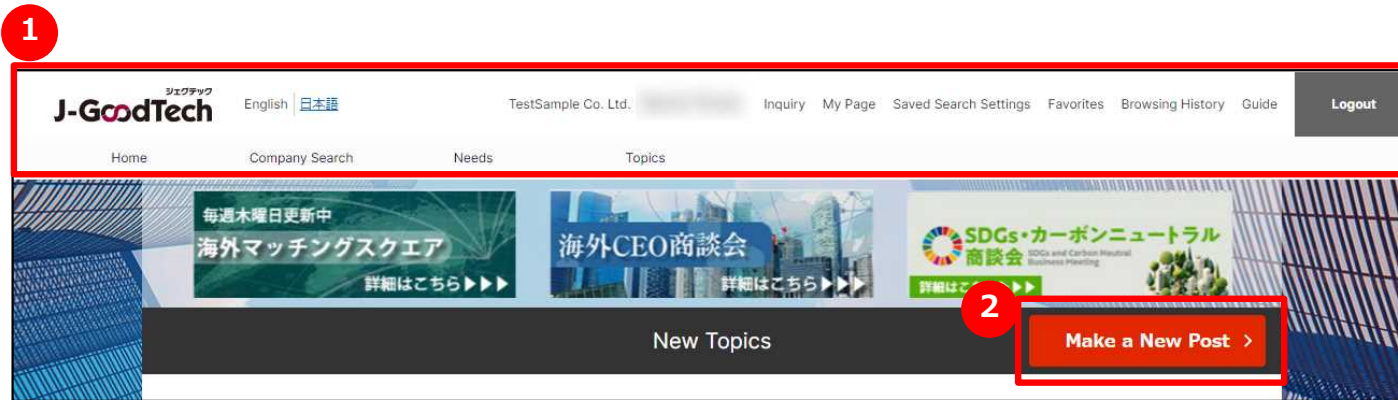
Last updated : Feb 16th, 2024

Introduction

Thank you for using J-GoodTech.

This guide indicates operation on how to use functions you need to get the most out of the J-GoodTech.

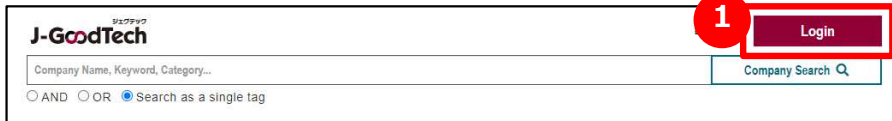
The home page after login



Functions are accessed after login by clicking either the **1** tabs along top of page or **2** found on each page.

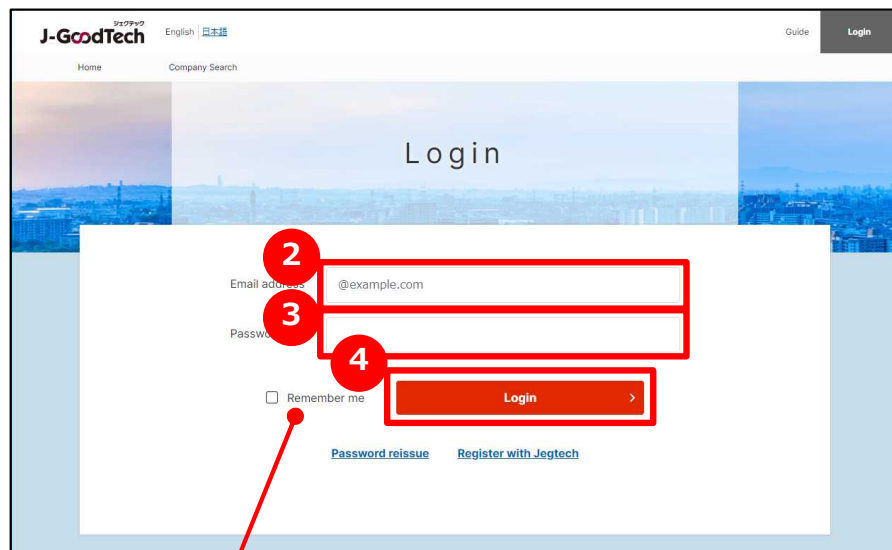
Login J-GoodTech

[The home page before login\(https://jgoodtech.smrj.go.jp/pub/en/\)](https://jgoodtech.smrj.go.jp/pub/en/)



- 1 Open the login page**
click on "Login" button on the home page before login.

The login page



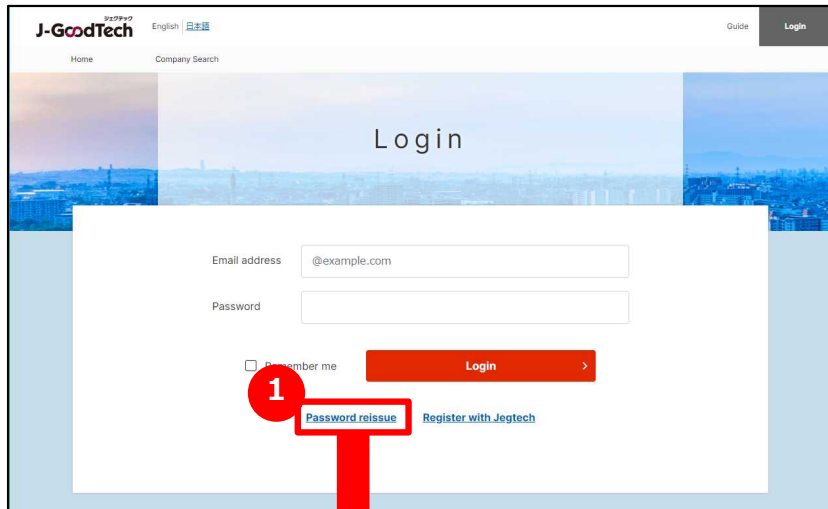
- 2 Enter the e-mail address**
Enter your e-mail address registered with J-GoodTech.
- 3 Enter the password**
Enter your password.
- 4 Login**
Click on "Login" button to login to J-GoodTech.

Remember me

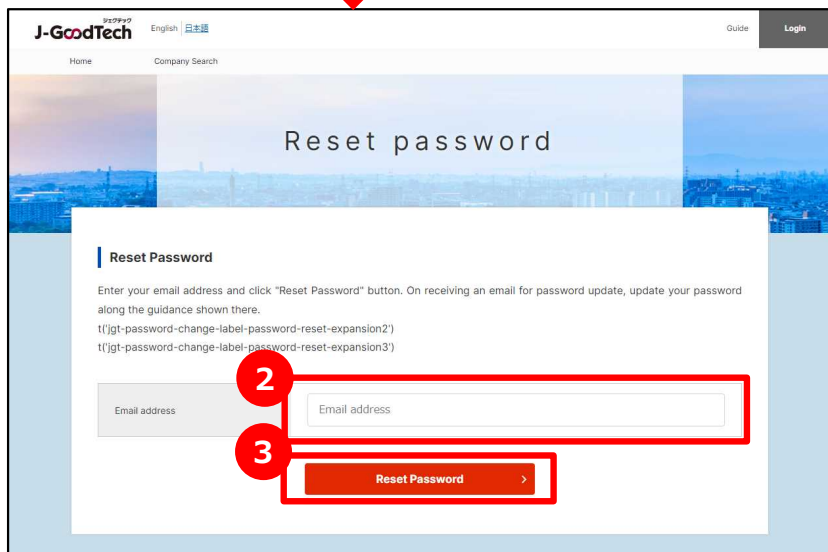
Check if you want the browser to store your mail address and password you entered.

In case you forgot the password

The login page



The screenshot shows the J-GoodTech login page. At the top, there's a header with the J-GoodTech logo, language options (English, 日本語), and links for Guide and Login. Below the header, there's a 'Login' section with a large 'Login' title. Underneath, there are input fields for 'Email address' (containing '@example.com') and 'Password'. A 'Remember me' checkbox is also present. A red box highlights the 'Password reissue' link, with a red arrow pointing down to the 'Reset password' page.



The screenshot shows the J-GoodTech 'Reset password' page. At the top, there's a header with the J-GoodTech logo, language options (English, 日本語), and links for Guide and Login. Below the header, there's a 'Reset password' section with a large 'Reset password' title. Underneath, there's a 'Reset Password' sub-section with instructions: 'Enter your email address and click "Reset Password" button. On receiving an email for password update, update your password along the guidance shown there.' Below the instructions, there's an 'Email address' input field and a 'Reset Password' button. A red box highlights the 'Email address' input field and the 'Reset Password' button, with red numbers 2 and 3 indicating the steps.

- 1 Reissue a password**
click on "Password reissue" button on the login page.
- 2 Enter your e-mail address**
Enter your e-mail address registered as a J-GoodTech member.
- 3 Reset a password**
click on "Reset Password" .
A password-reissuing e-mail will be sent to your e-mail you entered in **2** .

The home page (Whole)

J-GoodTech English 日本語 TestSample Co. Ltd. Inquiry My Page Saved Search Settings Favorites Browsing History Guide Logout

Home Company Search Needs Topics

毎週木曜日より更新中
海外マッチングスクエア
詳細はこちら▶▶▶

海外CEO商談会
詳細はこちら▶▶▶

SDGs・カーボンニュートラル
商談会
詳細はこちら▶▶▶

New Topics [Make a New Post >](#)

Announcement...	出張・リモート面談会を行います。	中小支援保険株式会社	Last Updated: 01/28
Consultation/A...	重機の海外展開について	有限会社二宮	Last Updated: 01/25
Knowhow	海外における環境・リサイクル系の中古重機...	一ノ瀬重機株式会社	Last Updated: 12/26
Notice from th...	海外CEO商談会	中小支援地域本部	Last Updated: 12/13
Announcement...	SDGs・カーボンニュートラル展示会に出展し...	ロボットシステム株式会社	Last Updated: 12/11
Other/Free Talk	エシカル視点の素材について	有限会社二宮	Last Updated: 12/11

[View all posts >](#)

Recommended needs information

Processing/Outsourcing

Request for order for manufacturing of hydraulic breakers for heavy machinery

Tokyo, Kanagawa Prefecture, Saitama Prefecture

NE0000100001750 募集終了日: 2024/02/29

Small and medium enterprises [画面確認株式会社 提案支援](#)

To Deadline **30** Day ★ Add to Favorites

R&D

Request for order for manufacturing of hydraulic breakers for heavy machinery

Tokyo, Kanagawa Prefecture, Saitama Prefecture

NE0000100001768 募集終了日: 2024/04/05

Supporting organization [株式会社国内支援機関 A 船坂](#)

To Deadline **67** Day ★ Add to Favorites

[View published needs >](#) [Click here for other recommendations >](#)

Proposal topics

Knowhow

[Regarding the purchase and sale of used environmental and recycling-related heavy equipment overseas](#)
TestSample Co. Ltd.

Satomi Hirano

Posting date: 2024/01/28
Last Updated: 2024/01/28

[See all participant proposal topics >](#)

Search companies

Enter keyword

Recommended Company

SSC コミュニケーションズ

SSCコミュニケーションズの研究開発は、新たな技術に取り組むとともに、さまざまな分野の産業界の方々と協力し、持...

株式会社みらい

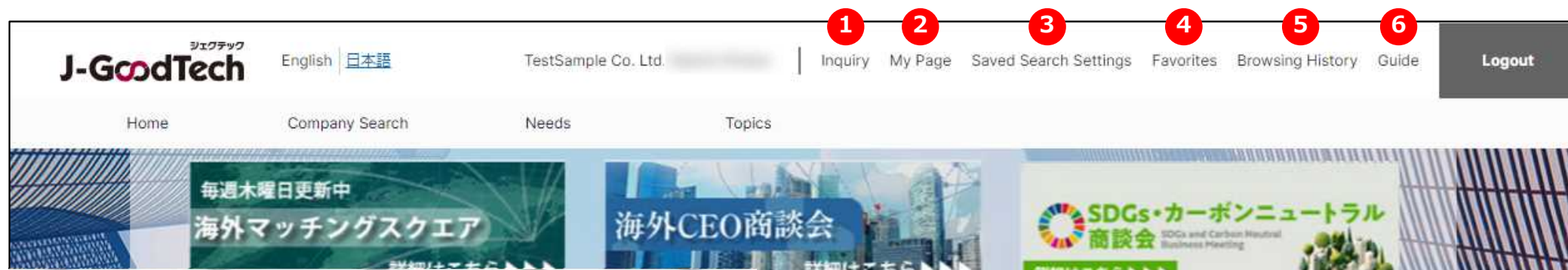
たく微小チップの実装、狭間接高密度実装など、SMT技術にこだわりを持ち、最先端の技術開発を行う。ビジ...

中小支援保険株式会社

当社は、経営者が抱えるさまざまな課題に寄り添います。保険に関する様々なサービスを取り揃え、お客様の要望に応じたサービ...

This is a recommendation comment by J-GoodTech Coordinator.

The home page (header part)



1 Inquiry

You can check inquiries from other corporates.

Page65

2 My Page

You can edit your own user information and add members who can access J-GoodTech in your corporate.

Page68

3 Saved Search Settings

You can see saved search settings when you search for corporates and products.

Page36

4 Favorites

You can see saved corporates and products as favorites.

Page89

5 Browsing History

You can see browsing history of product and corporate pages most recently. By clicking corporate and product names, go to appropriate pages.

Page90

6 Guide

You can download operation guides for J-GoodTech. Their guides also describe Frequently Asked Question.

The home page (Tab part)



1 Home

You can see New topics, Needs recommendation, Proposal topics. And you can also search for corporates by viewing highlighted corporates or entering keywords.

Page34

2 Companies Search

You can search for companies by entering the search conditions.

3 Needs

You can register and see technologies, services and so on as Needs information.

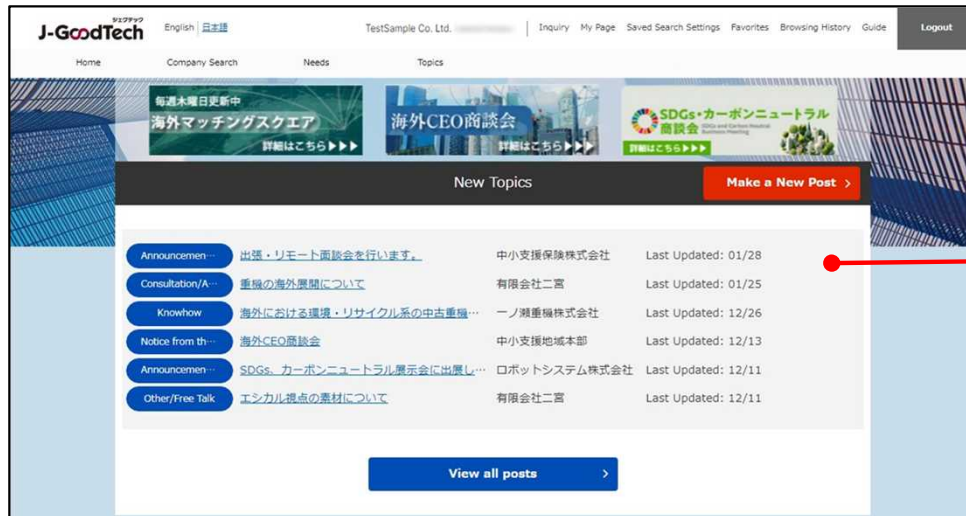
Page39

4 Topics

You can search and participate in a list of topics that interest you. And you can also create new topics.

Page58

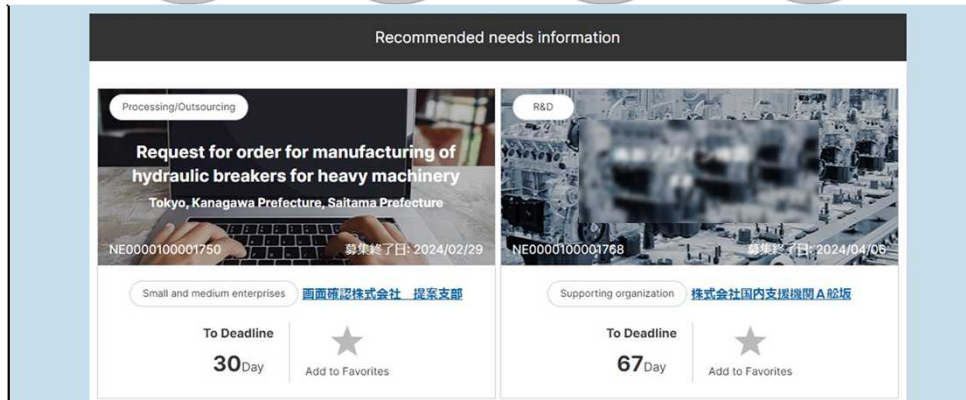
The home page



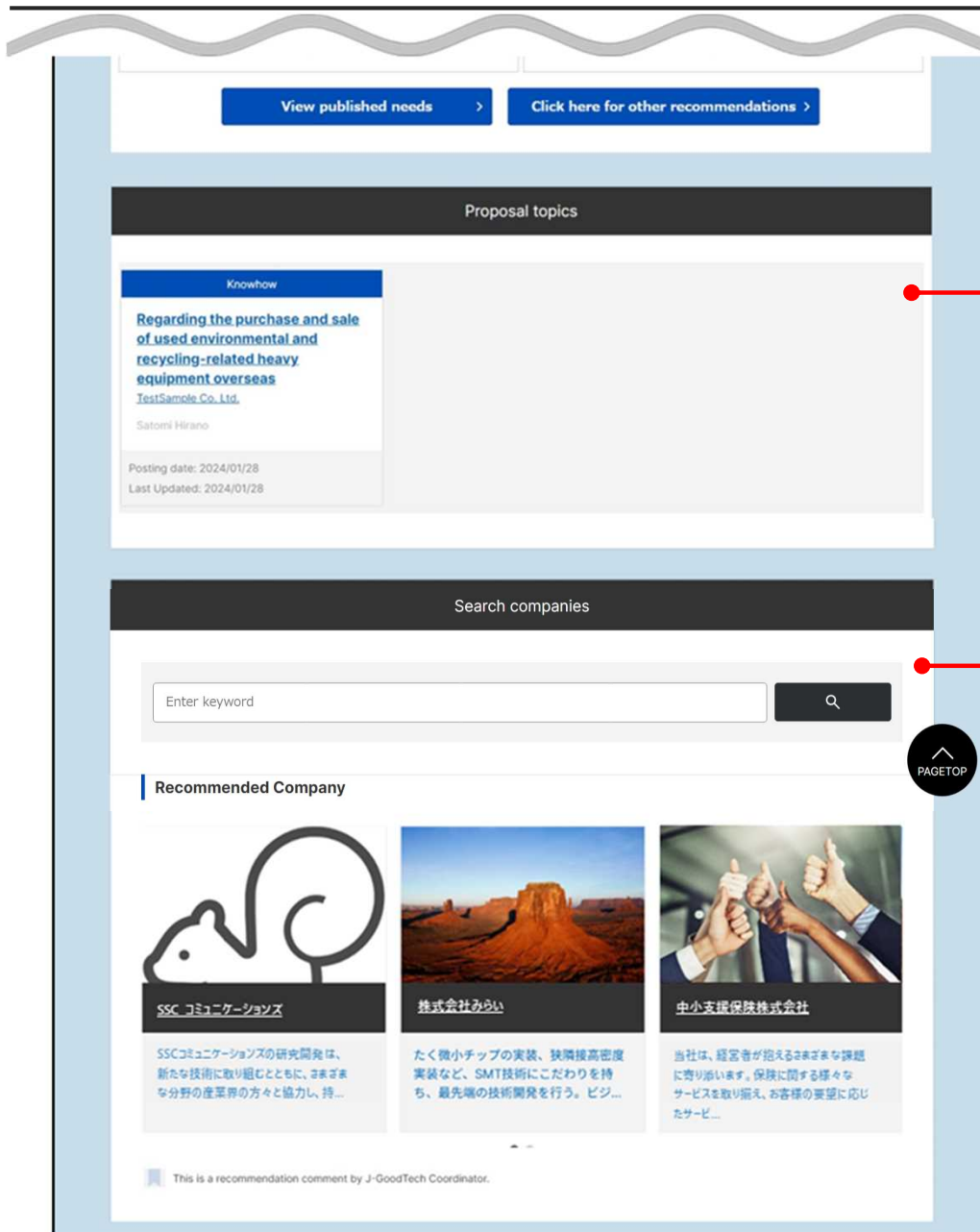
New Topics

You can catch up with corporates registered on J-GoodTech in bulletin board format.

Page58



The home page



Proposal topics

You can see Topics you are currently participating in.

Page58

Search Companies

You can search for companies by entering keywords.

Page36

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Exchange information with other corporate and connect with solutions, sales channel.

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You can check messages for your organization by category.

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Replying to the inquiries you have received

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You can manage your own user information and invite new user.

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Discover other useful functions.

Seeing Favorites

Checking your Browsing history

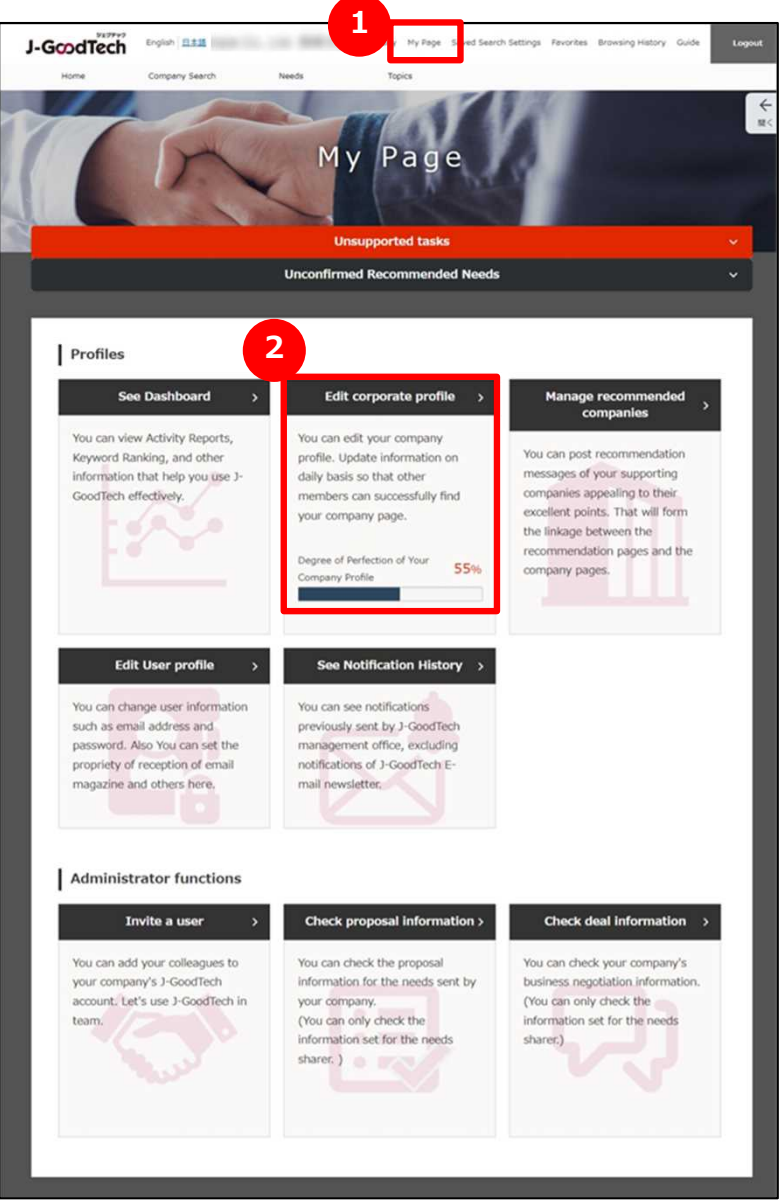
Chapter 1. Setting support organization information

You can edit and manage introduction of your information and support menu.

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Setting support organization information (Basic operation)

My Page



1 Display the My Page

You can edit your corporate information and user information on my page.
Each function is explained on the next page.

