ジェグテック
J-GoodTech

J-GoodTech Operation Guide

Ver 1.4

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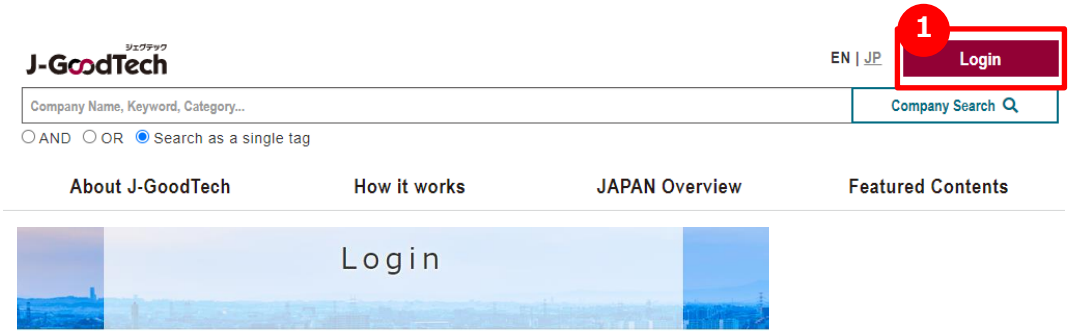
Introduction

Thank you for using J-GoodTech.
This guide provides instructions on how to operate the functions you need to get the most out of J-GoodTech.

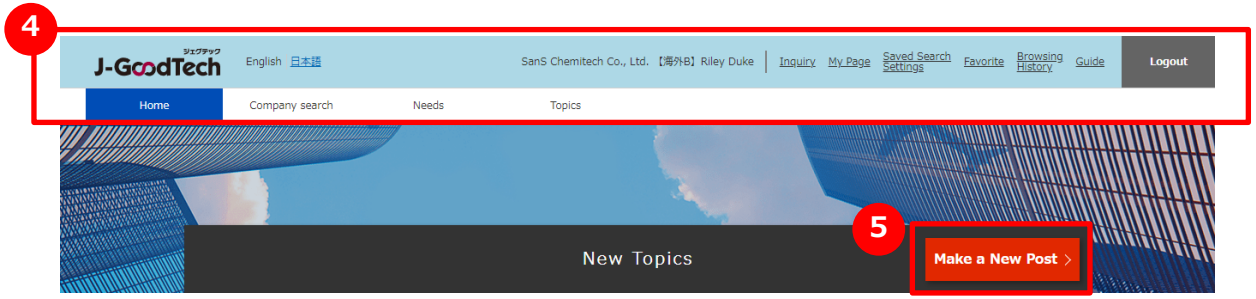
【How to log in】



This is the screen before logging into J-GoodTech. Click login 1 button.

Enter your email address and password in 2 and click Login.

If you forgot your password, click " 3 Forgot password" to move to the password reissue screen. You can reset your password by entering the email address used when registering as a J-GoodTech member.



Functions are accessed after login by clicking either the 4 tabs along the top of the page or the 5 buttons "Make a New Post" found on each page.

Introduction

When using J-GoodTech, please be aware of the security matters described in "J-GoodTech Terms of Use, Articles 7,9,14,and 19".

URL : https://jgoodtech.smrj.go.jp/pub/en/terms/

You can find J-GoodTech Terms of Use at the bottom of the top page.

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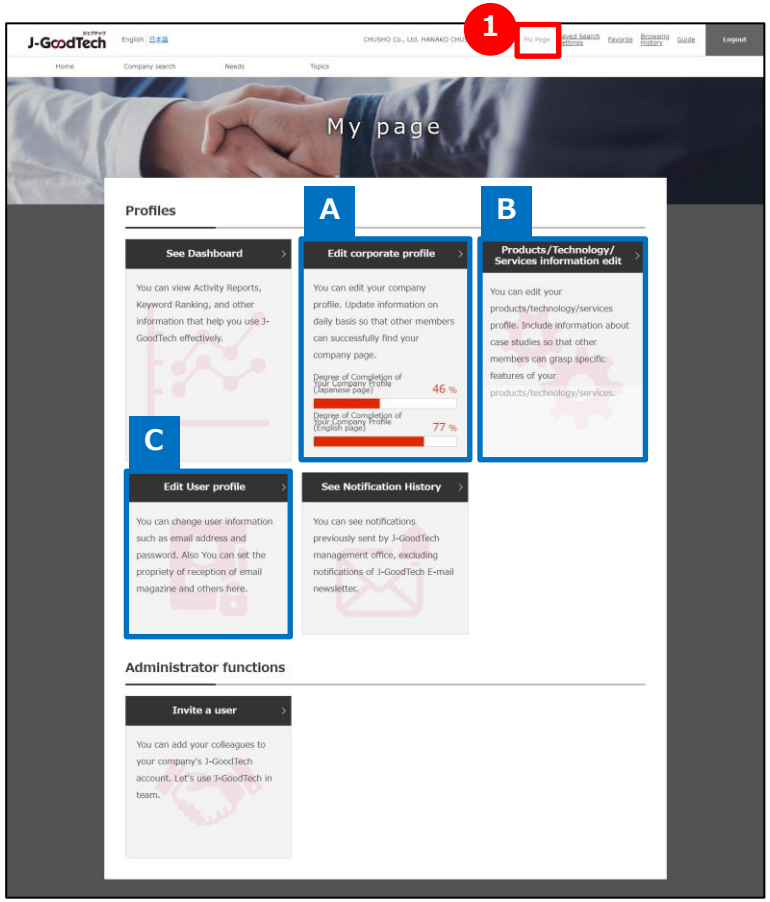
Chapter 1. Promoting Your Company

You can list information about your company along with your products, technology, and services on the J-GoodTech site. Use your listing to promote your best products, technology, and services.

Editing and Managing Company Information

My Page



1 Click My Page

You can edit your company and user information on the **My Page** tab. Each function is described on the following pages.

A Edit corporate profile

Page 7

Company information appears on your company's exclusive home page. The more information you list, the easier it is for others to find your company when they search for companies.

B Edit Product/Technology/Services information edit

Page 21

You can list your company's products, technology, and services. Be sure to promote your best products, technology, and services.