2 Edit corporate information

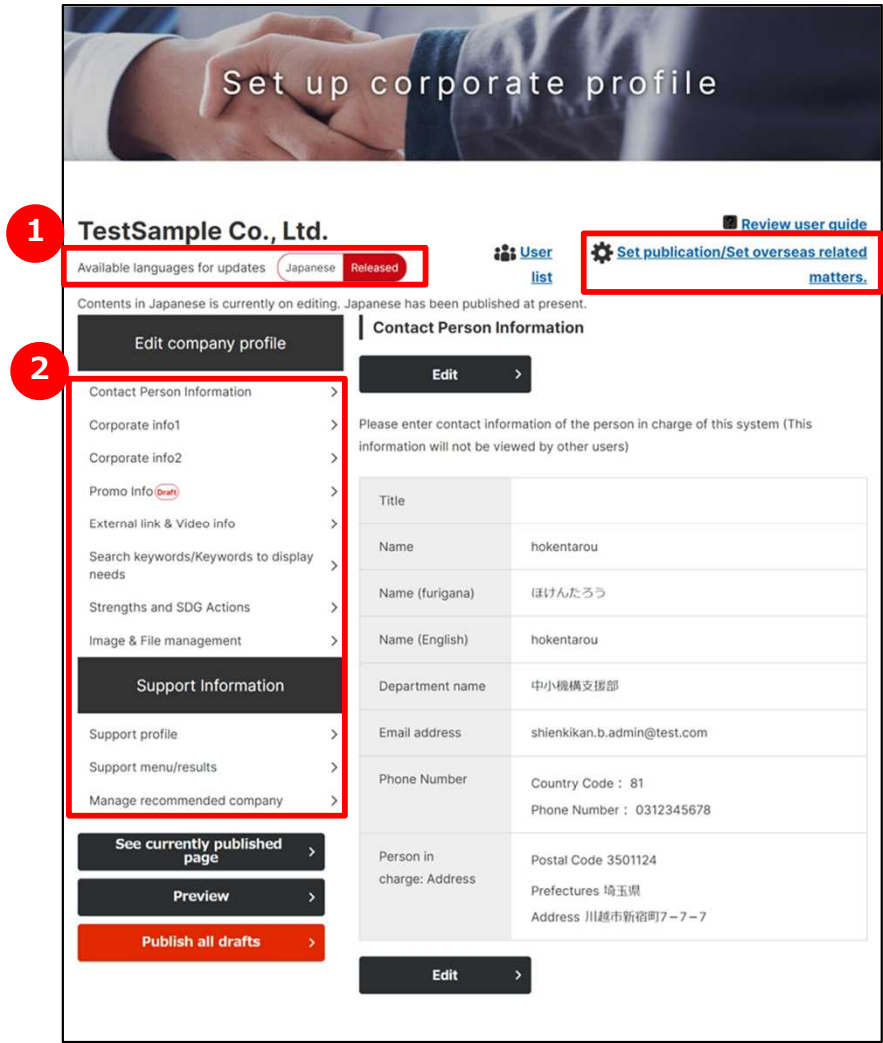
Page14

Support organization information is a dedicated home page.
You can register information such as support activities.

Setting support organization information (Basic operation)

Edit contact person info

My Page > Set up corporate profile



1 Select available languages

There are two types of page -Japanese and English- for corporate information.
When you click on language icon you would like to edit, the icon turns red and the language on this page switches. You can add a language on the top right of disclosure or overseas connection settings.
(This guide describe editing the English page. The Japanese page is the same way.)

2 Select editing page

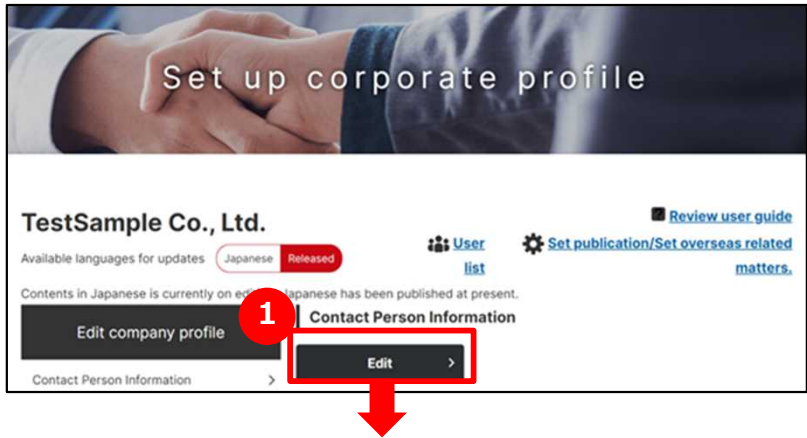
You can edit following nine types of corporate information.

Contact Person Information	Contact information for the person to contact about J-GoodTech matters
Corporate info1	Information such as the corporate name, address, etc. (made public)
Corporate info2	Sales revenue, representative information (can make either public or private)
Client & Business location info	Information on main clients and production and sales locations
Promo info	Key promotional propositions of your corporate
External link & Video info	URL such as your corporate home page
Search keywords/ Keywords to display needs	Tags to help find your company in searches and to display recommend Needs (up to 30 tags)
Strengths and SDG Actions	Describe characteristics, achievements and SDGs commitment of your company
Image & File management	Manage the images, catalogs, brochures, and other files used on your company's page

Setting support organization information (Basic operation)

Edit contact person info

My Page > Set up corporate profile



2 Edit contact person info

Please enter contact information of the person in charge of this system (This information will not be viewed by other users)
This information will be used when J-GoodTech management office contacts your company. The person below does not have to be the same as the person originally registered in this system.

Until Save button is clicked, updates will not be released

*marked items are required

Title

Name*

3 Image & File management

Top image

*The formats for upload are jpg, jpeg, and png.

Attach files

4 Tag edit information input

Register tags describing your company's characteristics to have your company's information frequently hit in search in J-GoodTech. You may create maximum of 30 tags.

+ Add

1 Enter contents of each item

If you would like to edit contents of each item, click on "Edit" button. Editing page will be displayed.

2 You must enter fields with "※"

Entry fields with "※" are mandatory.

3 Attach files

When you attach images and files, click on "Attach files" or "Select files" button.

The screen selecting files will be displayed.

4 Register multiple

When you register multiple, click on "Add" button. Additional entry field will be displayed.

Setting support organization information (Basic operation) Save draft

My Page > Set up corporate settings > Edit contact person info

TestSample Co., Ltd.

Available languages for updates Japanese Released

Contents in Japanese is currently on editing. Japanese has been published at present.

Edit company profile

Edit contact person info

Contact Person Information

Corporate info1

Corporate info2

Promo Info Draft

External link & Video info

Search keywords/Keywords to display needs

Strengths and SDG Actions

Image & File management

Support Information

Support profile

Support menu/results

Manage recommended company

See currently published page

Preview

Publish all drafts

Review user guide

User list

Set publication/Set overseas related matters.

Please enter contact information of the person in charge of this system (This information will not be viewed by other users)
This information will be used when J-GoodTech management office contacts your company. The person below does not have to be the same as the person originally registered in this system.

Until Save button is clicked, updates will not be released
*marked items are required

Title

Name*

Name (furigana)

Name (English)

Department name

Email address*

Phone Number*

Person in charge: Address*

hokentaru

ほけんたろう

hokentaru

中小機構支援部

shienkikan.b.admin@test.com

Enter including the area code.
Country Code: 日本(Country Code:81)
Phone Number: 0312345678

Postal Code: 3501124

Autocomplete Address Form

Prefecture: 埼玉県

Address: 川口市新宿町7-7-7

Cancel

Draft

Save

1 Save a draft
If you would like to save entered contents temporally, click on "Draft" button.
Contents in draft isn't published.
Please use it when interpreting input operation.

2 (Currently page in edit) Save
If you would like to save the entered contents on this page, click on "Save" button.
Saved contents is published.

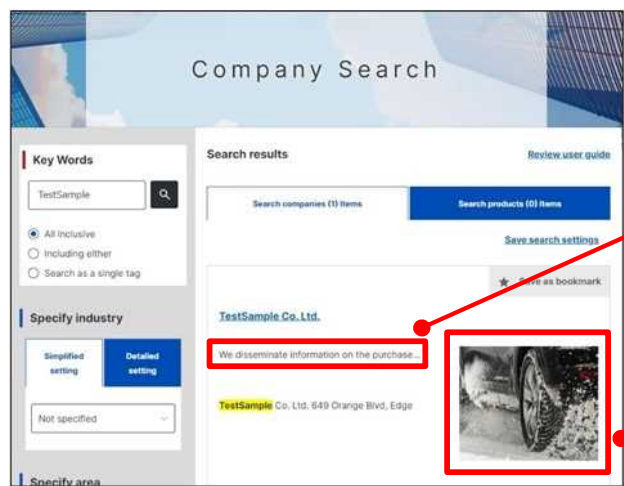
3 See contents of draft
If you would like to see contents of draft, click on "Preview" button.
You can see what it looks like when you publish it.

4 Publishing all draft
If you would like to save and publish all contents in draft all at once, click on "Publish all drafts" button.
Saved Contents is published.
If you would like to change multiple pieces of information, you can publish them all at once by clicking on "Save" button on each page and "Publish all drafts" button.

16

Setting Support organization info (Finished images)

Your organization’s finished image ① : company search result page and corporate info pate (appeal tab)



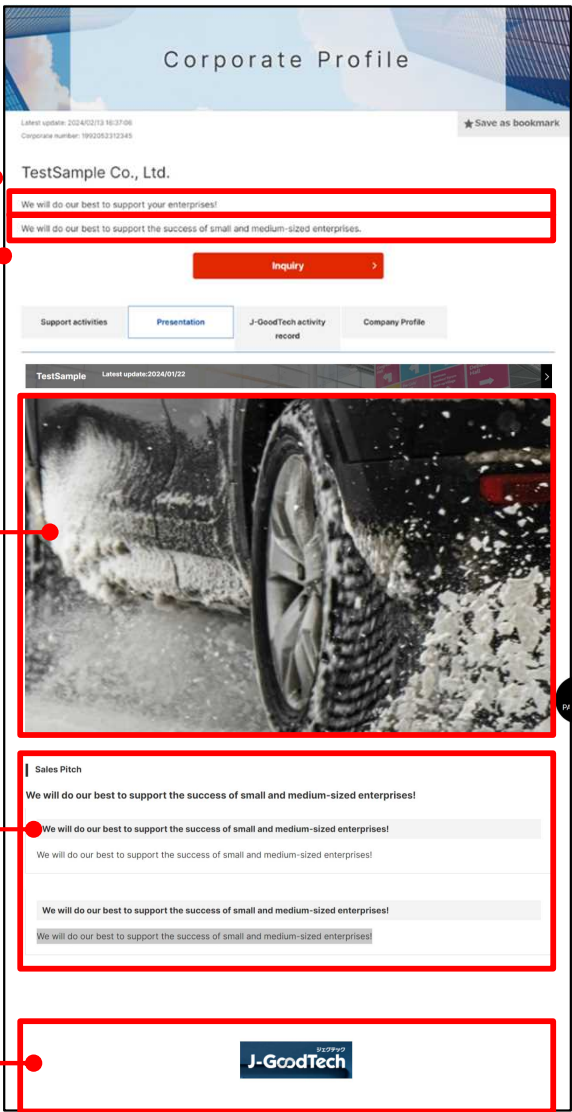
Catch phrase
This is the first item you see along with the lead sentence.

Lead phrase
This is the first item when you search for corporations.

Main image
This is the main image of your organization page. Display when one searches for corporations.

Appeal point
This is an area that introduce your organization. By enhancing it, you will be able to make your organization’s activities better known to other corporations.

Supplementary images
You can set images related to your organization other than a main image.

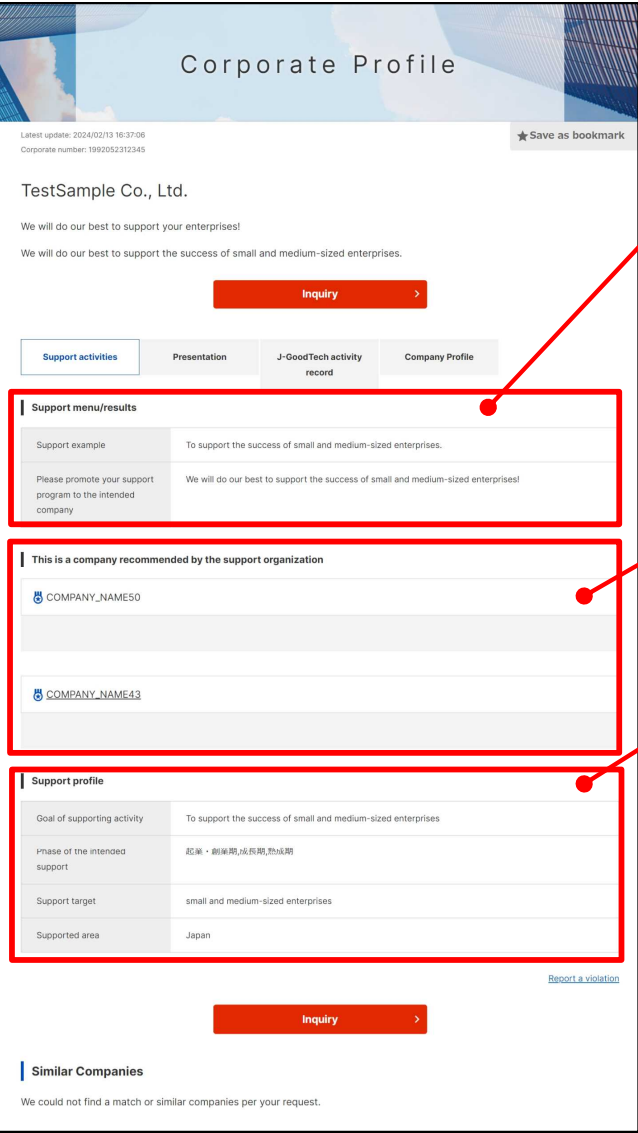


Point Set a main image

Having a main image will make it easier for other corporates to find it. How to set an image is in the following page and later. If you didn’t set a main image, "No Picture" will be uniformly displayed at search results.

Setting Support organization info (Finished images)

Your organization's finished image ② : corporate information page of your organization and small and medium-sized corporation(Support activates tab)



Support menu・achievements

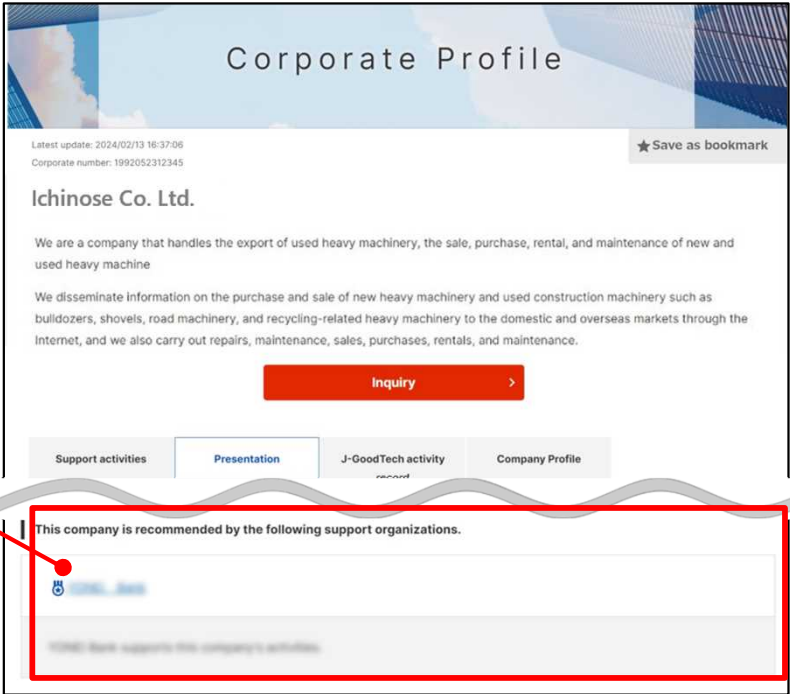
You can introduce examples of your supports.

Recommended corporations

This is the corporation you recommended as a support organization.
Your organization information will be also displayed on corporate information page of recommended corporation.

Support summary

This area can introduce support target.



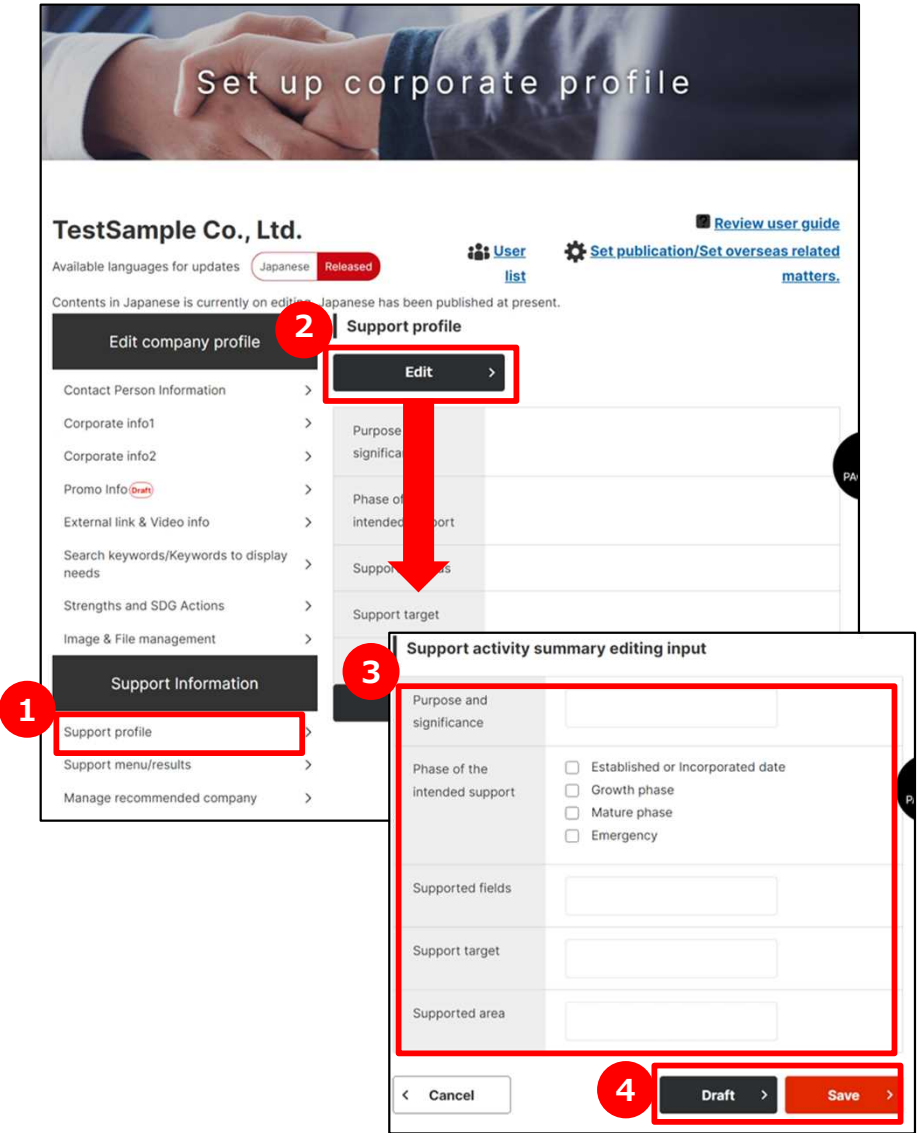
Point Register recommended corporation

By registering recommended corporation as a recommendation destination, it posted not only on corporate information page of your organization as a list, but also be displayed on corporate information of recommended corporation page.
Register a recommended corporation actively to enhance corporation information page of recommended destination.

Setting Support organization info

Support profile

My Page > Set up corporate profile > Support profile



1 Set summary of support activities

Click on "Support profile" button on left side of the page.

2 Edit Support profile

Click on "Edit" button.

3 Enter Support profile

Enter each item of support profile.

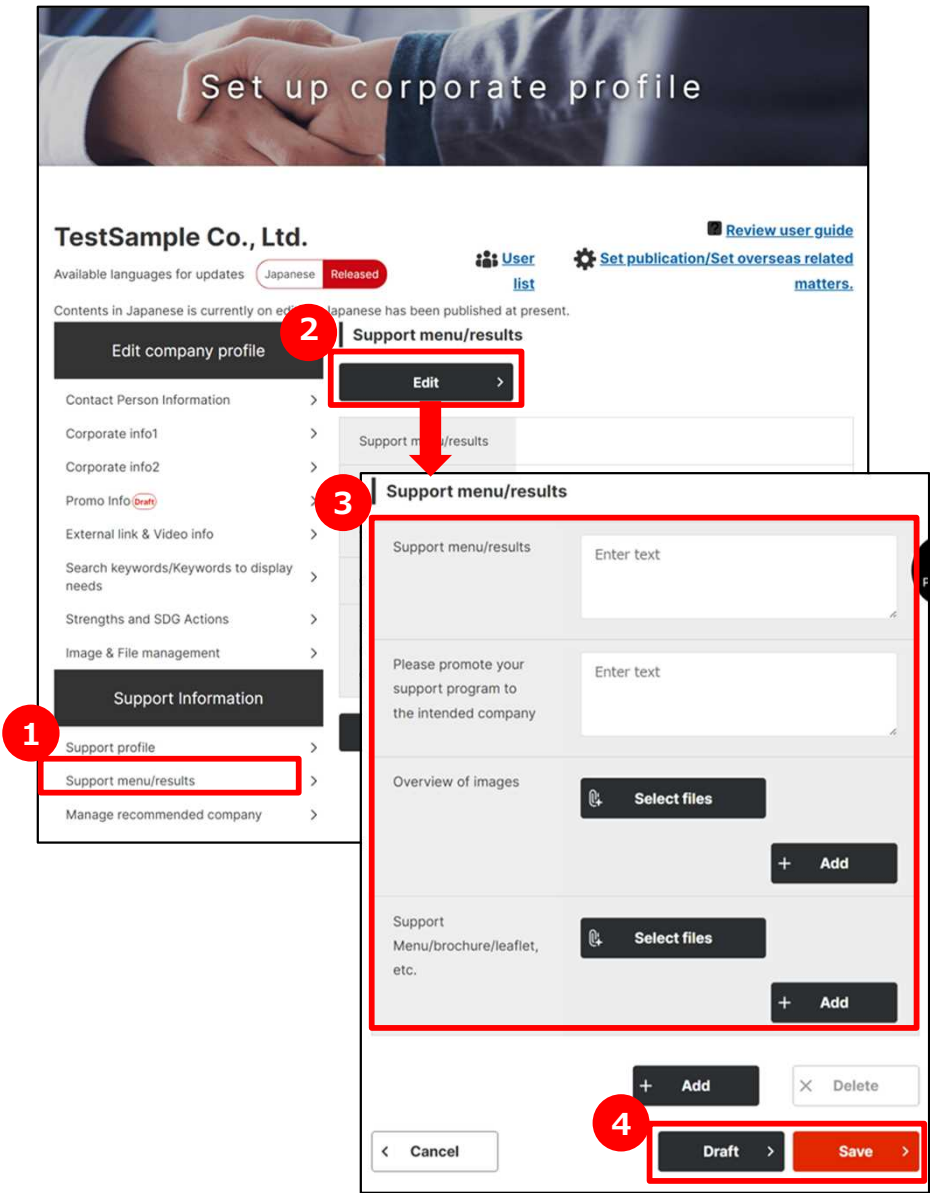
4 Save settings

Click on "draft" or "Save" button and save details of the settings.

Setting Support organization info

Support menu・achievement

My Page > Set up corporate settings > Support menu・achievement

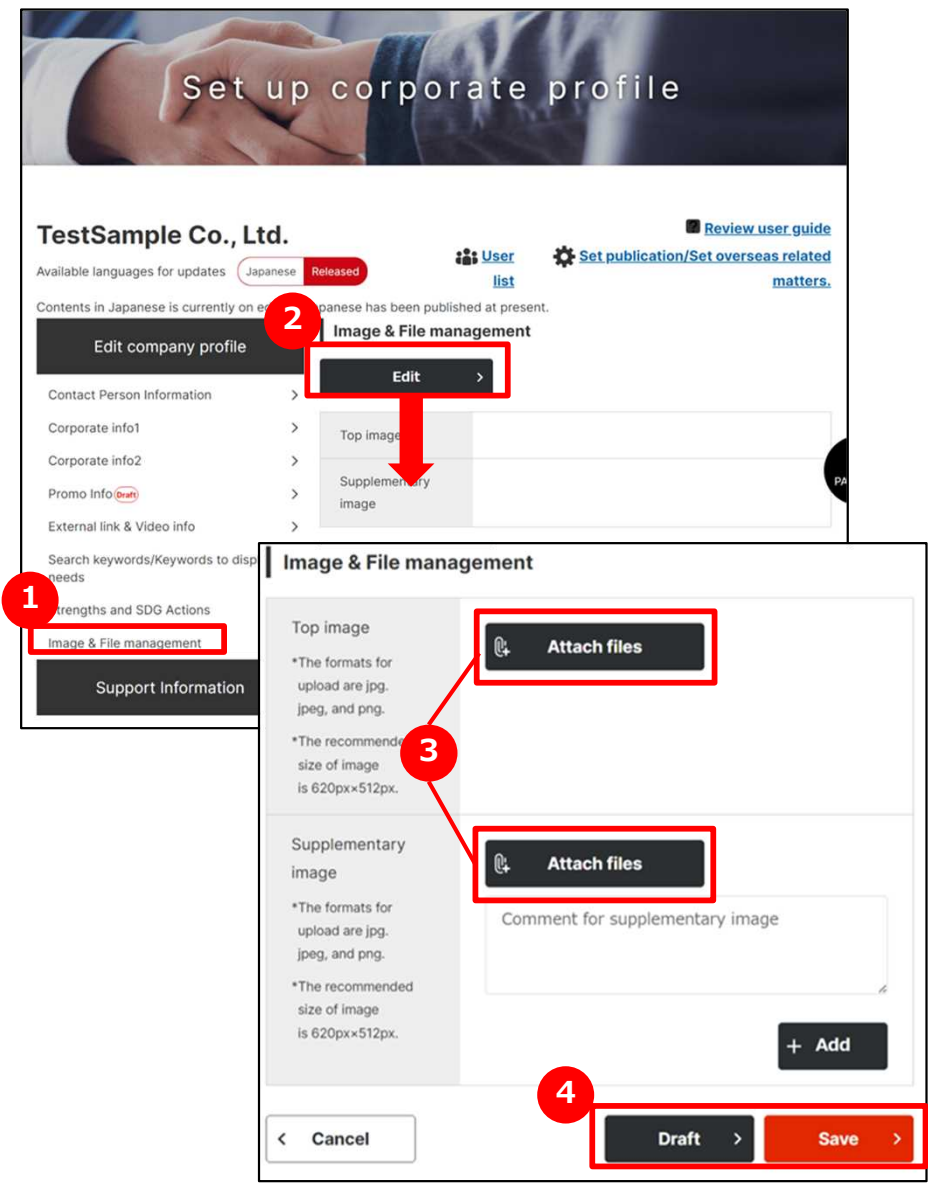


- 1 Set Support menu・achievement**
Click on "Support menu・achievement" button on left side of the page.
- 2 Edit Support menu・achievement**
Click on "Edit" button.
- 3 Enter Support menu・achievement**
Enter each item of support menu and achievement. When you will attach images or materials, click on "Attach files" to select a file.
- 4 Save settings**
Click on "Draft" or "Save" button to save details of the settings.

Setting Support organization info

Managing an image and file

My Page > Set up corporate settings > Image & File management



1 Manage images and files

Click on "Image & File management" button on left side of the page.

2 Edit an image and file settings

Click on "Edit" button on the page.

3 Select an image and file

Click on "Attach files" button and select an image file related to your organization.

4 Save the settings

Save a set image or file by clicking on "Draft" or "Save" buttons.

Point

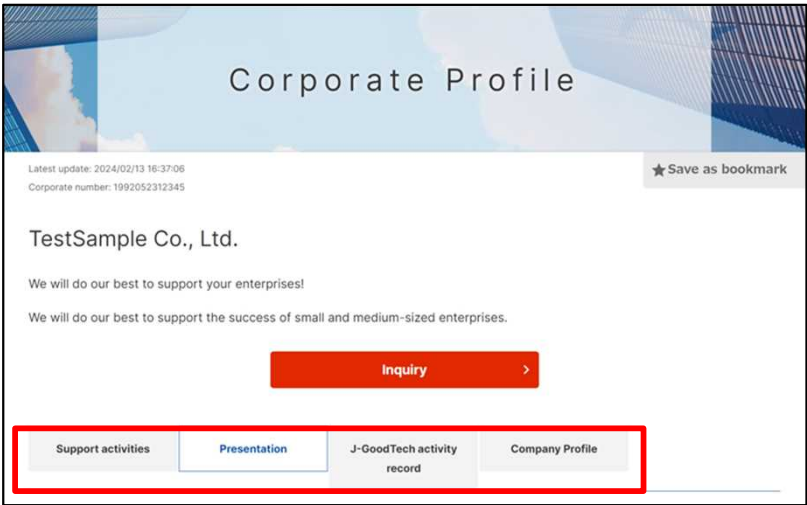
You can add supplementary images by clicking on "Add" button.

You can also add supplementary images. When you would like to add, click on "Add" button.

Frequently Asked Questions

Q. What is the Support organization information?

Support organization info



Q What is the Support organization information?

A J-GoodTech members can have your corporate information page in J-GoodTech.
Display of corporate information page can switch by clicking tabs.

Support activities ----- This is a page where you introduce the support activities that we are carrying out. This page also can introduce corporations that your organization recommend among J-GoodTech members.

Appeals ----- This is a page where your organization appeal to other companies.

J-GoodTech activity record ---- This page displays the number of uses for each function of J-GoodTech.

Corporate profile ----- This page displays fundamental information such as address. These contents can update from "Edit corporate profile" or "Manage recommended companies" of My Page.

Frequently Asked Questions

Q. Can I make corporate information private?

My Page > Set up corporate information
> Set publication/Set overseas related matters.

The screenshot shows the 'Set up corporate profile' page for 'TestSample Co., Ltd.'. A red box highlights the 'Set publication/Set overseas related matters' link. Below it, the 'Set publication/Set overseas related matters' page is shown with the following settings:

- Overall Setting**
 - Language: Japanese
 - Corporate name: TestSample Co., Ltd.
 - Release / Private: ☒ Release ☐ Private
 - Preview button
- Group setting**
 - Group: Corporate profile2(Release / Private)
 - Select privacy settings:
 - ☐ Non-disclosable (This will not be viewed by other users)
 - ☐ Viewed by Members Only
 - ☒ Viewed by Public (including non-members)
- International Business Experience**
 - Settings:
 - Overseas business history: ☒ None ☐ Yes
 - English Communication: ☐ Available ☒ Unavailable

At the bottom, there are 'Back' and 'Save' buttons, with the 'Save' button highlighted in red.

Q Can I make my corporate information private?

A You can set whether corporate information is public or private from the disclosure range and overseas connections settings. You can set whether all corporate pages public or private from the overall settings.

Private ----- Not disclosed to other users.

Viewed by members only --- Disclosed to only log-in users.

Viewed by public ----- Disclosed even to people who aren't log-in users.

After setting, make sure to click on "Save" button.

Frequently Asked Questions

Q. What is contact person information?

My Page > Set up corporate information > Edit contact person info

Edit contact person info

Please enter contact information of the person in charge of this system (This information will not be viewed by other users)

This information will be used when J-GoodTech management office contacts your company. The person below does not have to be the same as the person originally registered in this system.

Until Save button is clicked, updates will not be released

*marked items are required

Title

Name*

John Smith

Name (English)

John Smith

Department name

Email address*

xxxxx_xxxxx@xxx.xxx

Phone Number*

Enter including the area code.

Country Code:

United States, Canada(Country Co...)

Phone Number:

Person in charge: Address*

Postal Code:

30810

Autocomplete Address Form

Prefectures:

Address:

649 Orange Blvd, Edge Hill, GA 30810

< Cancel

Draft >

Save >

Q What is contact person information?

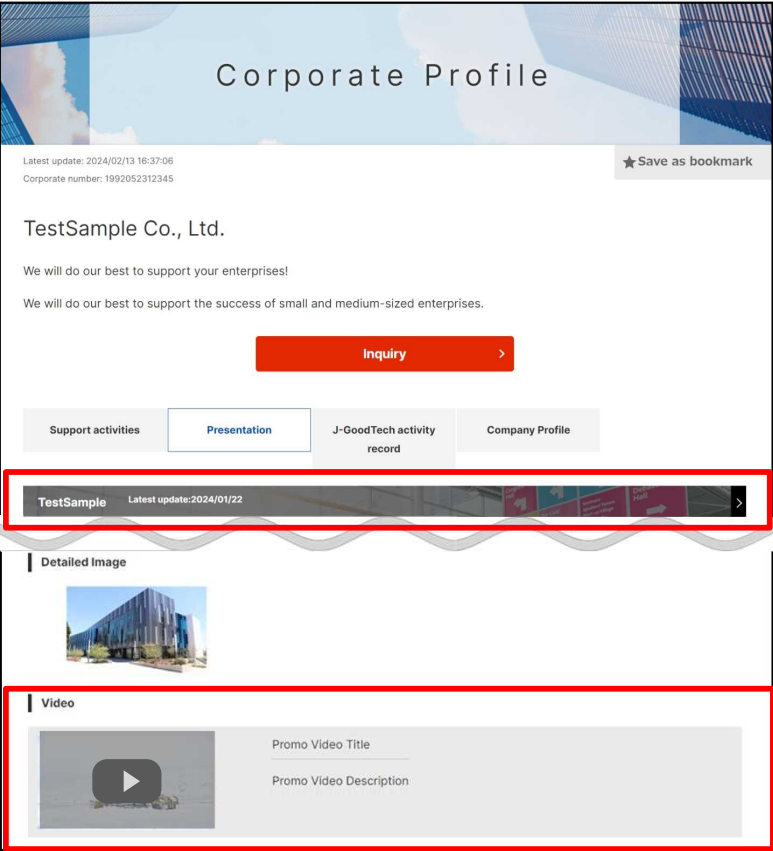
A Contact person information is used for communications from that J-GoodTech Management Office. Please enter the contact details for a person in your corporate to contact about J-GoodTech matters.

If the contact person is transferred or leaves your corporate, the J-GoodTech Management Office will no longer be able to contact your corporate. Be sure to keep your contact person information up to date.

Frequently Asked Questions

Q. What is External link & Video info?

My Page > Set up corporate information > External link & Video info



Q What is External link & Video info?

A By saving external link & video information, PR page, event information, corporate introduction videos are posted.

PR page and event information registered at external link information that are displayed as a promotional information on the banner can attract attention.

Frequently Asked Questions

Q. What is External link & Video info?

My Page > Set up corporate information > External link & Video info

External link

External link1

Please enter the URL and information about links to external web pages.

Type	Corporate promotion page
Title*	WebSite Title
Guide	WebSite Description
URL	https://www.
Last Updated	28/01/2024

Type	Select whether your PR page or event information
Title	Title of external link (Mandatory)
Guide	Description related to external link
URL	URL of external link
Last Updated	Last updated of external link

Link to your video1

Share YouTube links here
Existing YouTube videos only

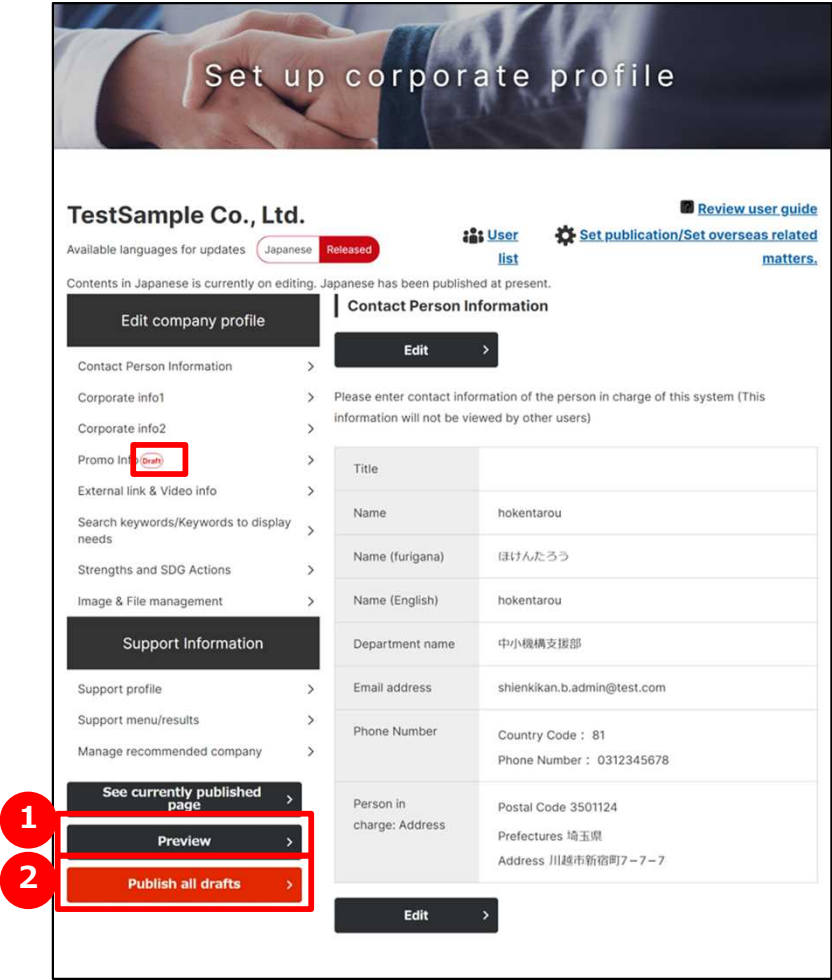
URL	https://www.
The title of your video 30 characters or less	Promo Video Title
Description 100 characters or less	Promo Video Description
Uploaded / Uploading Video	
Last Updated	28/01/2024

URL	URL of listed YouTube videos [Caution] You can post only YouTube videos.
The title of your video 30characters or less	The title of videos information. 30 full-pitch characters (60 single-byte) or less is recommended.
Description 100 characters or less	Description of videos information. 100 full-pitch characters (200 single-byte) or less is recommended.
Uploaded/ Uploading Video	The image of listed videos. If URL is incorrect, it will no be displayed.
Last Updated	Last updated of video information.

Frequently Asked Questions

Q. How to check the contents in draft

My Page > Set up corporate information

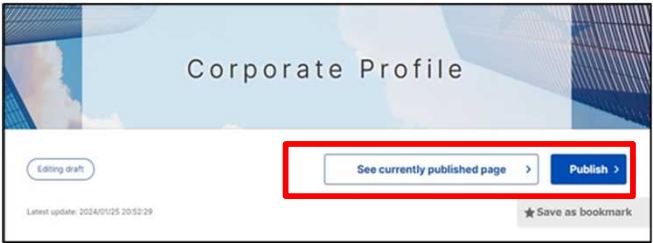


Q How to check the contents in draft?

A If you saved the entries as a draft, the **Draft** icon appears. If you would like to check the contents in draft, click on **1** "Preview" button.

By clicking **2** "Publish all drafts", all items that labeled as **Draft** on this screen will become public.

Point How to publish the entries from the preview page?

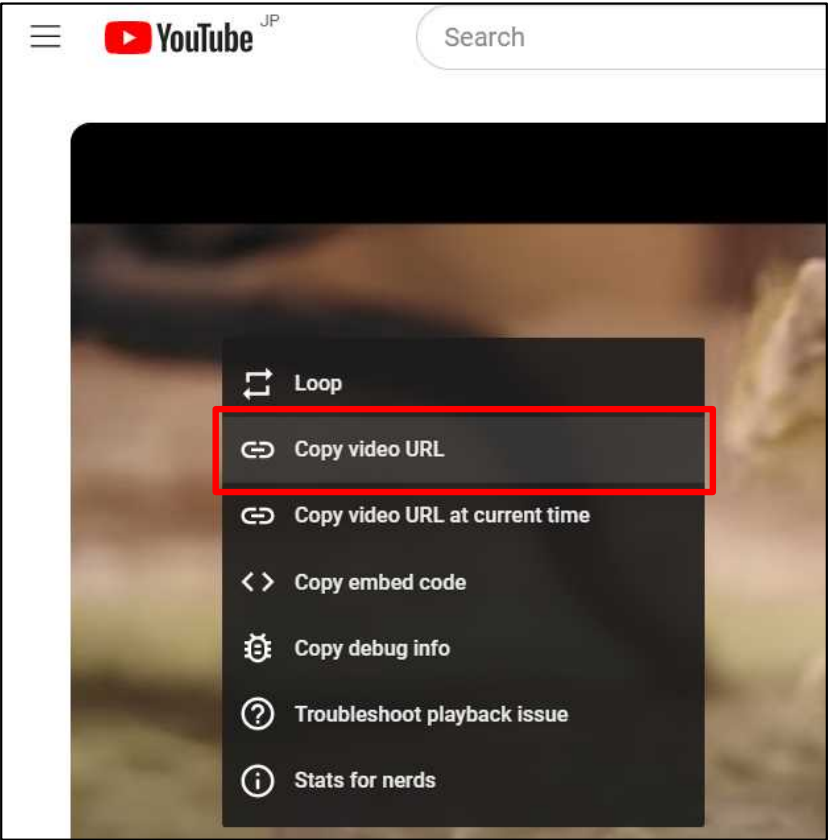


You can click on "Publish" button on the preview page to publish the contents in draft. Clicking on "See currently published page" will open the current published page under a separate tab. In this way, you can compare it with the draft page.

Frequently Asked Questions

Q. How to get the URL of YouTube videos

My Page > Set up corporate information > External link & Video info



Q How to get the URL of YouTube videos?

- A
- Play the videos you would like to post in the J-GoodTech on YouTube site.
 - Place the cursor at videos, and right click to display the menu.
 - Select the "Copy video URL" in the displayed menu. Don't select the "Copy video URL at current time", because an error will occur when posting on the J-GoodTech.
 - Attach the URL copied in the edit page of video information on URL field.

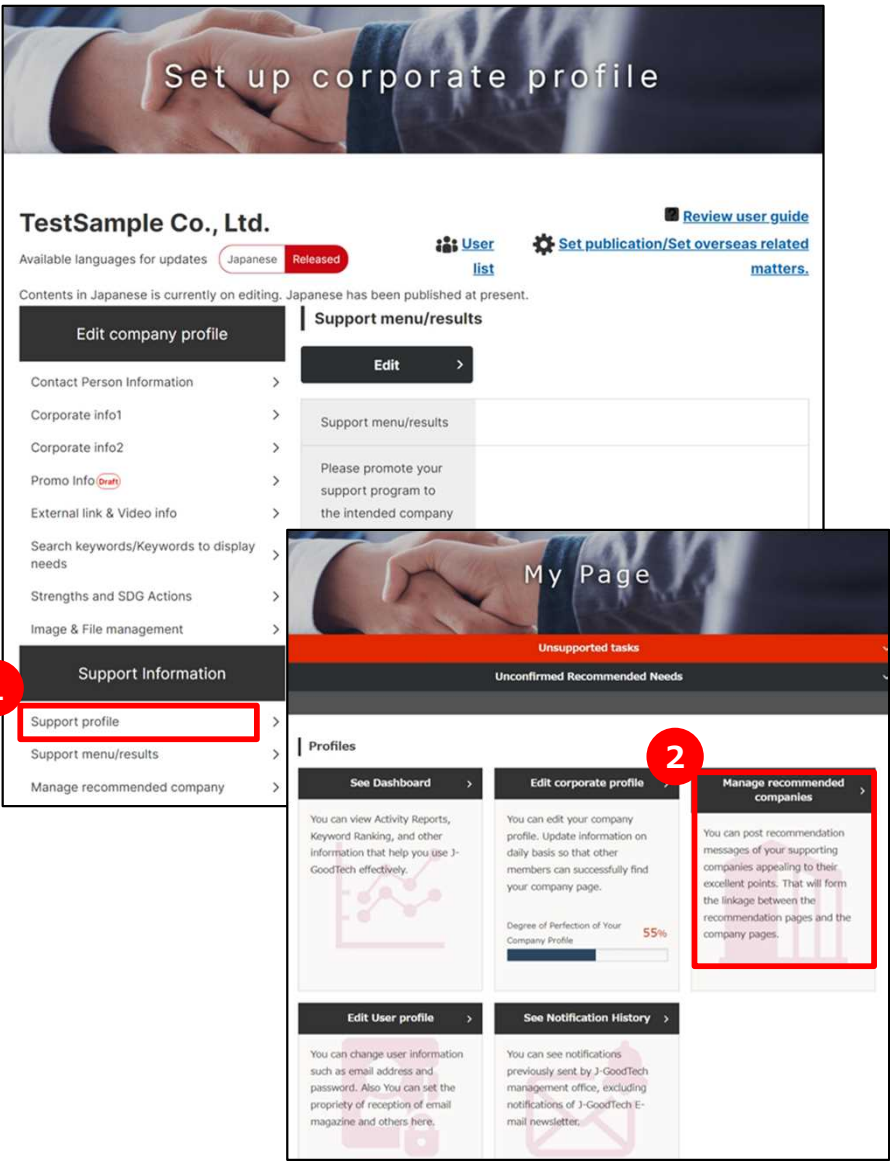
Chapter 2. Setting Recommended corporations

You can register supported corporations as Recommended corporations. Enter recommendation comments to the recommended corporation to enhance corporate page of recommended corporation.

■ Setting Recommended corporations	30
■ Registering Recommended corporations	31

Setting Recommended Corporation

My Page > Set up corporate settings
> Recommended Corporation Management

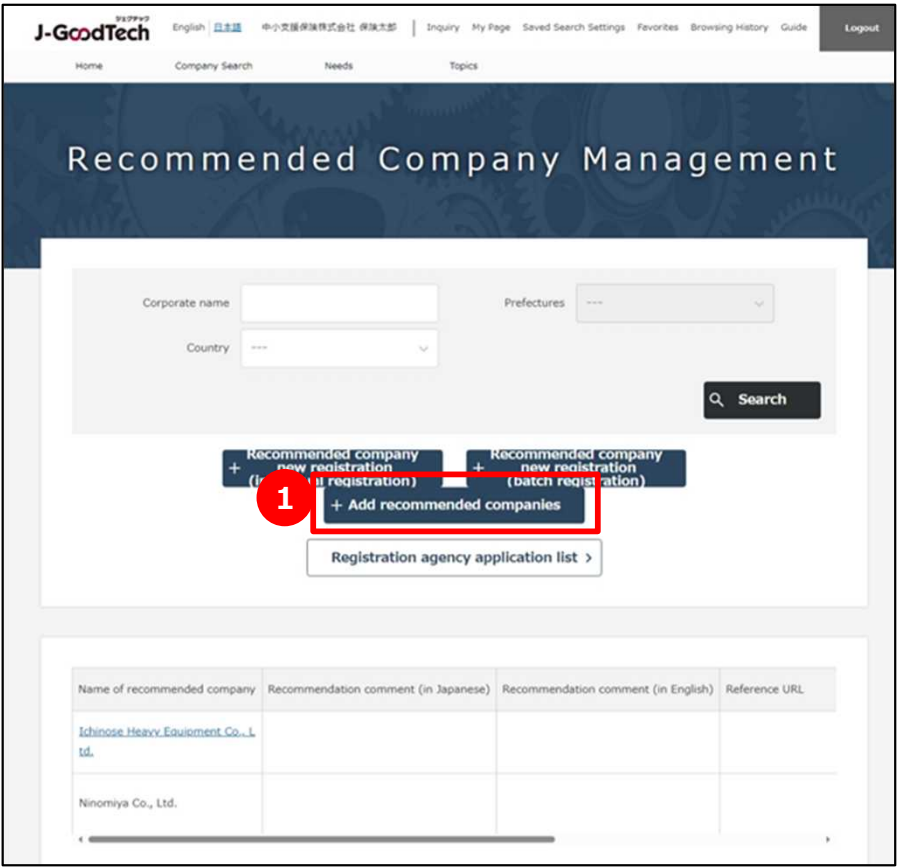


1 Manage recommended corporation

Click on "Recommended Corporation Management" button on left side of the page.
Clicking on **2** "Manage recommended companies" on My Page will open the same page.

Registering recommended corporations

My Page > Recommended Company Management



Recommended Company Management

Corporate name Prefectures Country

Name of recommended company	Recommendation comment (in Japanese)	Recommendation comment (in English)	Reference URL
Ichinose Heavy Equipment Co., Ltd.			
Ninomiya Co., Ltd.			

- 1 Add recommended corporations**
- Click on "Add recommended companies" button.

Registering recommended corporations

My Page > Recommended Company Management
> Search recommended companies

2

Search settings

JGT Corporate Number

Corporate name

Country

Prefectures

Industry (Japan)

Industry (Overseas)

Search

3

Search results

Search results exceeded the max, 100 hits will be displayed

Edit	JGT Corporate Number	Corporate name
Add	JC0000000007020	COMPANY_NAME49
Add	JC0000000007023	COMPANY_NAME51
Add	JC0000000007030	COMPANY_NAME55
Add	JC0000000007032	COMPANY_NAME57
Add	JC0000000007033	COMPANY_NAME59
Add	JC0000000008273	COMPANY_NAME378

4

Companies added

Until Save button is clicked, updates will not be released

Delete

JC0000000007020 COMPANY_NAME49

5

Save

2 Search for recommended corporations to add

By entering corporation name and clicking on "Search" button, search results will be displayed.

3 Select recommended corporations to add

When you click on "Add" button for the corporation you want to recommend, it will be displayed in the list of added corporations.

4 Check recommended corporations to add

When you delete added corporations, click on "Delete" button.

5 Register recommended corporations

Confirm the recommended corporation you added, click on "Save" button.

Registering recommended corporations

My Page > Recommended Company Management
> Recommendation comments

Recommended Company Management

Corporate name

Prefectures

Country

Search

+ Recommended company new registration (individual registration)

+ Recommended company new registration (batch registration)

+ Add recommended companies

Registration agency application list >

Recommendation comment (in English)	Reference URL	Latest update	5	9
		2024/02/08 14:30:34	Update comment	Delet e
		2024/02/02 11:14:03	Update comment	Delet e

Recommendation comment

Please enter recommendation comment

6

Recommendation comment (in Japanese)

Recommendation comment (in English)

7

Reference URL

8

Cancel

Confirm

5 Register comments

If you would like to register recommendation comments to recommended corporation, click on "update comment" button.

6 Enter recommendation comments

Enter recommendation comments to the selected corporation.

7 Enter reference URL

Enter reference URL related to selected corporations.

8 Click on "Save" button

Check the entered recommendation comments, click on "Save" button.

9 Exclude corporations from recommendation target

If you would like to exclude recommended corporations from recommendation destination, click on "delete" button.

33

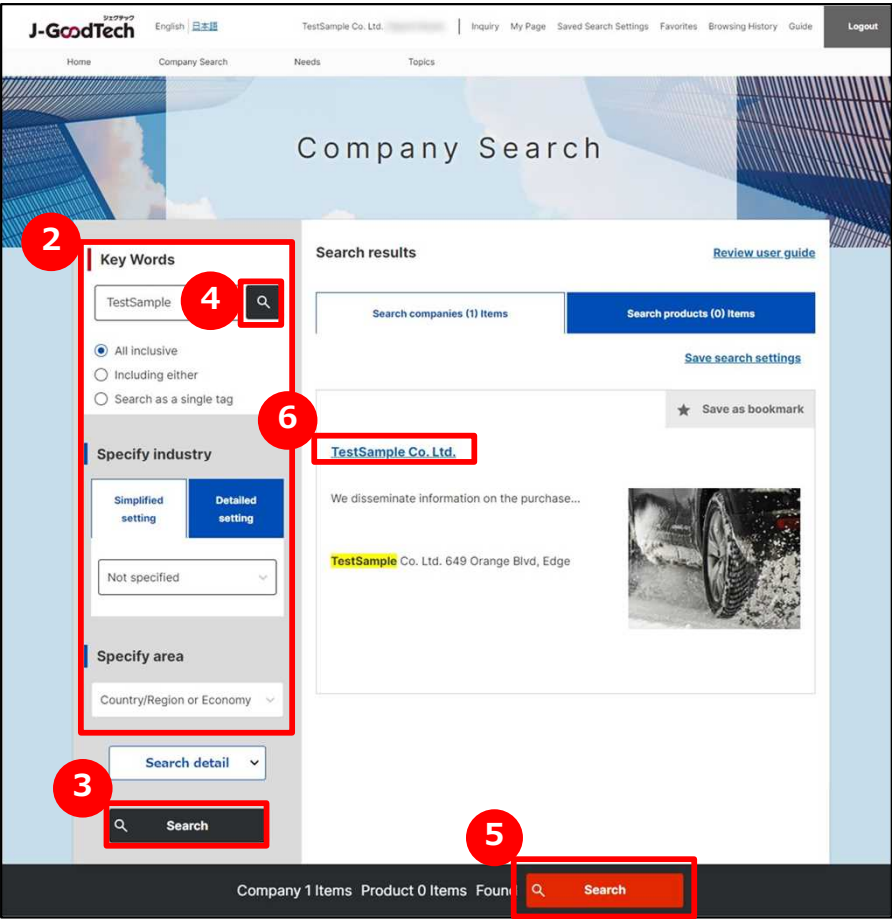
Chapter 3. Searching and inquiring for registered companies (Searching for registered corporations)

You can search for cooperation and product information tailored to promotion of product and technology information.

■ Searching for companies	35
■ Searching for products, technologies and services ·	36
■ Inquiring a corporate	37
■ Frequently Asked Question	38

Searching for companies

Company Search



1 Search for companies

Click on "Company search" on the upper part of the menu.

2 Enter a search settings

Enter the free word, countries or number of employee on the left part search page of search settings field to narrow down your search.

3 Display a list of search results

Click on "Search" button to display a list of search results.

You can also display a list of search results by clicking on 4 5 buttons.

If you would like to search for companies by only free word, 4 button is useful.

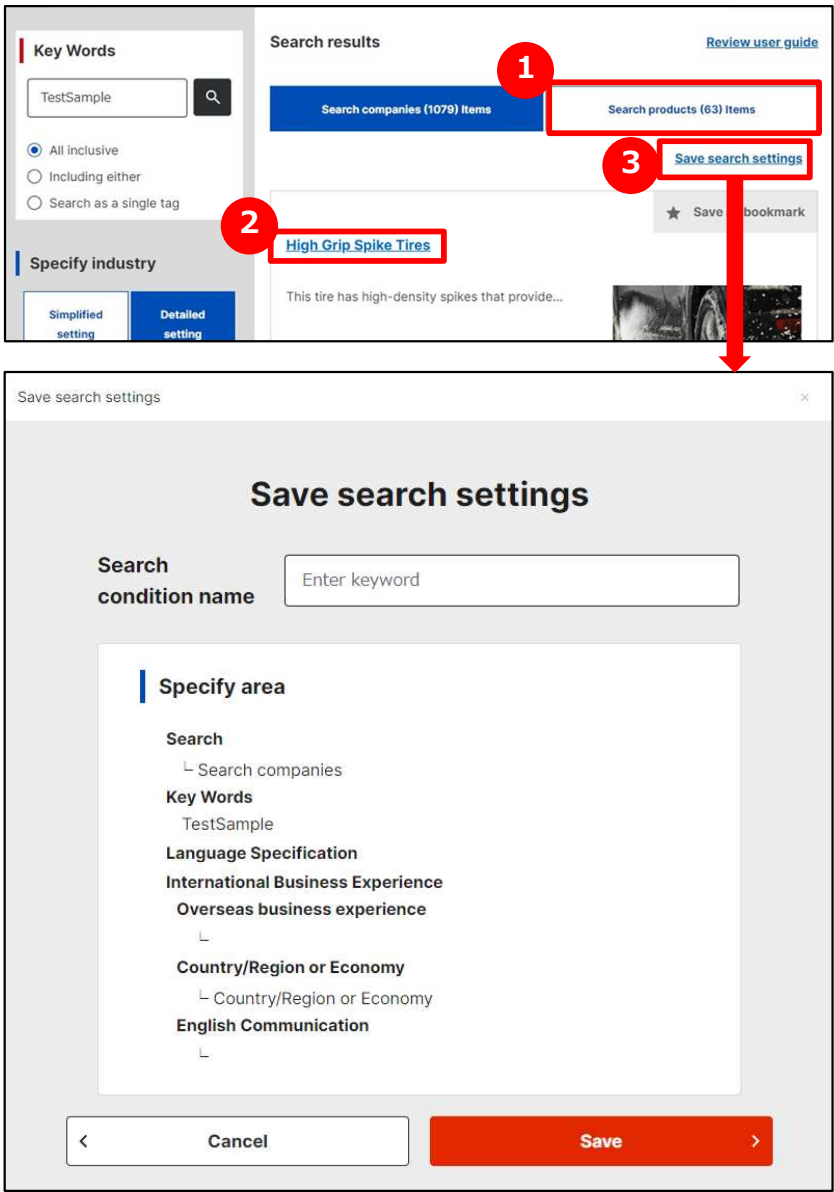
Selecting an area or number of employee shows the number of hits at the bottom of the page 5, which can be useful when a search produces many results.

6 Display corporate information

Click on the name of a corporate in the search results to display information on that corporate.

Searching for products, technology, services

Company Search > Save search settings



1 Search for products

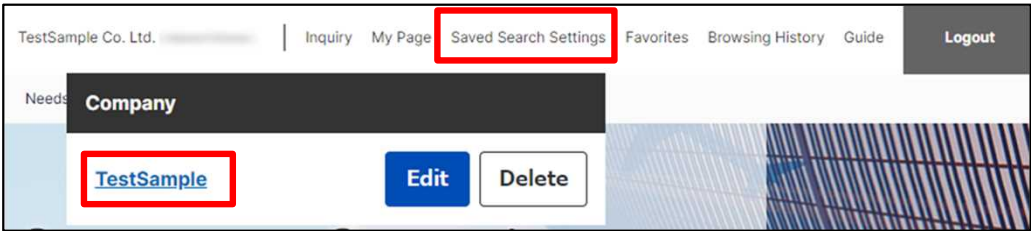
Click on Search products items tab to switch page.
The search method is the same as searching for corporate information.
※Product information is for only J-GoodTech members.
Note that the information will not be displayed if you are not logged in.

2 Display product information

Click on the product name to display the product information of displayed list of search results.

3 Save search settings

You can save search settings for use in later searches.
After a search, click on Save search settings link, enter a name and save the search settings. You can confirm saved search settings from Saved Search Settings at the top of the page.



※You can also save search settings of corporate information search.

Inquiring a corporate

Company Search > Corporate Profile > Inquire

Corporate Profile

Latest update: 2024/02/13 10:37:06
Corporate number: 1992092312345

★ Save as bookmark

TestSample Co., Ltd.

We will do our best to support your enterprises!

We will do our best to support the success of small and medium-sized enterprises.

1 Inquiry

Inquiry

STEP 1 → STEP 2 → STEP 3
Enter inquiry Inquiry Detail Confirmation Inquiry sent

Enter inquiry

The "Inquiry" function enables direct communication with the recipient.
SME SUPPORT JAPAN may review the content and contact you when necessary.

Original Poster	TestSample Co., Ltd. Satomi Hirano
Recipient	TestSample Co., Ltd.
Inquiry type	Inquiry TestSample Co., Ltd.
Title	Enter text
Inquiry Detail	Enter text
Attachment(s)	Select files

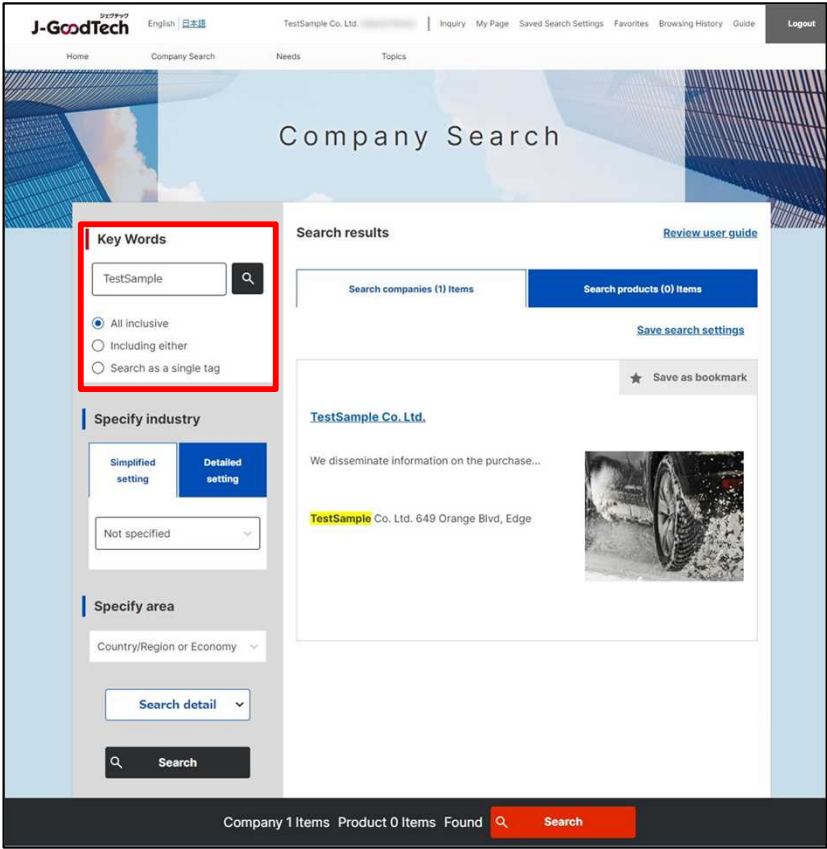
3 Back Confirm

- 1 Contact a corporate**
You can contact a corporate while viewing the corporate's information. Click on "Inquire" button on the corporate information page.
- 2 Enter contents of inquire**
Enter the contents of inquire you would like to send to the company.
- 3 Check and send the entered contents**
Click on "Confirm" button and check the contents of entries.
After viewing the contents, click on "send" button. Inquire will be sent to the users of the corporate.

Frequently Asked Question

Q. I cannot search properly with free word input.

Company Search



Q I cannot search properly with free word input.

A When you search by free word, you can specify search settings. By specifying the search settings, you can do multiple searches.

- ◆ If you would like to specify multiple key words, enter space among key words and specify "All inclusive" or "Including either".
(Example) In case of entering "Precision machining Saitama"
 - Specify "All inclusive" → Searching for corporations registered both "Precision machining" and "Saitama"
 - Specify "Including either" → Searching for corporations registered either "Precision machining" or "Saitama".
 - ◆ If you would like to search by only one key word, enter a key word you want to search and specify "Search as a single tag".
(Example) In case of entering "AI"
 - Specify "Search as a single tag" → Searching for corporations registered "AI" as a word.
- In case of specifying other options, Taiwan and so on are included in the searches target.

Chapter 4 . Registering Needs

You publish technologies, services and so on that your organization requesting as Needs information.

■ What is the Needs Functions?	40
■ Confirm registered Needs	41
■ Managing Needs	43
■ Frequently Asked Questions	53

What is Needs functions?

Needs > Needs List > Details of Needs

Details of Needs

Reposting, reproducing and/or modifying any Needs information is strictly prohibited.

★ Add to Favorites

Offer period: 2024/01/28 ~ 2024/02/29
Needs ID : NEO000100001747

About partners for utilizing humanoid heavy machinery technology

Business collaboration

To Deadline31Day

Needs profile

Poster	Small and medium enterprises DocumentCheck Co., Ltd.
Category	Business collaboration
Category (Level2)	Collaboration between different industries
Important factor	Future prospect
Title	About partners for utilizing humanoid heavy machinery technology
Overview	In order to develop heavy machinery that combines an aerial work vehicle and a humanoid robot, we are looking for a partner to utilize this technology.
Region	Tokyo, Kanagawa Prefecture, Chiba Prefecture
Specification	Using patented technology already owned by our company, we will manufacture three prototype machines that will serve as the base of the product.
Share this Needs information with:	

Supplementary materials

Cancel the Proposal

Create proposal

Back to Needs List

Support area for proposal preparation

Need Help?

What is Needs functions?

This is a function that allows you to anonymously send information on the technologies, products, and services you are looking for on J-GoodTech, receive proposals, and proceed with business negotiations.
※Note that making an offer does not necessarily lead to business talks.

There are two types of Needs -Viewed by all visitor or Target companies only-.
Viewed by all visitors of needs be browsed only by domestic members (including SMEs, non-SMEs and support organizations).

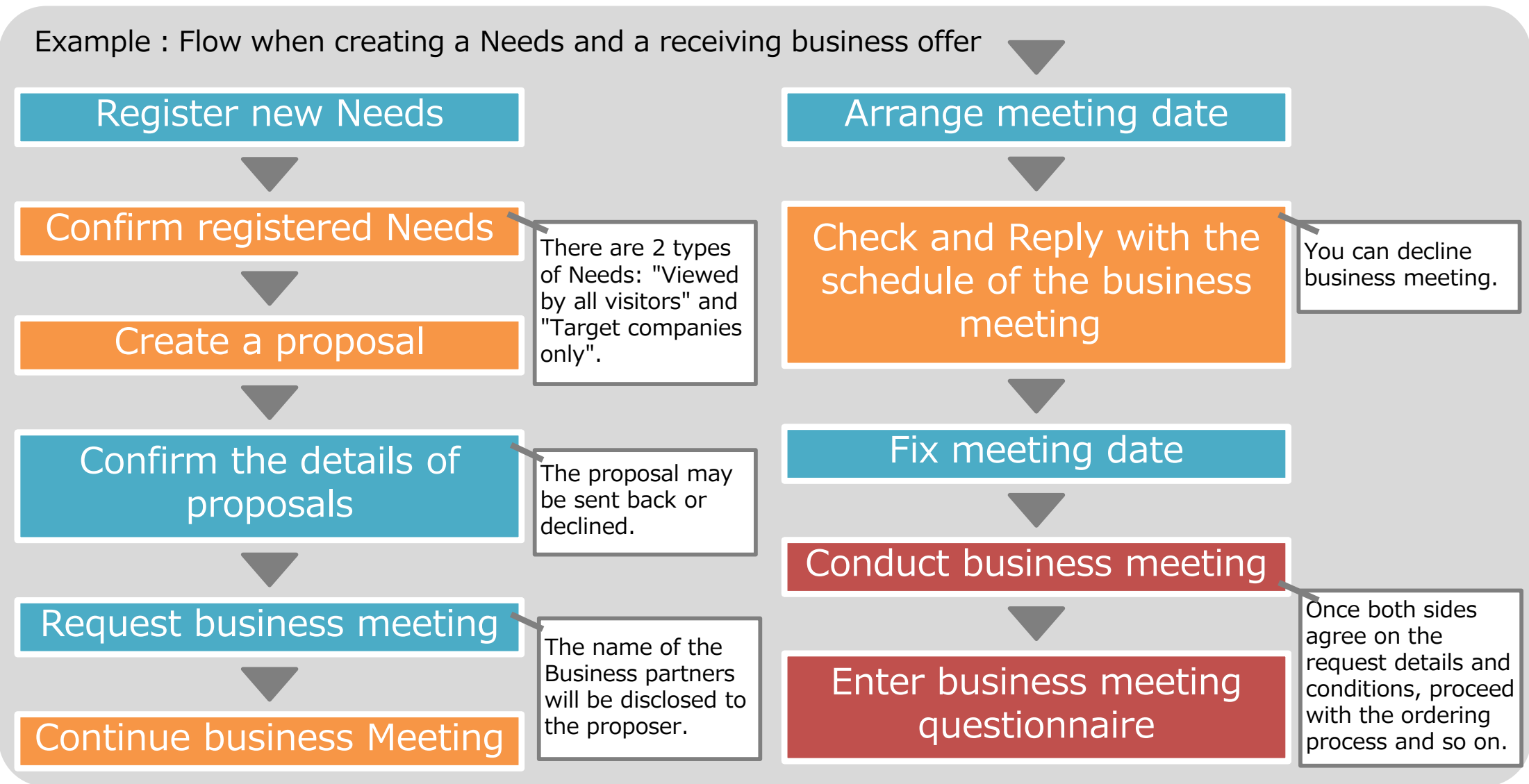
Contents of offers and subsequent exchanges are shared between only the corporate that posted needs and the corporate that submitting the proposal.
Other companies can't see proposal you offered.

Point Regarding using Needs

- ◆ You need to log in to the J-GoodTech to use Needs functions (registration, browsing, proposal).
- ◆ There is cases that no lead to business meeting.
- ◆ Contents of offers and subsequent exchanges are shared between only the corporate that posted the needs and the corporate that submitting the proposal.(Other company can't see proposal you offered.)

What is Needs functions?

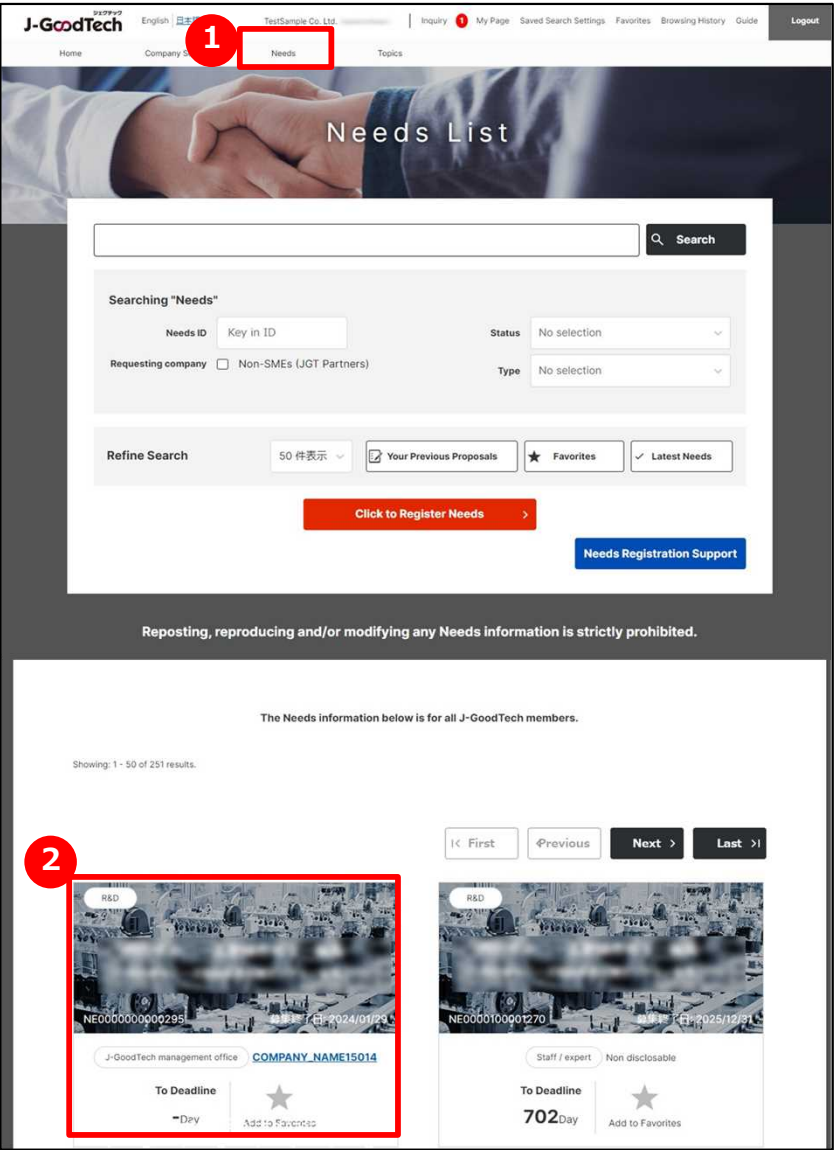
Example : Flow when creating a Needs and a receiving business offer



● Needs side ● Proposer side ● Both sides

Confirm registered Needs

Needs > List of Needs



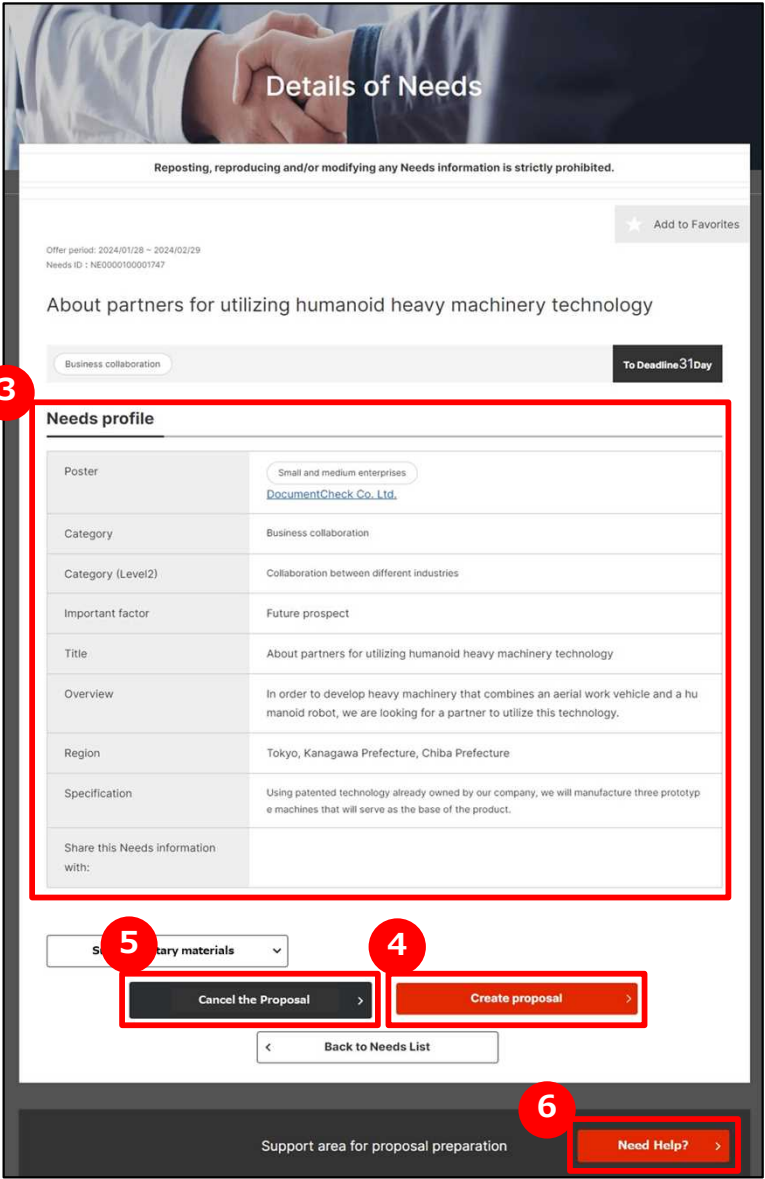
1 Display a list of Needs
Click on "Needs" on the upper part of menu.

2 Confirm registered Needs
Needs are displayed in title format on bottom of the page. You can see needs category, title of needs, corporates who made Needs and deadline. If you would like to know needs details, click a name of needs.

Point Save favorites
If there are interested Needs, Click on "Add to favorites". It is useful for you to search for them.

Confirm registered Needs

Needs > Needs List > Details of Needs



3 Confirm Needs details

You can see details of Needs on the details page.

4 Make offers to Needs

Click on "Create proposal" button to start making an offer.

5 Decline a proposal

If you would like to decline the proposal, click on "Cancel the Proposal" button. Enter comments and send to a corporate who made Needs.

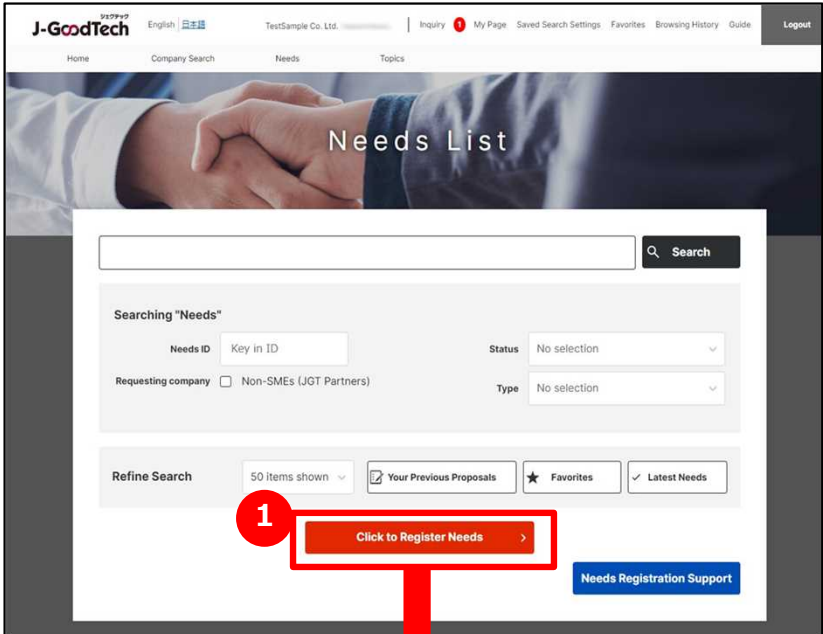
6 Ask advice to J-GoodTech coordinators

You can send queries to J-GoodTech coordinators before making an offer in response to a Need. Click on "Need Help?" button to send a query message.

Managing Needs

Registering a new Need

Needs > Needs List



1

Register a new Need

Click on "Click to Register Needs" button on the Needs List page.

The screenshot shows the 'Register Needs' page on the J-GoodTech website. The page has a dark blue header with the text 'Register Needs' and a background image of hands shaking. Below this is a 'Basic Information' section with a 'Select method' section and a 'Needs information' section. The 'Select method' section has two radio buttons: 'Viewed by all visitors' (selected) and 'Target companies only'. The 'Needs information' section has a red asterisk and the text 'marked items are required'.

Managing Needs

Register new Needs

Needs > Needs List > Register Needs

Register Needs

Basic Information

2

Select method

☒ Viewed by all visitors ☐ Target companies only

3

Needs information

marked items are required

Needs category*

R&D

See category explanation

Needs category (Level2)

☐ Accepting ideas ☐ Fundamental study ☐ Development ☐ Trial ☐ Starting business ☐ Other

Important factor multiple selection

☐ Functionality ☐ Cost ☐ Delivery date ☐ Novelty ☐ Specialized knowledge ☐ Future prospect ☐ Feasibility ☐ Human resource ☐ History ☐ Network

Title*

Please enter the Title.

Overview*

Please write your Needs as specific as possible, so that members can submit detailed proposals.

Region

Please enter location to implement this business.

Spec*

Please write about specifications as specific as possible.

Offer starting date*

Enter Offer starting date

Offer ending date*

Enter Offer ending date

- 2

Select Needs type

Click on either "Viewed by all visitor" or "Target corporate only".
- 3

Enter Needs information

Enter Needs information. The description of each items are in the following.

Page53

Needs category ※Mandatory	Select the corresponding category from the pull down.
Needs category (Level2) ※Mandatory	Select the category of levle2.
Important factory ※multiple selection ※Mandatory	Select the important factory when confirming the proposal.
Title ※Mandatory	Enter the contents of needs briefly.
Summary ※Mandatory	Enter the summary of needs referred to the example of entries.
Region	Enter the region you carry out work.
Spec ※Mandatory	Enter the spec referred to the example of entries.
Offer starting date/ Offer ending date ※Mandatory	Enter the desired start and end dates for the needs offer. By clicking the entry field, display the calendar. You can choose the date from the calendar.

Managing Needs

Register new Needs

Needs > Needs List > Register Needs

4 Adding a file
Attach files

5 Needs key word
Edit

6 Company name disclosure
If you do not want disclose company name and contact person, select "Non-disclose"
Company name disclosure* ☒ Release ☐ Non-disclose

7 Sharing Setting
Please choose members who you will share the Needs information with.
Users List
Share this Needs information with:
Add
Delete

Edit Needs keywords
"Set" button of this dialogue is only for Needs keyword. The content will not be reflected until completing Needs registration. Maximum 30 keywords can be set.
X Delete
+ Add
Cancel Set

- 4 Attach materials**
You can add detailed information, files, catalogue or brochure. If you would like to add that, click on "Attach files" button.
- 5 Set the keyword to display needs**
You can set the keyword related to Needs. Setting more keyword makes it easier to display recommended Needs information.
- 6 Set release or private of corporate name**
To avoid identifying the corporate information of a corporate who made Needs from published Needs, the name of the corporate and contact person can be set to private.
- 7 Select a joint owner in your corporate**
You can set joint owner of Needs information. Choose users on left side and click on "Add" button. In case of deletion, choose users on right side and click on "Delete" button.

Managing Needs

Register new Needs

Needs > Needs List > Register Needs

- 8

Add corporations to recipient filtering
You can select to the companies you would like to unpublish Needs information.
If you would like to select to the undisclosed companies, click on "Add Companies" button.
And you need to set whether Needs information should be disclosed to non-J-GoodTech members.
※Appears only if there is no private corporate configuration.
- 9

Select the target companies
If you select "Target companies only" at Needs type (target companies) , you need to select to the target companies.
- 10

Consult with the contact person of SMRJ
You can consult SMRJ staffs on the contents of Needs before publishing that. click on "Save as draft and consult to SMRJ" button and send the details of consultation to the SMRJ.
- 11

Save as draft
If you would like to temporarily save the content you entered on the page, click on "Save as Draft" button. The saved content will not be made public.
- 12

Check the entered details
When you have completed the input, click on "To the confirmation Page" button.

Managing Needs

Register new Needs

Needs > Needs List > Register Needs
> Register Needs Confirmation Page

Register Needs Confirmation Page

To register this Needs, please click the "Register Needs" button below.

To make changes, please click the "Back" button.

This Needs information will not be published to the Blocked Companies.

Select method	Viewed by all visitors
Needs category	Business collaboration
Needs category (Level2)	Collaboration between different industries
Important factor multiple selection	Future prospect
Title	About partners for utilizing humanoid heavy machinery technology
Overview	In order to develop heavy machinery that combines an aerial work vehicle and a humanoid robot, we are looking for a partner to utilize this technology.
Region	Tokyo, Kanagawa Prefecture, Chiba Prefecture
Spec	Using patented technology already owned by our company, we will manufacture three prototype machines that will serve as the base of the product.
Offer starting date	2024/01/28
Offer ending date	2024/02/29

< Back

13 Register Needs >

13 See the entered details and register Needs

See the entered details and click on "Register Needs" button.
Publish If the details of Needs is checked and not find problem on J-GoodTech management office.

Managing Needs

Confirm the details of proposals

Needs > Details of Needs > Proposal detail content screen

Details of Needs

Reposting, reproducing and/or modifying any Needs information is strictly prohibited.

Proposal

Proposal before arranging business meeting

Proposal after accepting business meeting

Other business meeting

Select	Target companies name	Proposal creation status	Details of proposals	Business meeting questionnaire
☐	TestSample Co. Ltd.	Completed Confirmation of the Proposal	Details of proposals	

1 Check the details of Needs

If you would like to check details of proposals in response to a Need, click on "Details of proposals" button.
You can check details of proposals on Details of Proposal page.

Proposal detail content screen

Status

Current status

Completed Confirmation of the Proposal

Needs information

Control number	NE0000100001747
Title	About partners for utilizing humanoid heavy machinery technology
Category	Business collaboration
Category (Level2)	Collaboration between different industries
Important factor	Future prospect
Offer period	2024/01/28 ~ 2024/02/29

Details

Content of proposal

Proposer	TestSample Co. Ltd.
Please enter your proposal	For this project, our experts who are familiar with the handling of heavy machinery will be working alongside you. Please refer to the attached documents for details.

Registering Needs

Request business meeting

Needs > List of Needs > Details of Needs > Proposal detail content screen

Proposal detail content screen

Status

Current status

Completed Confirmation of the Proposal

Needs information

Control number

MF0000100001747

Content of proposal

Proposer	TestSample Co. Ltd.
Please enter your proposal	For this project, our experts who are familiar with the handling of heavy machinery will be working alongside you. Please refer to the attached documents for details.
Achievement of similar cases	We have a wide range of experience in heavy equipment development and prototyping.
Additional Remarks:	
Submission date	2024/01/29
File name	

Download proposal

Choose your action

Any operations are supposed to be done with the company. Pls make sure your action consulting with the company.

Send Back Proposal

Decline Business Meeting

Request Business Meeting

Back to Needs detail Page

1 Request business meeting

Check the details of proposal and click on whether "Request Business Meeting" or "Decline Business Meeting".

If business partner accept business meeting, proposal preparation status of appropriate Needs is changed to "Business Meeting Accepted" and you can arrange meeting date in J-GoodTech.

Managing Needs

Arrange meeting date

Needs > List of Needs > Details of Needs > Proposal detail content screen
> Arrange meeting date

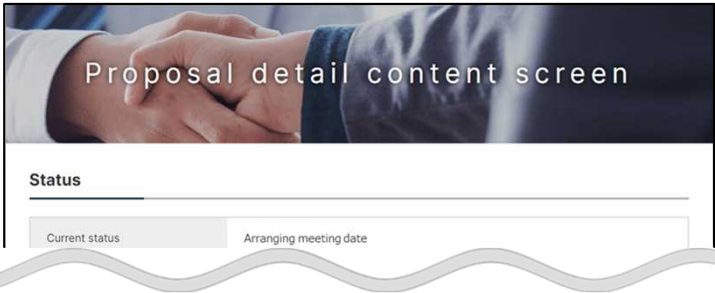
The screenshot shows the 'Propose meeting date' screen. At the top, there's a header 'Propose meeting date' and a status bar showing 'Current status' as 'Business meeting Accepted'. Below this, there's a section 'Arrange meeting date' with a 'Possible meeting date' input field. A red box labeled '1' highlights the 'Arrange meeting date' button. Below this, there are buttons for 'Contact by another way', 'Cancel the business meeting', and 'Back to Needs detail Page'. A red arrow points from the 'Arrange meeting date' button to a larger, detailed view of the same screen. In this larger view, a red box labeled '2' highlights the 'Possible meeting date/time' section, which contains five rows of date and time pickers (No.1 to No.5). Below this is a 'Remarks' section with a text area and a 'Choose a template' dropdown. At the bottom, there's an 'Attach files' button and a 'Confirm' button, which is highlighted with a red box and labeled '3'. A 'Back' button is also visible.

- 1 Arrange meeting date**
Click on "Arrange meeting date" button.
- 2 Enter meeting date**
Enter possible meeting date/time in every 15 minutes.
- 3 Propose meeting date**
If the entry is completion, click on "Confirm" button.

Managing Needs

Fix meeting date

Needs > List of Needs > Details of Needs > Proposal detail content screen
> Fix meeting date



Arrange meeting date

Possible meeting date Other business meeting >

Select	possible	date/time	
☐	No.1	2024-01-30 09:00~10:00	Proposer will
☐	No.2	2024-01-30 14:00~15:00	Proposer will
☐	No.3	2024-02-01 09:00~10:00	Proposer will
	No.4	2024-02-01 14:00~15:00	
	No.5	2024-02-05 11:00~12:00	
	Others	Request another possible meeting date	

Selected date is overbooked with other meeting

Comment from company who made Needs

Comment from company who made proposal

Fix meeting date

Re-arrange business meeting Cancel the business meeting

< Back to Needs detail Page

1 Select meeting date

Select the business meeting date from possible meeting dates preferred by proposer.

2 Fix meeting date

Click on "Fix meeting date" button.

3 Confirm meeting date

Confirm the details of meeting date and click on "Confirm" button.

Fix business meeting date

To Fix business meeting date, check below and push Confirm button.

Corporate name	TestSample Co. Ltd.
Business meeting date/time	2024-01-30 14:00~15:00
Meeting location	Key in meeting location.

< Back **Confirm** >

Managing Needs

Entry business meeting questionnaire

Needs > List of Needs > Details of Needs > Proposal detail content screen
> Key in business meeting questionnaire

Proposal detail content screen

Status

Current status Answering meeting questionnaire

StatusMeeting result

Please answer business meeting questionnaire which has been held.
* marked items are required

key in business meeting questionnaire

Back to Need Detail Page

1 Enter meeting result

Enter a questionnaire regarding the held meeting.

2 Answer meeting result

Confirm the entered contents of questionnaire, click on "Answer" button.

key in business meeting questionnaire

Please answer business meeting questionnaire which has been held.
*marked items are required

1

所属	例) 代表取締役
氏名*	例) 中小 太郎
メールアドレス*	例) xxxxx@example.com
電話番号*	例) 03-5470-1824
商談実施日*	
商談テーマ (複数選択可)*	☐ (1)販売 ☐ (2)調達 (購入) ☐ (3)業務受注 ☐ (4)業務発注 ☐ (5)共同開発・技術連携 ☐ (6)事業連携 (プロジェクト連携)
成約見込み状況*	
成約見込み額を記載してください。(万円)* (見込み額は成約した場合の額、今後の見込みを含む、年間あたり)	
その他	ご自由にご記載ください。

2 Answer

Frequently Asked Question

Q. Can I set target companies only?

Needs > List of Needs > Register Needs

The screenshot shows the 'Register Needs' form. The 'Basic Information' section has 'Select method' with 'Viewed by all visitors' and 'Target companies only' (selected). Below is 'Needs information' with a note '*marked items are required'. The 'Recipients' section has a note 'Please choose target companies of the Needs information. (This Needs will be disclosed only to companies you choose here)'. A red box highlights the 'Choose recipients' button. Below it are 'Download the List' and 'Delete all' buttons. A 'List of target companies' section shows 'Number of recipients : 0 items' and a table with columns: JGT Corporate Number, Target companies name, Prefecture, Product/technology, Date added, and Operation. The table is empty with a 'No data' message. Below is the 'Target company selection' section with a search bar, a dropdown for 'Select Industry--', and a 'Search' button. At the bottom, there are 'Select all' and 'Cancel all' buttons, and a table with columns: Select, Corporate name, testSample, Prefecture, Catch phrase, and Industry. The table has one row with a checkbox, 'TestSample株式会社', a dropdown, and '作物・動物生産、狩猟業及び関連サービス活動'.

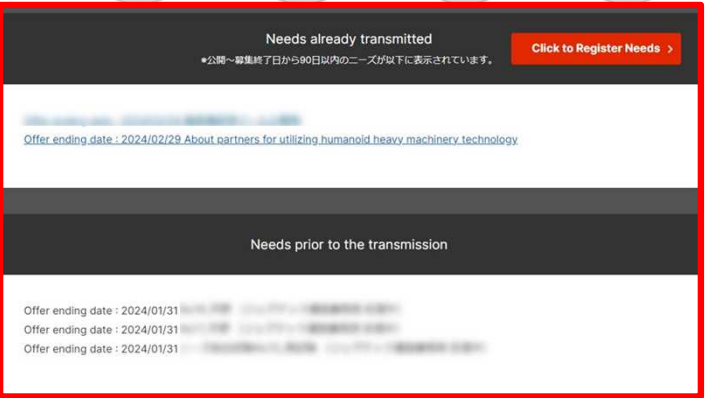
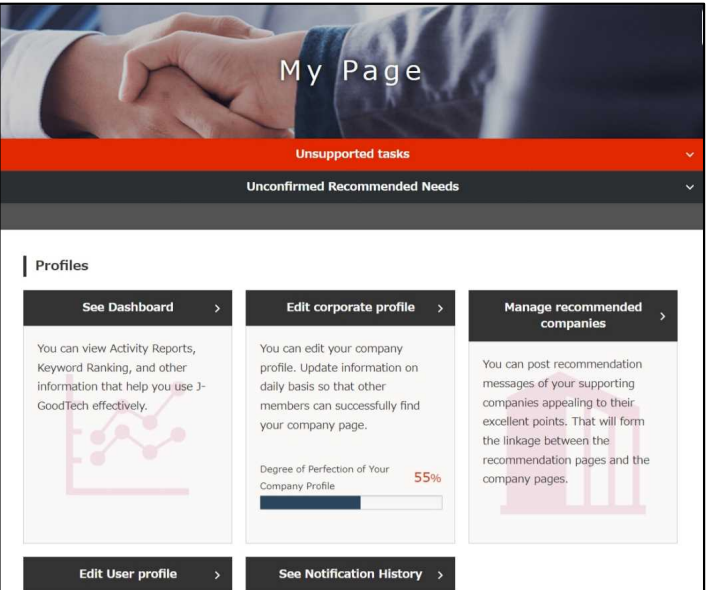
Q Can I set target companies only?

A Selecting "target companies only" on Needs types is to display "choose recipient" button on bottom of the page.
By clicking on "choose recipient" button after entering Needs information, a list of target companies is displayed.
You can search for corporations to add to List of target companies by entering desired settings in the "Target company selection" field.

Frequently Asked Question

Q. What happen after I registered Needs?

My Page



Q What happen after I registered Needs?

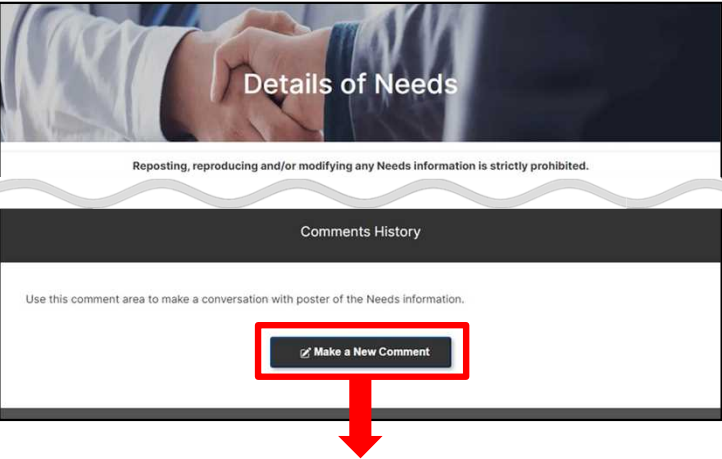
A After registering Needs, they will appear in the lists of Needs prior to the transmission at the bottom of the My Page tab.

The J-GoodTech management office will check the contents of your Needs before publishing them on the site.
When your Needs are published, they will be moved to the Needs already transmitted.

Frequently Asked Questions

Q. I would like to contact the poster of a Need

Needs > List of Needs > Needs Details



Q I would like to contact the poster of a Need

A After making an offer in response to a Need, the "Make a New Comment" button will appear at the very bottom of the details page. Click on this button, enter your message and send the message to the need source.

Frequently Asked Question

Q. What happen if I offer to proceed with business meeting?

Needs > List of Needs > Needs Details

Details of Needs

Reposting, reproducing and/or modifying any Needs information is strictly prohibited.

★ Add to Favorites

Offer period: 2024/01/28 ~ 2024/02/29
Needs ID : NE0000100001747

About partners for utilizing humanoid heavy machinery technology

Business collaboration

Entry 1 Company

To Deadline31Day

Needs profile

Poster

Small and medium enterprises

DocumentCheck Co., Ltd.

Category

Business collaboration

Proposal

Proposal before arranging business meeting

Proposal after accepting business meeting

Other business meeting

Select	Target companies name	Proposal creation status	Details of proposals	Business meeting questionnaire
☐	DocumentCheck Co., Ltd.	Completed Confirmation of the Proposal	Details of proposals >	-

Q What happen if I offer to proceed with business meeting?

A In response to a business meeting application, a response of either "Continue Business Meeting" or "Decline Business Meeting" will be received from the proposer.

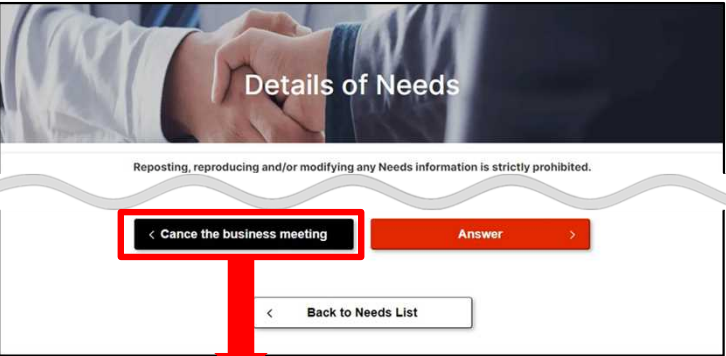
If business partner accept business meeting, proposal creation status is changed to "Continue Business Meeting".

57

Frequently Asked Question

Q. I would like to cancel business meeting.

Needs > Details of Needs > Details of Needs
> Meeting cancel comment registration



Meeting cancel comment registration

Meeting cancel

The business meeting will be canceled.

Enter comment Choose a template

Please enter the reason for canceling the business negotiation

*The maximum number of words is 4000.

< Back Confirm >

- Q** I would like to cancel business meeting.
- A** Click on "Cancel the business meeting" button on the Needs details page.
Enter the reason you postpone from displayed "Meeting cancel comment registration".

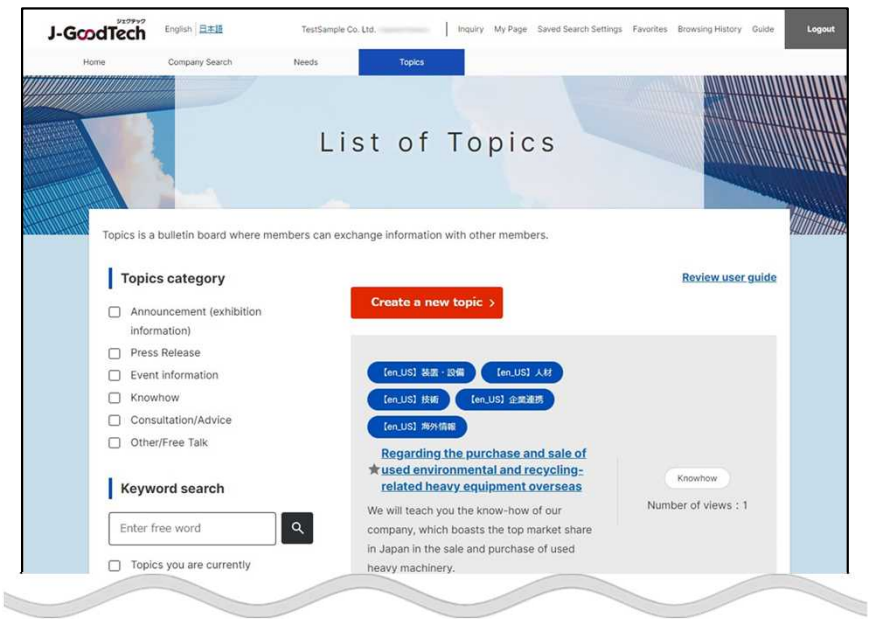
Chapter5 . Exchange with companies Using the Topics Functions

The topics function is a tool that lets you exchange information in a forum format with registered J-GoodTech companies. By posting topics about your corporate's marketing channels or solutions, you can expect to meet various other companies.

■ What is the Topics Functions?	59
■ Creating a new Topic	60
■ Participating in Topics	63
■ Frequently Asked Question	64

What is the Topics Functions?

Topics > List of Topics



What is the Topics Function?

The Topics function is a bulletin board for J-GoodTech members to intent to freely exchange information on topics and matters of interest to them and create new relationship between companies.

Various topics such as "unique activities of your corporate" and "Exchange questions and advice among members" are posted.

If you are registered J-GoodTech members, you can participate in Topics and create a new Topic.

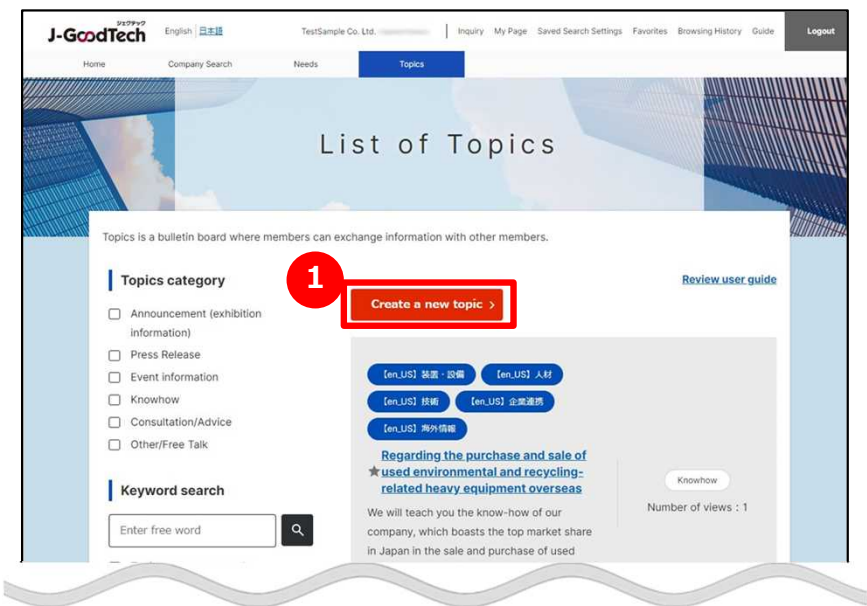
Note that your corporate name will appear when you post to a topic.

Point About Topics category

- ◆ Knowhow ----- Post about your corporate's distinctive initiatives
- ◆ Ask advice to other users ----- Exchange questions and advice among members
- ◆ News from J-GoodTech Management Office ----- News for members from J-GoodTech Management Office
- ◆ Event information ----- Announce or promote information about new products, event, exhibitions, etc.
- ◆ Other•free talks ----- other topics
- ◆ Press release ----- publish your press release
- ◆ Announcement ----- announcement other than event information

Creating a new Topic

Topics > List of Topics



1 Create a new Topic

Click on "Create a new topic" button on List of Topics page.

You can also access this page from the 2 "Make a New Post" button.

The home page



Creating a new Topic

Topics > List of Topics > Create a new Topic

The screenshot shows a web form titled "Create a new topic". At the top, there is a progress bar with three steps: "1 Enter topic content", "2 Confirm the topic content", and "3 Topic request completed". Below the progress bar, the form is divided into sections. A red box highlights the main form area, which includes: "Publication type*" with radio buttons for "Unlimited" (selected) and "Limited"; "Topics category*" with radio buttons for "Announcement (exhibition information)" (selected), "Press Release", "Event information", "Knowhow", "Consultation/Advice", and "Other/Free Talk"; "Search keyword" with a "Choose search keyword" button; "Title*" with a text input field; "Text*" with a text area; "Attachment(s)" with a "Select files" button; and "Private company selection" with a "Select a private company" button. At the bottom of the form, there are three buttons: "Cancel", "Save as Draft", and "Confirm". A red box highlights the "Confirm" button, which is labeled with a red circle containing the number 5. Other red circles with numbers 3 and 4 are placed near the "Publication type" and "Topics category" sections respectively.

3 Select the publication type

Click on either "Unlimited" or "Limited".
You can choose companies to publish your topics on "Limited".

4 Enter Topics information

Enter a Topics information. Description of each items are following.

Topics category ※Mandatory	Click appropriate category from seven category.
Search keyword	Set tags to make it easier for others to find your topics. Click on "Choose search keyword" button and set terms for your tags.
Title ※Mandatory	Enter the details of Topics briefly.
Text ※Mandatory	Enter the summary of Topics.
Attachment(s)	If you have supplementary materials to complete your topics, click on "Select files" button and attach the files.
Private corporate selection	Click on "Non-disclose corporate selection" button and select companies you wouldn't like to disclose your topics. ※If you select "Limited" on Publication type, display "Disclose corporate selection" button.

5 Confirm the details of contents

Click on "Confirm" button.

Creating a new Topic

Topics > List of Topics > Create a new Topic

Create a new topic

STEP 1

Enter topic content

→

STEP 2

Confirm the topic content

→

STEP 3

Topic request completed

Confirm the topic content

If you are sure about the content below, click the "Request" button.
If you need to modify the content below, click the "Modify" button.

Publication type	Unlimited
Topics category	Knowhow Let's present unique activities of your company!
Search keyword	Equipment Human resource Technology Collaboration Overseas information
Title	Regarding the purchase and sale of used environmental and recycling-related heavy equipment overse as
Text	We will teach you the know-how of our company, which boasts the top market share in Japan in the sal e and purchase of used heavy machinery.
Attachment(s)	TestSample_Topic0128.pdf
Private company	-
Public company	-

< Modify

6 Request >

Topic request completed

Thank you for creating a topic
Please wait for a while until release

7 Back to List of Topics >

6 Request a Topic

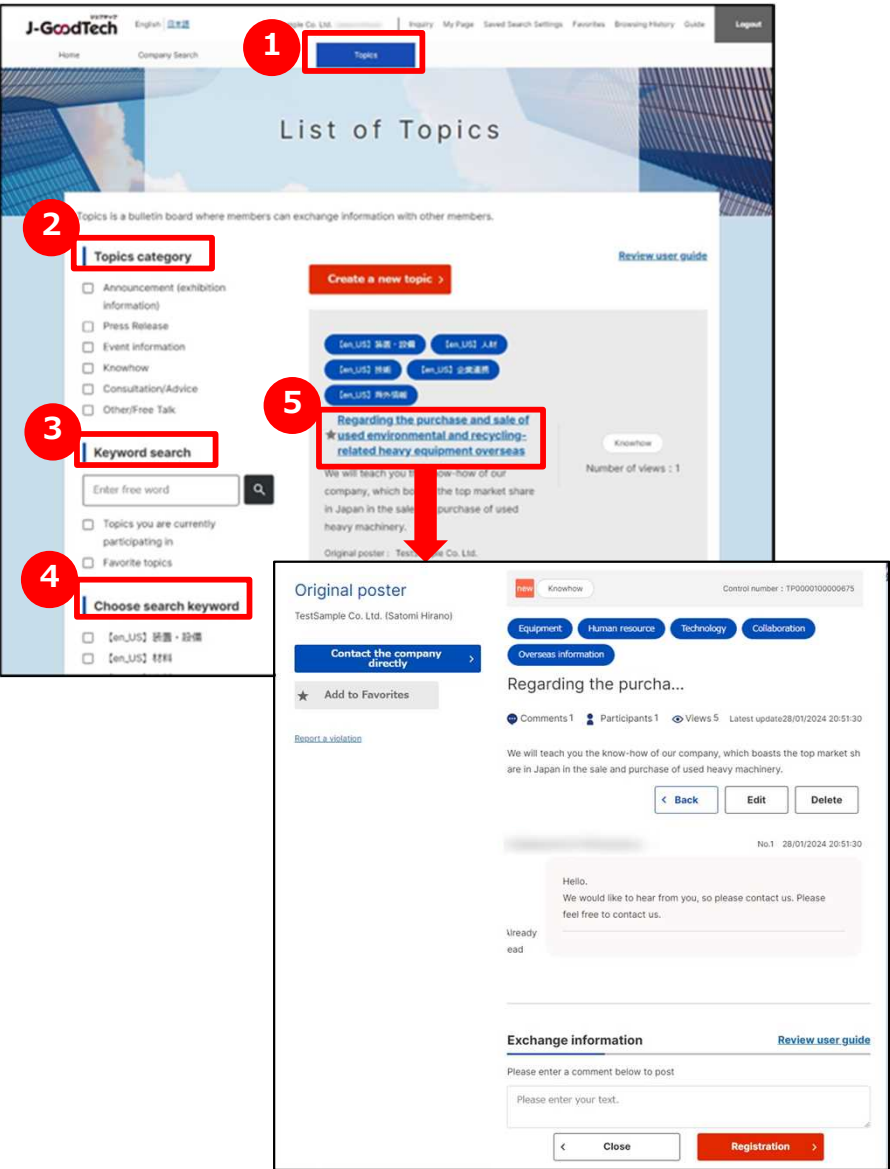
Check the entered details of topics and click on "Request" button.
J-GoodTech management office check the details of topics and if there is no problem, it will be released.

7 Back to List of Topics page

If topics request completed page is displayed, click on "Back to List of Topics" button.

Participating in Topics

Topics > List of Topics > Topic details

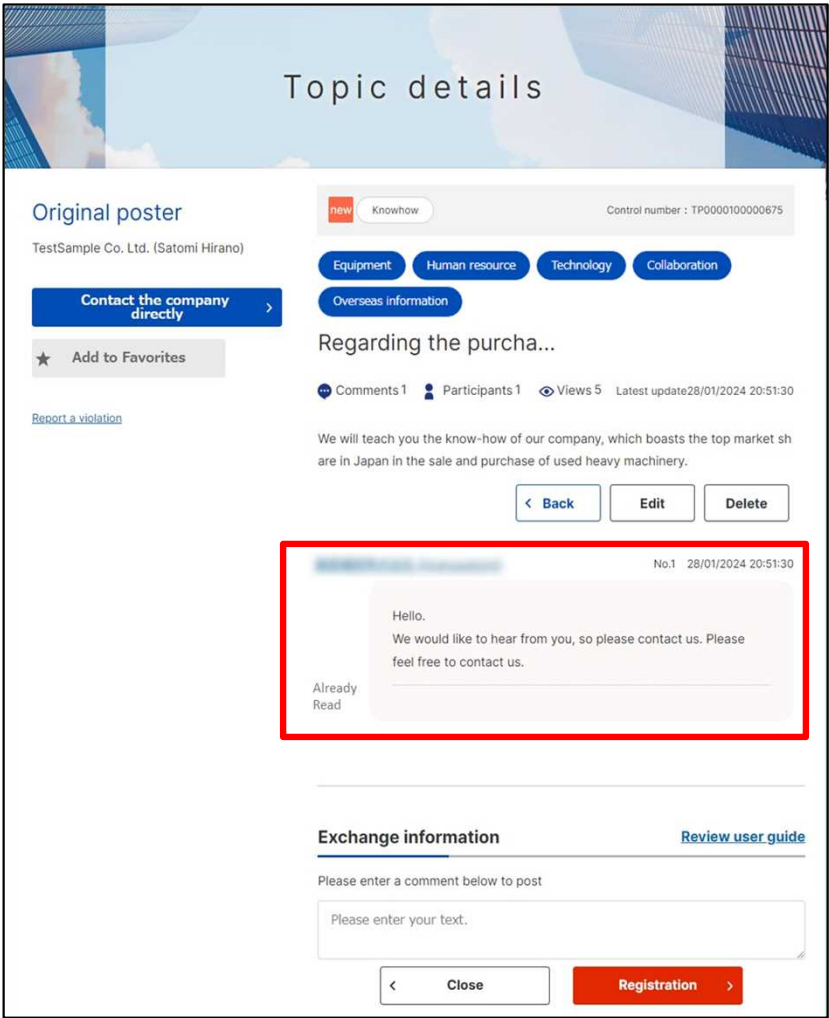


- 1 Display List of Topics**
Click on "Topics" along top of page.
- 2 Search topics by category**
If you would like to narrow down topics by category, click on check box of appropriate category.
- 3 Search topics by free word**
Entering a free word narrow you down to the topics that contain the string.
If you would like to narrow down more, click on "Topics you are currently participating in" or "Favorite topics" to display only appropriate topics.
- 4 Search topics by search keyword**
You can also narrow down topics by set keyword. click on check box of appropriate search keyword.
- 5 Display topics**
If you find the topics that you will would like to participate in, click on title of topics.
- 6 Participate in topics**
Enter a comment in the text aria below "Exchange information" of topic details page and click on "Registration" button.

Frequently Asked Question

Q. What if there is a reply?

Topics > Topics details



Q What happen when someone post a comment to my topic?

A When someone post a comment to my topic, a message will be reached to your e-mail address so login to J-GoodTech and see a message.

Point

Regarding private message

A message to topic is published to everyone.
If you would like to contact privately to proposer or a person who posted a comment, use the Inquire function.

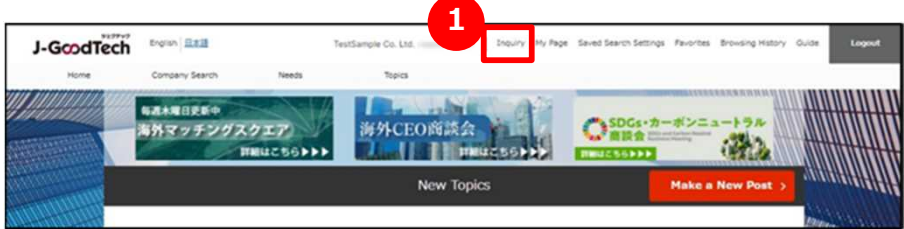
Chapter 6. Checking your inquiries

The inquiry function speeds up responses because it provides integrated management and searching for all your Needs, messages from other companies, replies to offers, and other messages.

- Checking the inquiries you have received 66
- Replying to the inquiries you have received 67

Checking the inquiries you have received

Home



1 Check your inquiry details

When you receive a new inquiry from the other one, the number of unread inquiries is displayed as red beside of "Inquiry" on menu on the top of screen. Click on "Inquiry" and list of inquiries is displayed.

Replying to the inquiries you have received

Home > Inquiry

1 Inquiry search

Enter your inquiry details

2 Please enter a comment here.

Select files

Close Send

1 Search inquiries

In "Inquiry" screen, a list of inquiries your corporate was received is displayed.
You can search inquiries with free words.

2 Reply to inquires

When you would like to reply to a comment, enter comment section.
After entering comments, click on "Send" button.

Chapter 7. Seeing the My Page

You can use my page for task management or add a member who can use J-GoodTech from your organization.

Increase the number of members and utilize J-GoodTech within your organization.

■	What is the My Page Function?	69
■	Seeing the unsupported Tasks	74
■	Seeing your own state of Browsing and activity	75
■	Adding and changing your own user information	78
■	Viewing e-mail notifications	83
■	Withdrawing form the J-GoodTech membership	85
■	Frequently Asked Questions	86

What is the My Page Function?

My Page



What is the My Page Function?

You can edit corporate information, user information on "My Page" screen.

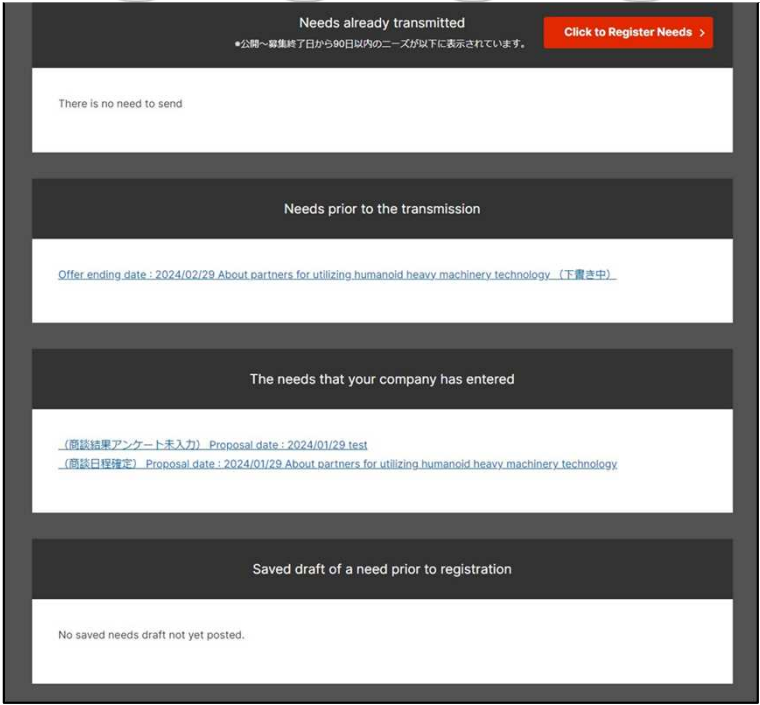
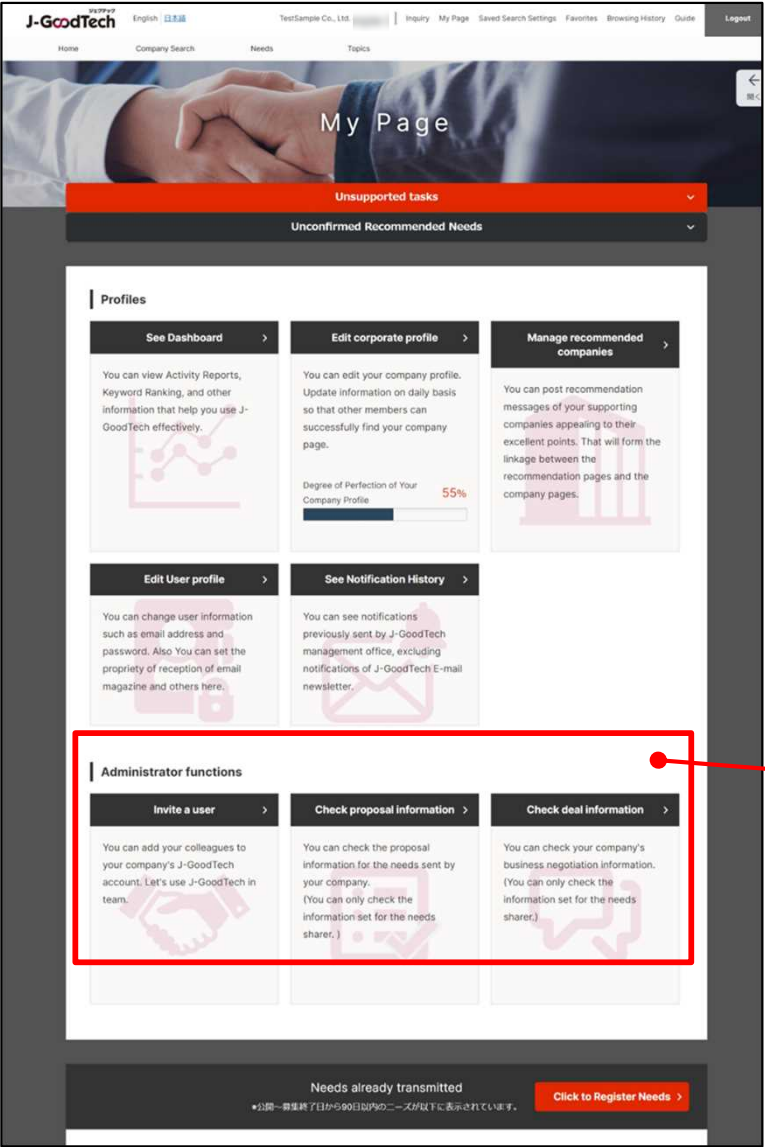
1 Display "My Page"

Click on "My Page" on the top of the page and "My Page" is displayed.

What is the My Page Function?

My Page(Whole Page)

My Page



Point

Who can use administrator functions?

Only one user who has administrator privilege can see "Administrator functions". You can see whether you have the administrator privilege or not from "User list" on "Set up corporate information" screen.

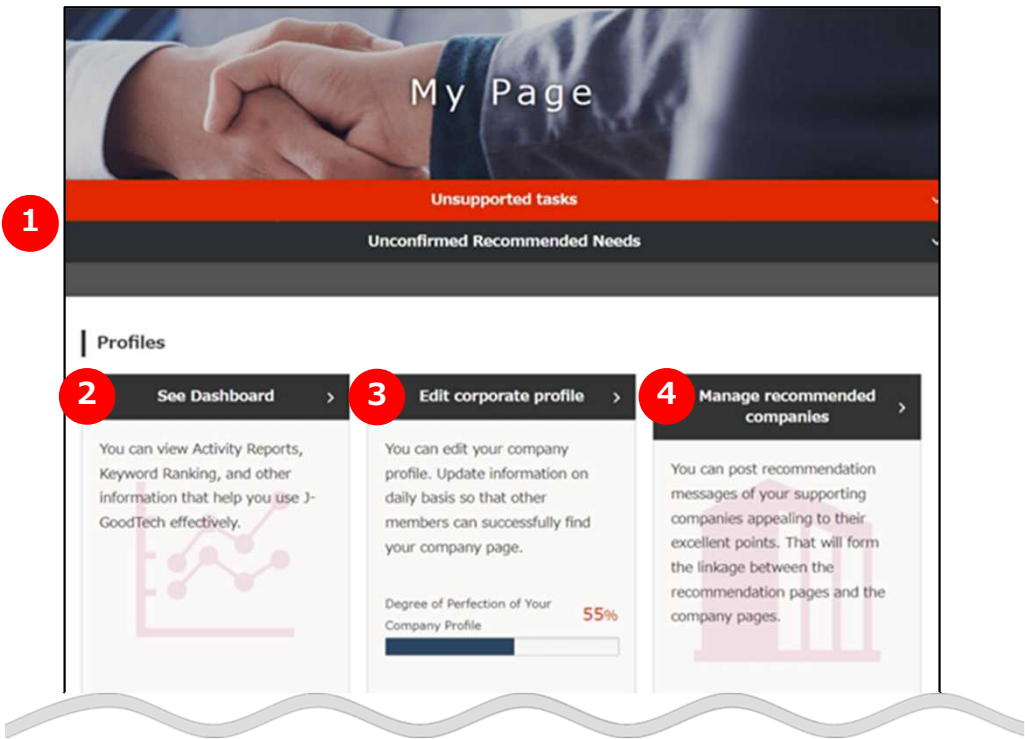
User list

Invite a user

Name	Email address	Last login	Status	Expiration date	Administrator
		29/01/2024 21:49:39	-	-	☒

What is the My Page Function?

My Page



1 Check unsupported tasks

You can check unsupported tasks.

Page74

2 See Dashboard

You can see browsing and activities status of your organization and other organizations page.

Page75

3 Edit corporate information

You can change corporate information of your organization.

Page12

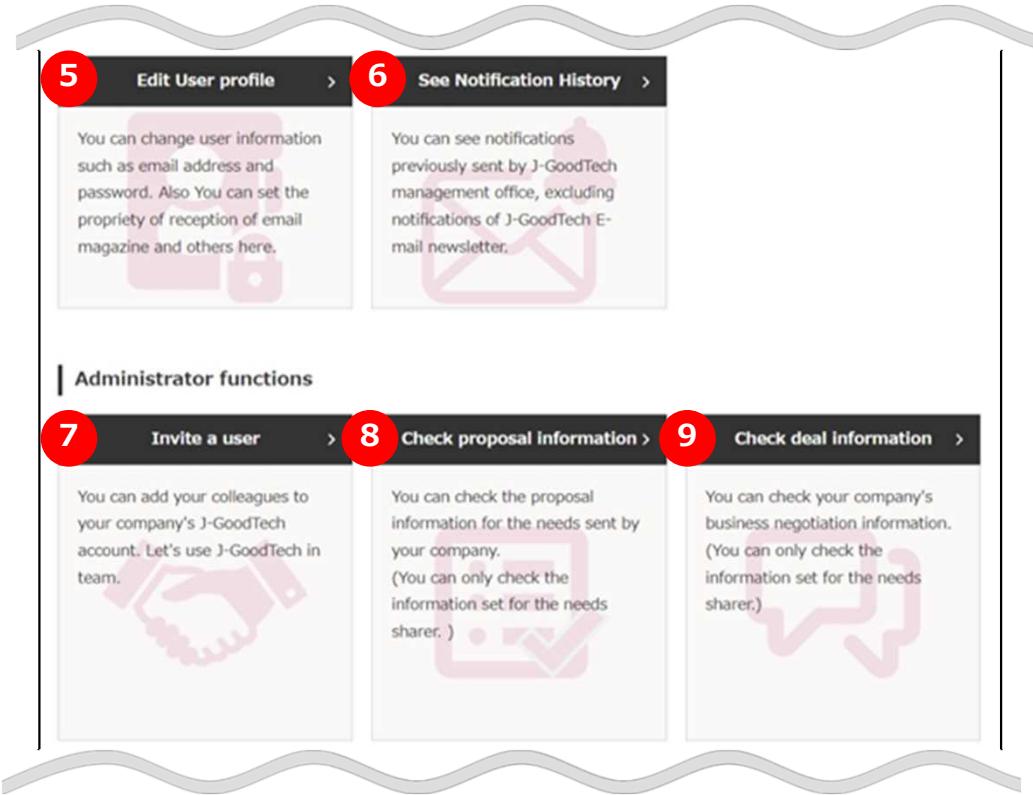
4 Manage recommended corporations

You can register and edit recommending corporations.

Page29

What is the My Page Function?

My Page



5 Edit user information
You can edit user information. You can also unsubscribe from the J-GoodTech. **Page79,85**

6 See e-mail notifications
You can see the e-mail contents that was sent by J-GoodTech. **Page83**

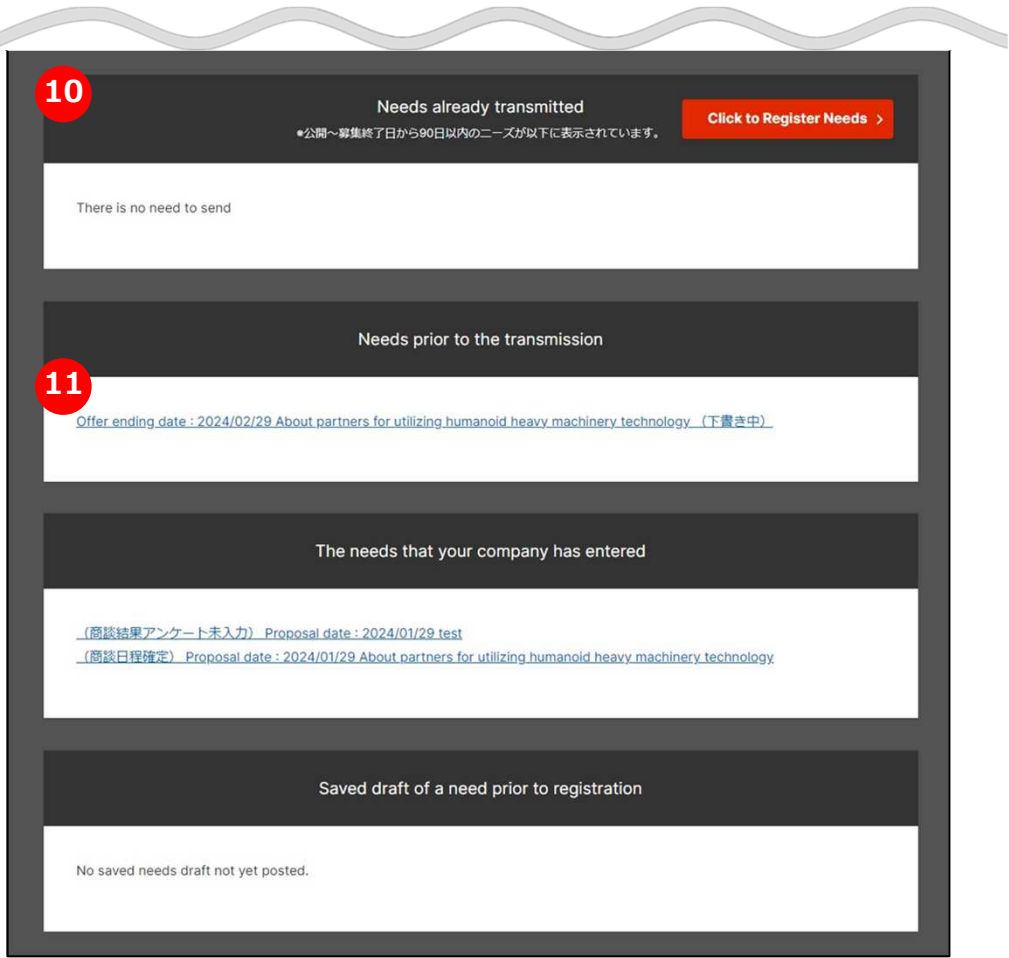
7 Invite a user
You can invite your corporate members to J-GoodTech. **Page78**

8 Check your proposal
You can check the need that your corporate has transmitted. **Page48**

9 Check deal information
You can check your deal information that you has proposed for needs.

What is the My Page Function?

My Page



10 Needs already transmitted

You can check the needs that your organization has already transmitted.

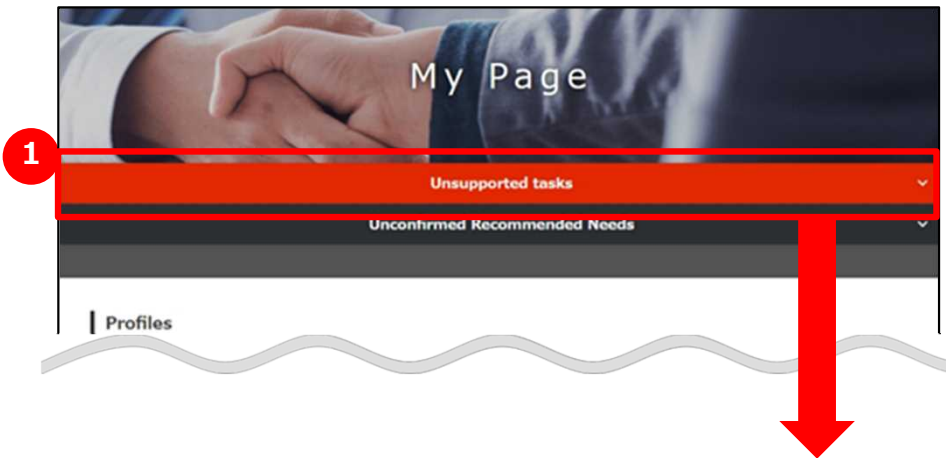
11 Needs while saving as draft before proposal

You can check Needs that your organization is creating proposal.

Page39

Seeing the unsupported Tasks

My Page > Unsupported tasks

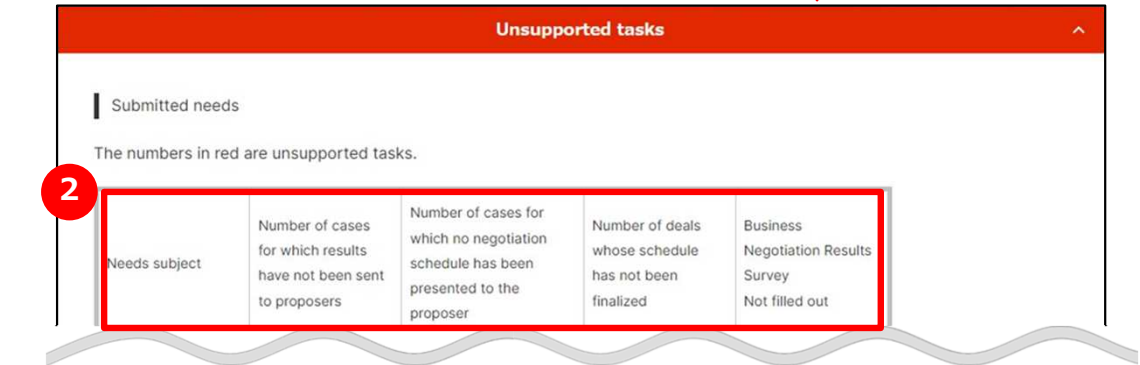


1 See unsupported tasks

Click on "Unsupported tasks" and you can see unsupported tasks.

2 The Needs that you transmitted

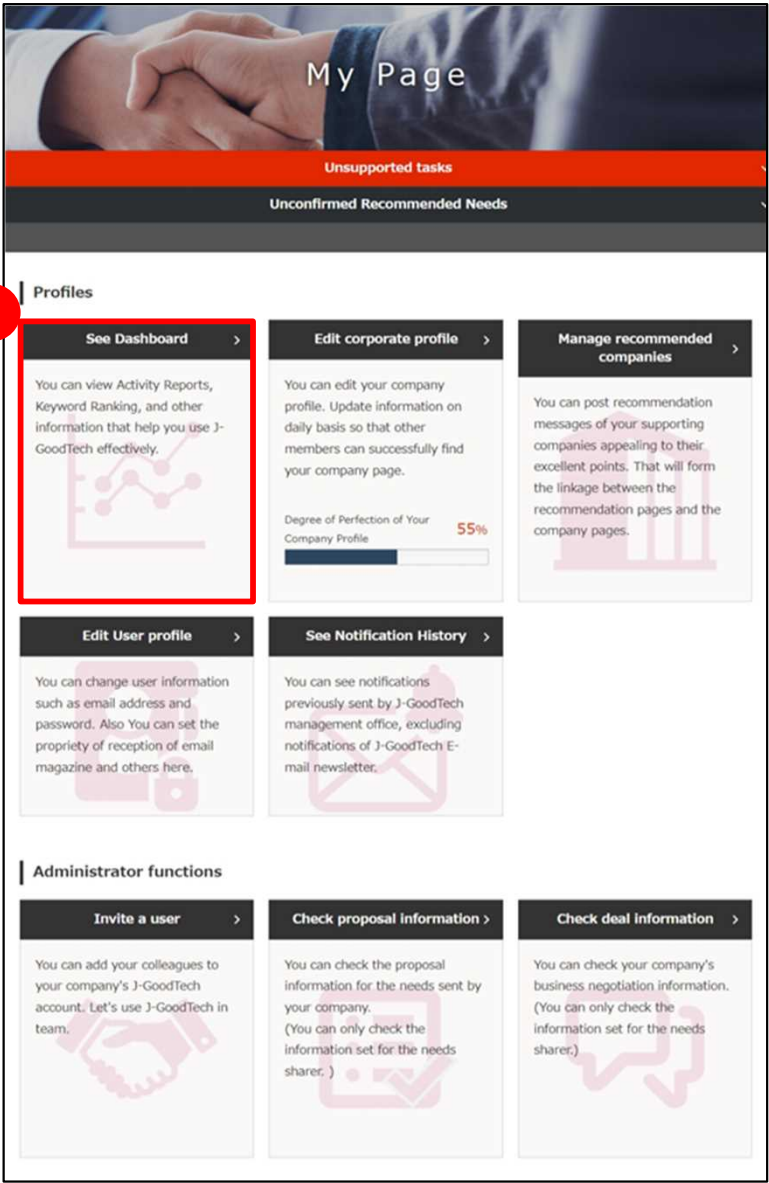
Unsupported tasks on every steps for Need that your organization has transmitted is displayed as red letters.



Seeing your own state of Browsing and activity

Seeing activities of recommended corporations

My Page



- 1 See activity status on Dashboard**
Click on "See Dashboard".

Seeing your own state of Browsing and activity

Seeing activities of recommended corporations

My Page > Dashboard (recommended corporation)

Dashboard

1

Recommendation Companies

Your Company

Activity of Recommended Companies

This page shows a summary of activities of your recommending companies on J-GoodTech.

Company List

Period: 2023/02/01 ~ 2024/02/07

2

JGT Corporate Number

Corporate Name

Search

Corporate Name	Login	Profile Strength		Corporate Profile Last Updated	Page View	Number of recommended Needs	
		Japanese	English				
	0	69% Private	69% Private	2023/08/14 08:30:26	0	0	C
	12	15%	12%	2024/01/29 00:04:24	0	23	C
	8	15% Private	0% Private	2024/01/15 19:45:21	0	0	C
	0	0%	0%	2023/08/14 08:30:26	0	35	4

Page 1 of 1

5 Items per Page

Showing: 1 - 4 of 4 results.

First

Previous

Next

Last

Download Company List

The Page View is based on the data since January 2019.

Output period :

2023/02

~

2024/02

3

Download CSV

1 See activities of recommending corporation

Activities of recommended corporation for this month are displayed on "Recommending Companies" tab. If you would like to see activities of your organization, click on "Your Company" tab.

2 Search for recommended corporations

You can narrow down to corporations to display by entering JGT Corporate Number or Corporate Name and clicking on "Search" button. By clicking on "Corporate Name", corporate information page of that corporation is displayed.

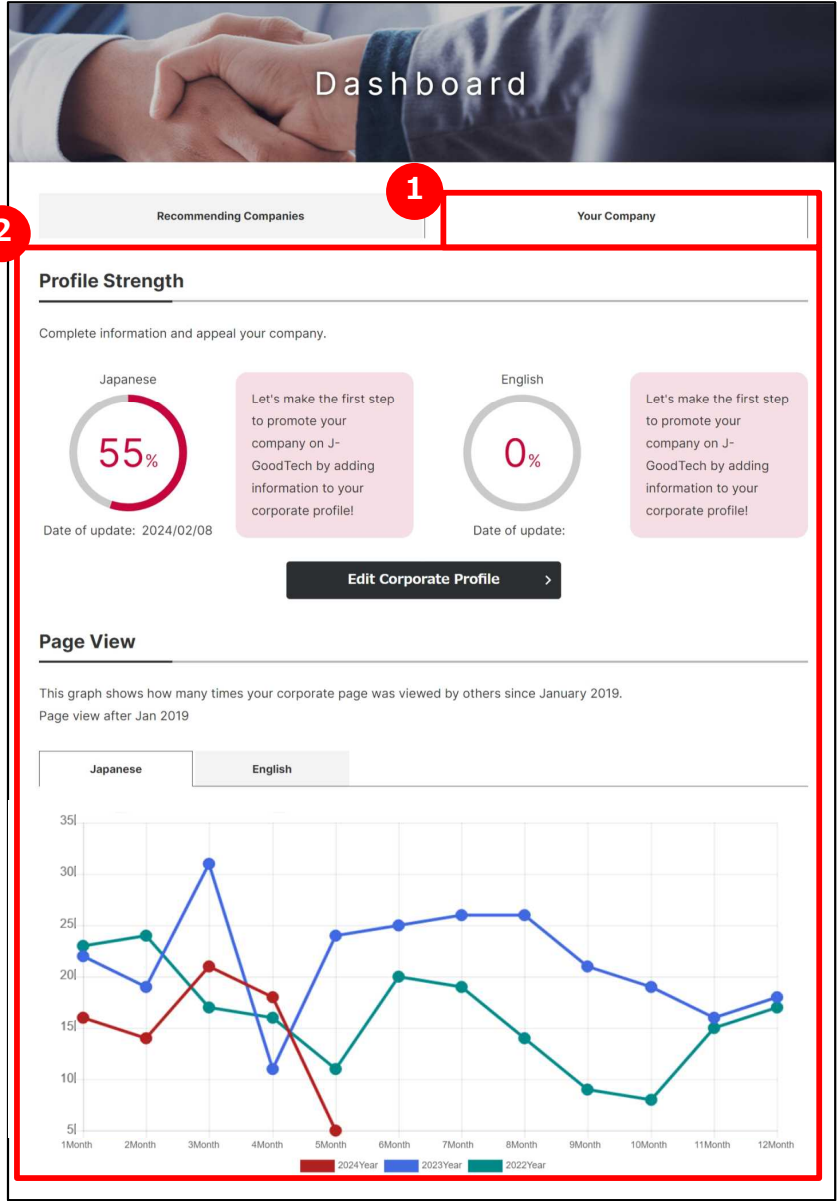
3 Download CSV

You can download activities for recommended corporation by specifying a month and saving it as a file. Click on "Download CSV".

Seeing your own state of Browsing and activity

Seeing activities of recommended corporations

My Page > Dashboard

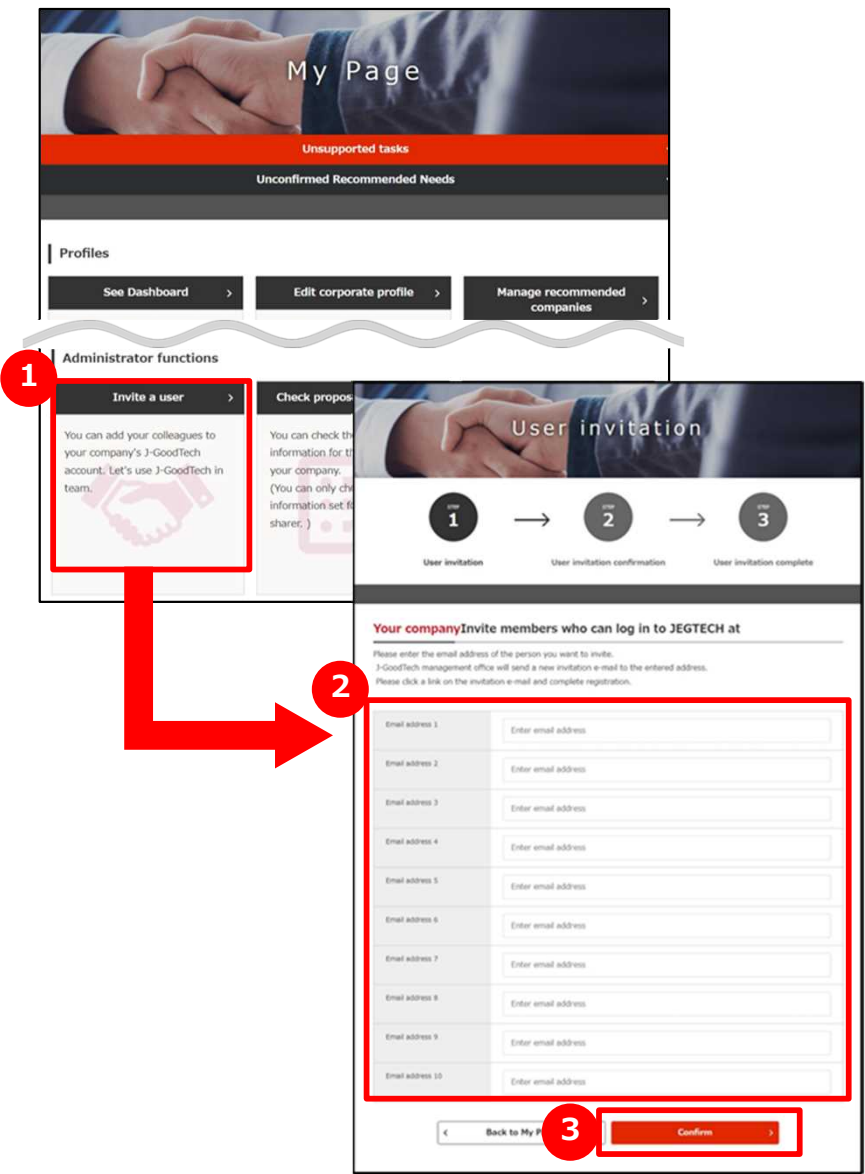


- 1 See activities of your organization**
Activities of your organization and achievements of JGT are displayed on "Your Company" tab.
- 2 According each item of dashboard**
Following items are displayed on "Your Company" tab.

Profile Strength	Profile strength of your organization
Page View	Number of items corporation information page of your organization was viewed
Most Viewed Companies Ranking	Ranking of corporations with a high number of views on J-GoodTech.
Needs Performance	Number of Needs you transmitted and reached a business meeting.
Activities	The number of times each function of J-GoodTech has been used.

Adding and Changing your own user information

My Page > User invitation



1 Invite users of your organization

Click on "Invite a user" on Administrator Functions area.
※Only a one who has administrator privilege can use this area. You can confirm you have administrator privilege or not from user list of Set up corporate profile page.

2 Enter an email address

Enter an email address of users you would like to invite.

3 Confirm the contents of entry and invite

By clicking on "Confirm" button and "Invite" button on User invitation confirmation page, Invitation mail will be sent to entered mail address.

A one who was invited need to set a name and login to J-GoodTech according to the mail you received.

Point

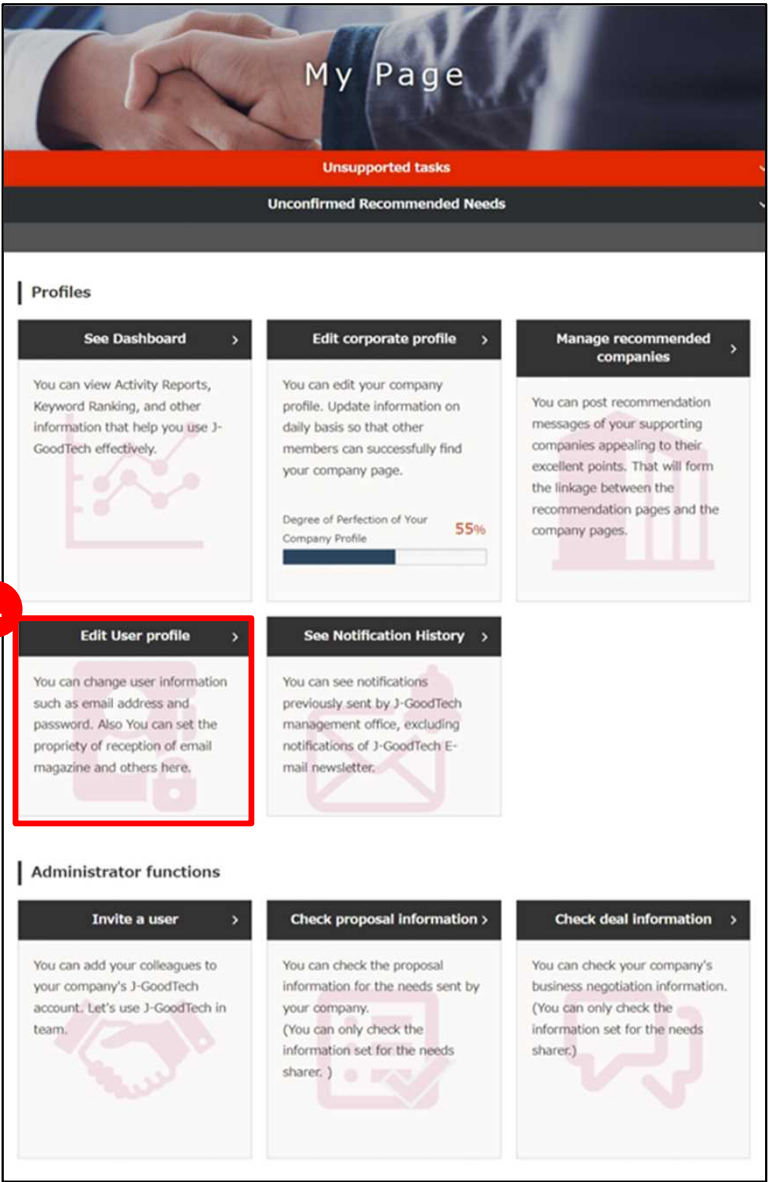
Only ones with administrator privilege can invite users.
Only ones with administrator privilege can use invite function.
You can confirm you have administrator privilege or not from Edit User profile on My Page.

Permission setting

☒ A person who has an administrator authority within the organization
Those with administrator privileges can invite users within the organization and perform operations on their behalf.

Adding and Changing your own user information

My Page



1 Edit user profile

Click on "Edit User profile" button.

Adding and Changing your own user information

My Page > User invitation

User information

2

Corporate name

TestSample Co. Ltd.

Title(in English)

TestSample Co. Ltd.

Name

John Smith

Name (Romaji)

John Smith

Email address

kaigai.a.admin@hirano.com

Update >

Telephone number

0000000000

Time Zone

3

E-mail newsletter settings

☒ Announcement from J-GoodTech

We will send you information such as news about J-GoodTech and future event schedule.

☒ Needs information new arrival

We will send you information about newly posted needs.

4

Permission setting

☒ A person who has an administrator authority within the organization

Those with administrator privileges can invite users within the organization and perform operations on their behalf.

Confirm >

Set Password

5

For password setting/update

Password setting/update >

Cancel membership on J-GoodTech

We will process your withdrawal

Withdrawal Process >

2 **Enter username, position**
Please enter username, position.

3 **Set e-mail magazine reception settings**
You can set e-mail magazine reception settings.
Please check if you would like to receive it. ☒
Please uncheck if it's unnecessary. ☐

Point

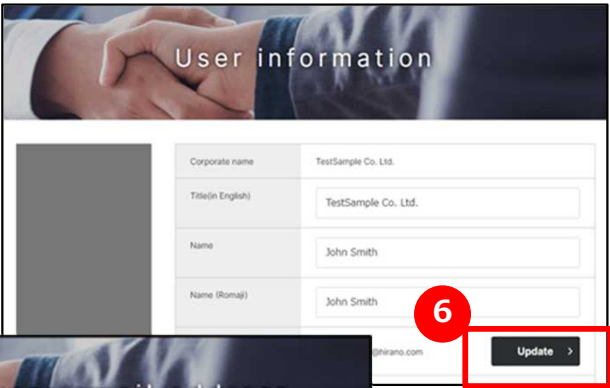
Apply changes for reception setting.
Please note that it will take approximately 1 month for applying the changes for e-mail magazine reception settings.
If you are in a hurry, please contact J-GoodTech management office.

4 **Set privileges**
If you have administrator privileges, you can use the user invitation function to add users and the function to edit other users' information.
Please check if you grant administrator privileges. ☒
Please uncheck if you don't need administrator privileges. ☐

5 **Commit your changes**
Click on "Confirm" button.

Adding and Changing your own user information

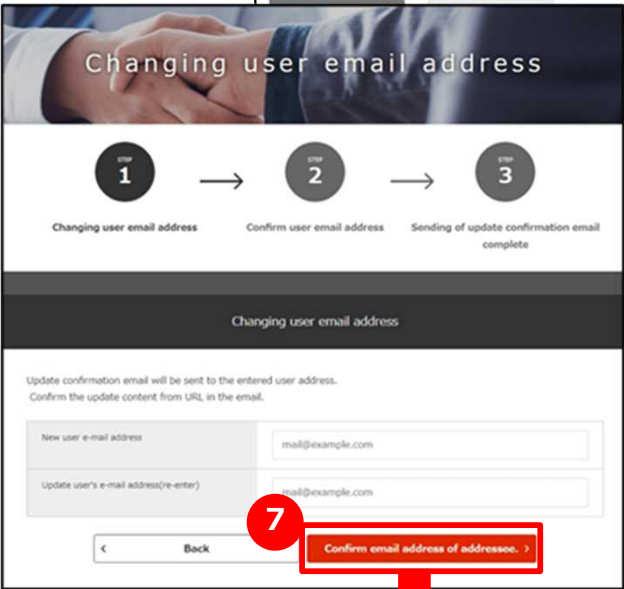
My Page > User invitation



User information

Corporate name	TestSample Co. Ltd.
Title(in English)	TestSample Co. Ltd.
Name	John Smith
Name (Roman)	John Smith

6



Changing user email address

1 → 2 → 3

Changing user email address Confirm user email address Sending of update confirmation email complete

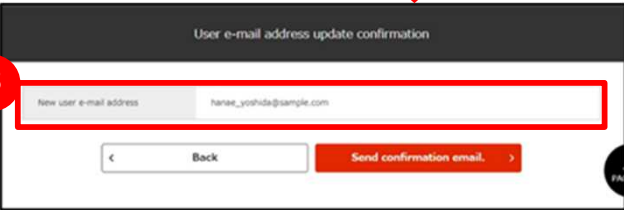
Changing user email address

Update confirmation email will be sent to the entered user address.
Confirm the update content from URL in the email.

New user e-mail address mail@example.com

Update user's e-mail address(re-enter) mail@example.com

7



User e-mail address update confirmation

8

New user e-mail address hanax_yoshida@sample.com

Back Send confirmation email.

6 Change your e-mail address

Click on "Update" button on e-mail address section on user information.

7 Enter a new e-mail address

Enter your new e-mail address and click on "Confirm e-mail address of address." button.

8 Check entered e-mail address

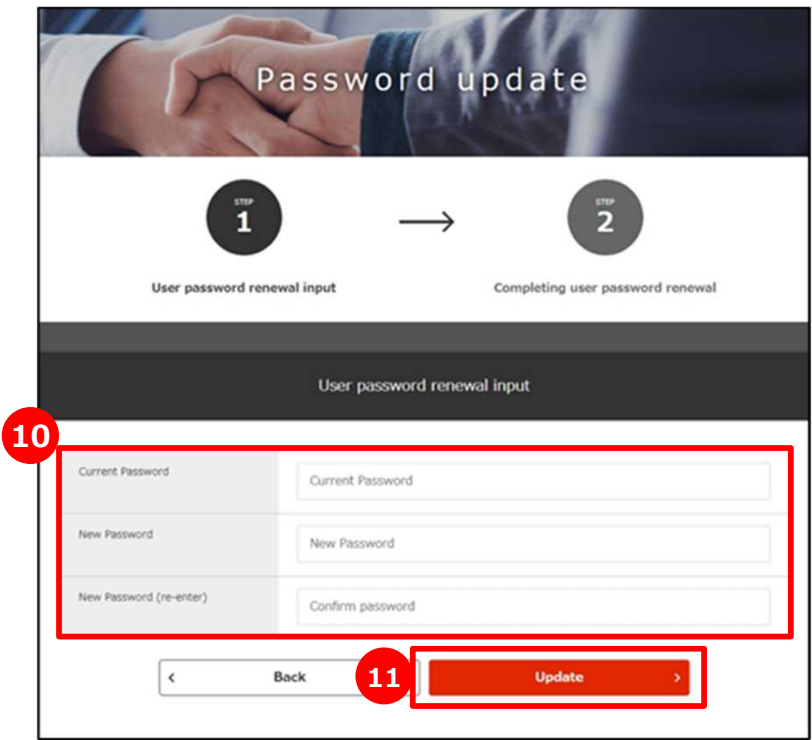
Check e-mail address you entered and click on "Update".

Point Mail address is used as Login ID

The e-mail address registered here will be your ID when logging in.
After changing your e-mail address, you will not be able to login using your old e-mail address.

Adding and Changing your own user information

My Page > User invitation



9 Change your password

Click on "For password setting/update" and set your password.

10 Enter your password

Enter current password and new password twice.

11 Commit changes

When you have finished entering your password, click on "Update" button.
Even J-GoodTech management office can't find your password, so please manage carefully.

Point Number of characters allowed in password

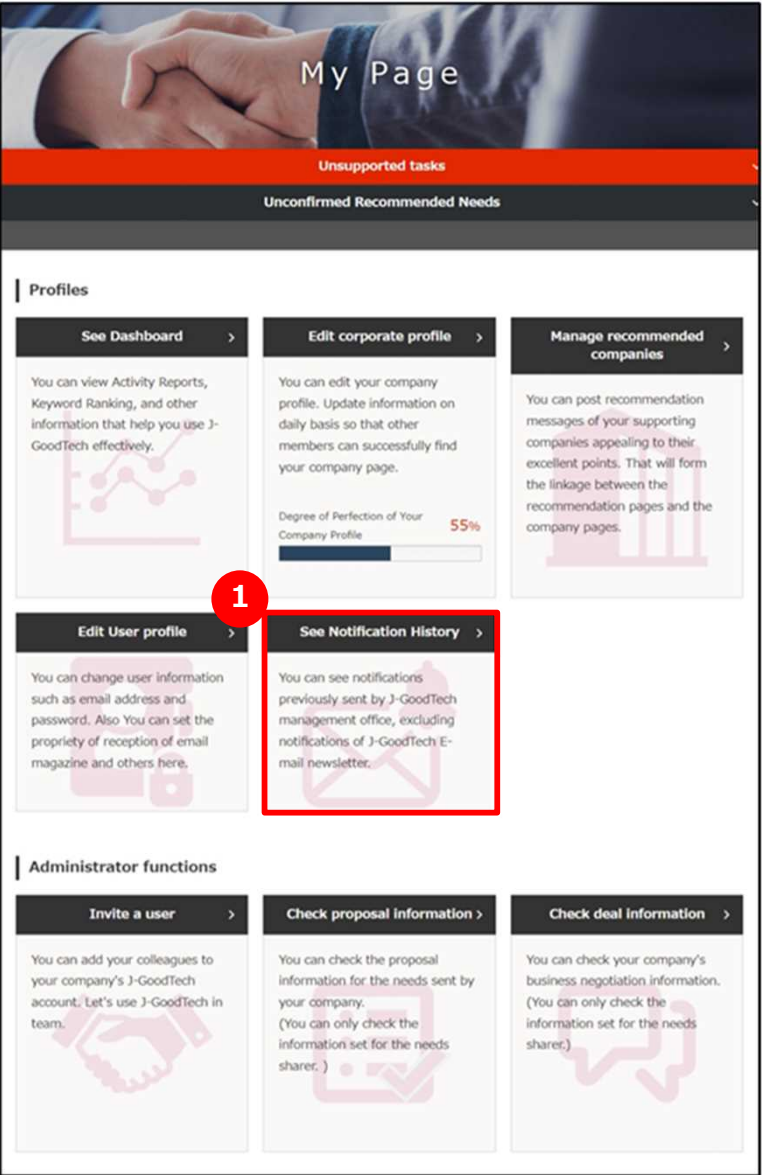
Password must be between 8 and 16 alphanumeric characters, including at least one number, uppercase letter, and lowercase letter.

In addition, the symbols that can be used are as follows.

`"#\$%^&*()+ '-. : ; < > = ? ' " _ { } | ~

Viewing e-mail notifications

My Page



- 1 See e-mail notifications**
Click on "See Notification History".

Viewing e-mail notifications

My Page > Notification History

メール通知一覧

マイページに戻る

利用者情報

法人名	中小支援保険株式会社
利用者名	保険太郎
メールアドレス	tarou_hoken@hoken.co.jp

2

メール通知一覧

*メールアドレスを変更した場合、変更前のメール通知情報は表示されません。

メール通知日時	件名
2024/01/29 22:15:56	3 <u>【J-GoodTech】 商談結果アンケート入力完了通知</u>
2024/01/29 22:09:09	<u>【J-GoodTech】 商談候補日への回答がありましたご確認をお願いします。</u>
2024/01/29 20:24:39	<u>【J-GoodTech】 商談候補日への回答がありましたご確認をお願いします。</u>
2024/01/29 18:31:01	① <u>【J-GoodTech】 提案者から商談受け入れの連絡がありました</u>
2024/01/29 16:59:07	① <u>【J-GoodTech】 貴社のニーズに提案がありました</u>
2024/01/29 13:18:03	① <u>【J-GoodTech】 貴社が申請したニーズが公開されました</u>
2024/01/26 22:58:16	① <u>【J-GoodTech】 あなたが設置したトピックが公開されました</u>
2024/01/26 22:54:59	① <u>【J-GoodTech】 あなたが設置したトピックが公開されました</u>
2024/01/26 22:54:07	<u>【J-GoodTech】 トピックの登録申請が完了しました。</u>
2024/01/22 20:16:55	① <u>【J-GoodTech】 あなたが設置したトピックが公開されました</u>

ページ 1 / 1

ページごとの項目数 20

該当件数: 19 件中 1 - 19

最初へ

前へ

次へ

最後へ

マイページに戻る

2 See a list of e-mail notifications.

The list of e-mail notifications that you received in past three months is displayed.

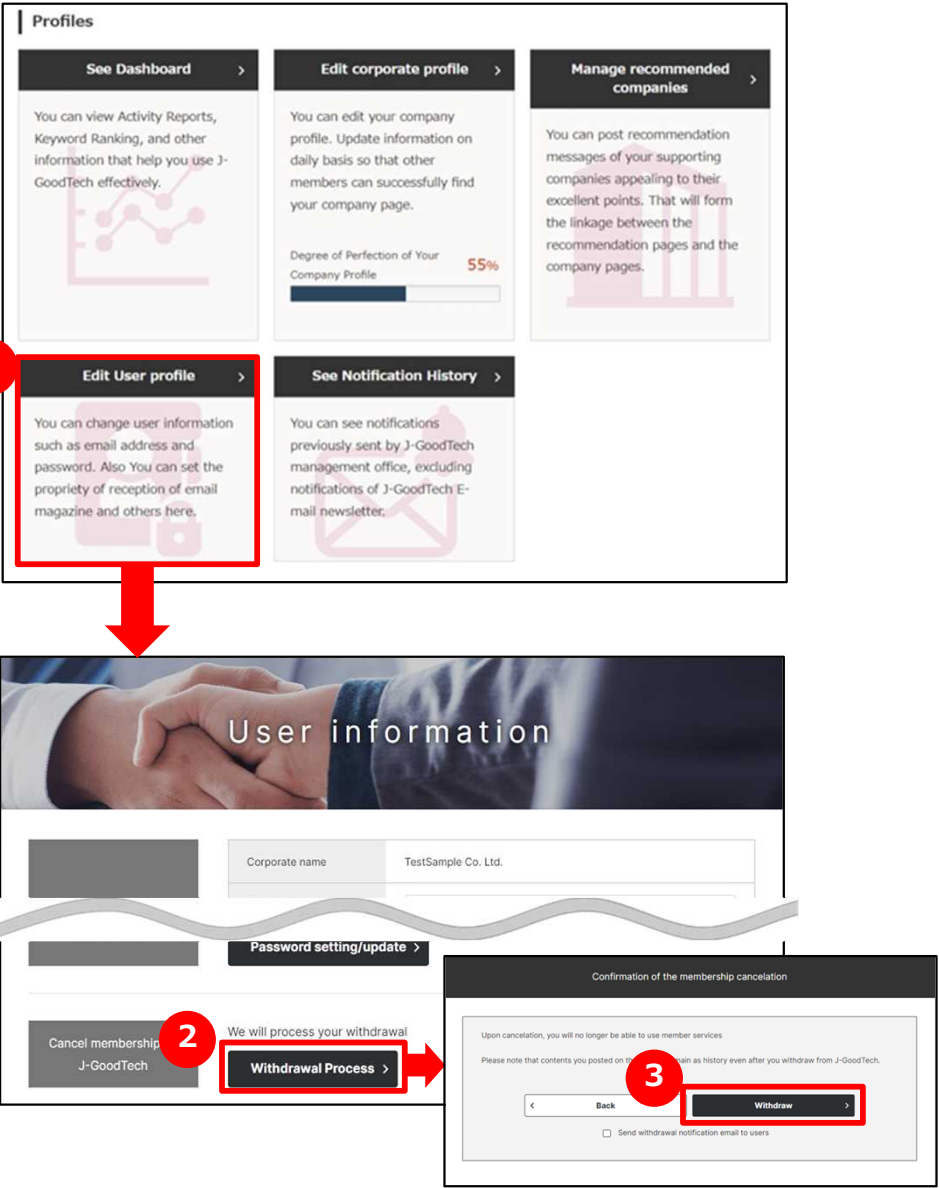
3 Read body of e-mail

When you would like to read body of e-mail, click on title of e-mail.

85

Withdrawing from the J-GoodTech membership

My Page > User Profile



1 Withdraw from J-GoodTech

Click on "Edit User profile".

2 Begin withdrawal process

Click on "We will process your withdrawal" at bottom of the editing screen.

3 Confirm about withdraw

Confirm displayed contents and click on "Withdraw".

Point Confirm about withdrawal

After leaving J-GoodTech, you can't use services for members. Please note that your contents on J-GoodTech remain in the history even if you leave J-GoodTech. Please contact to J-GoodTech management office when you would like to delete your corporate profile because the information about your corporate remains on the system even if all members of your corporate.

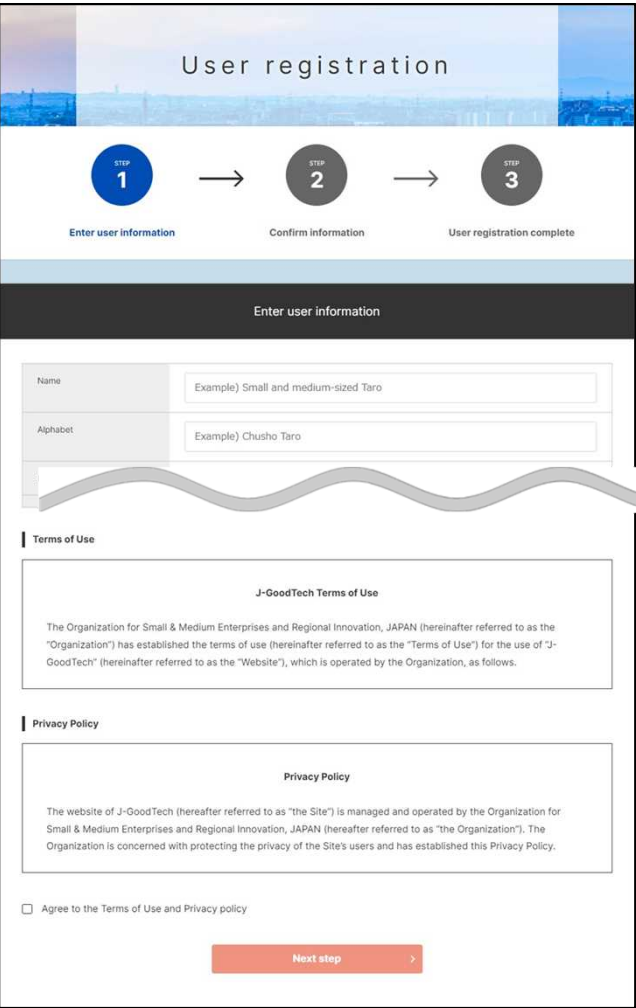
Point When Administrator begin withdrawal process

Administrator can conduct withdrawal process on behalf of users. If you would like to know details, refer to page 87.

Frequently Asked Questions

Q. What will you do when you receive Invitation e-mail?

User Registration



The screenshot shows a 'User registration' form with a three-step progress indicator at the top: STEP 1 (Enter user information), STEP 2 (Confirm information), and STEP 3 (User registration complete). The current step is STEP 1. The form includes input fields for 'Name' (with example text 'Example) Small and medium-sized Taro') and 'Alphabet' (with example text 'Example) Chusho Taro'). Below these fields is a wavy line. Underneath the line are sections for 'Terms of Use' and 'Privacy Policy', each containing a title and a paragraph of text. At the bottom, there is a checkbox labeled 'Agree to the Terms of Use and Privacy policy' and a red 'Next step' button with a right arrow.

Q What to do when you receive an invitation e-mail?

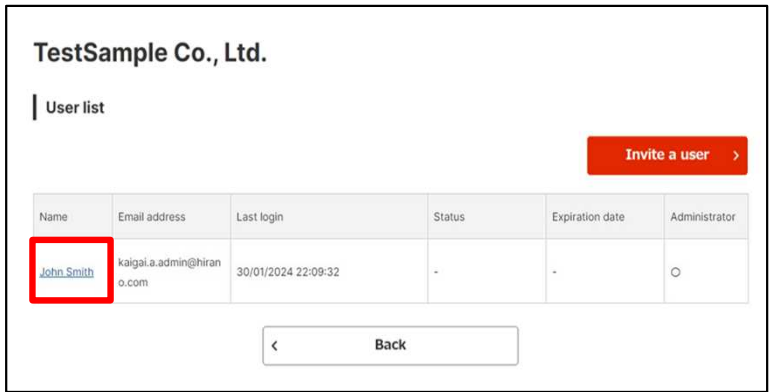
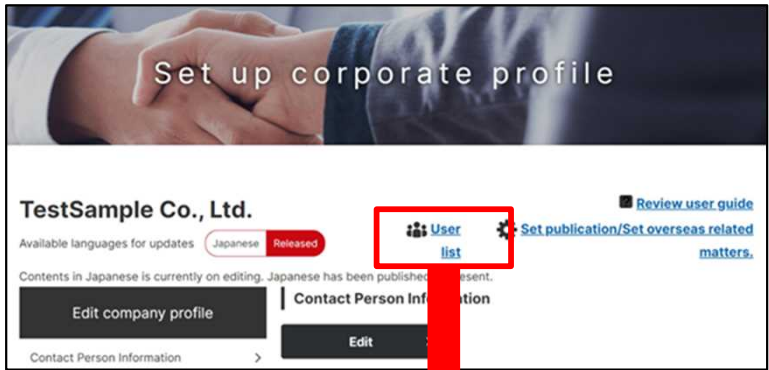
A When an administrator uses the user invitation function on the "My Page" screen to invite members who can login to J-GoodTech, an e-mail will be sent to the invited people.

Invited user need to open the "User Registration" screen from the invitation member registration URL provided in the e-mail, enter the necessary information such as name and password, and confirm the terms of use and privacy policy.

Frequently Asked Question

Q. What is Operation On Behalf?

My Page > Set Up Corporate Profile



Q What's a delegate operation?

A Administrators can change other user information, such as invited users.

Click on "Edit corporate profile" on "My Page" screen then click on "User list" at the top of the screen. You can transition to "User profile" screen by clicking on username who you'd like to edit user profile.

On this screen, you can perform operations such as job title, mail magazine reception settings, authority settings, and cancellation of membership.

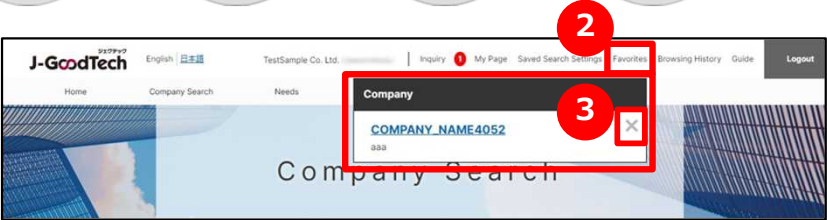
Chapter 8. Other Useful Functions

Discover other useful functions.

- Seeing Favorites 96
- Checking your Browsing history..... 97

Seeing favorites

Corporate Profile



1 Add to Favorites

Click on "Save as bookmark" at the top right of the corporate page or products page.

2 See Favorites

Click on "Favorites" in the menu at the top of the screen to display registered corporates and products.

3 Cancel this Favorite

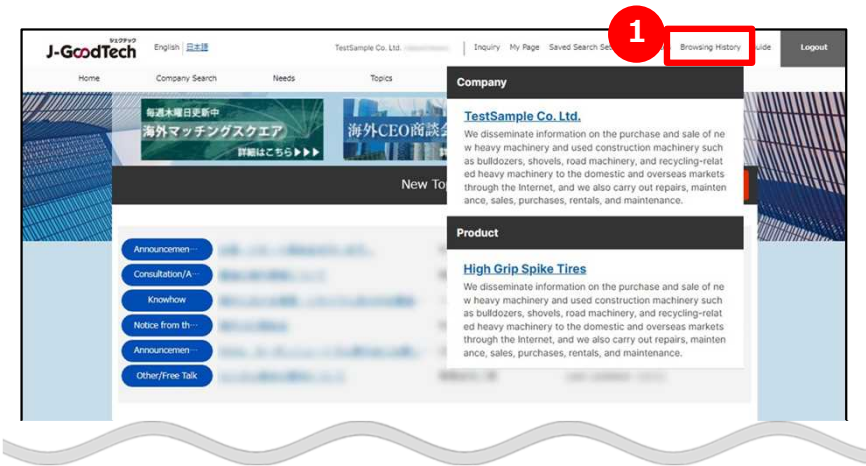
Click on "Favorites" and open the window. Then click on "x" on the right of Company or product name. Alternatively, you can cancel this favorite by clicking on "Cancel this Favorite".

Point You can Add to Favorites on needs or topics.

you can not only Add to Favorites on Products/Technology/Services information but also you can do it on needs or topics. You can view the information after you adding.

Checking your browsing history

Browsing History



1 Check your browsing history

Click on "Browsing History" in the menu on top of the screen.

You can see your browsing history of viewed corporate pages and product ones.

You can redirect to the page when you click on corporate name or product name to go to that page.

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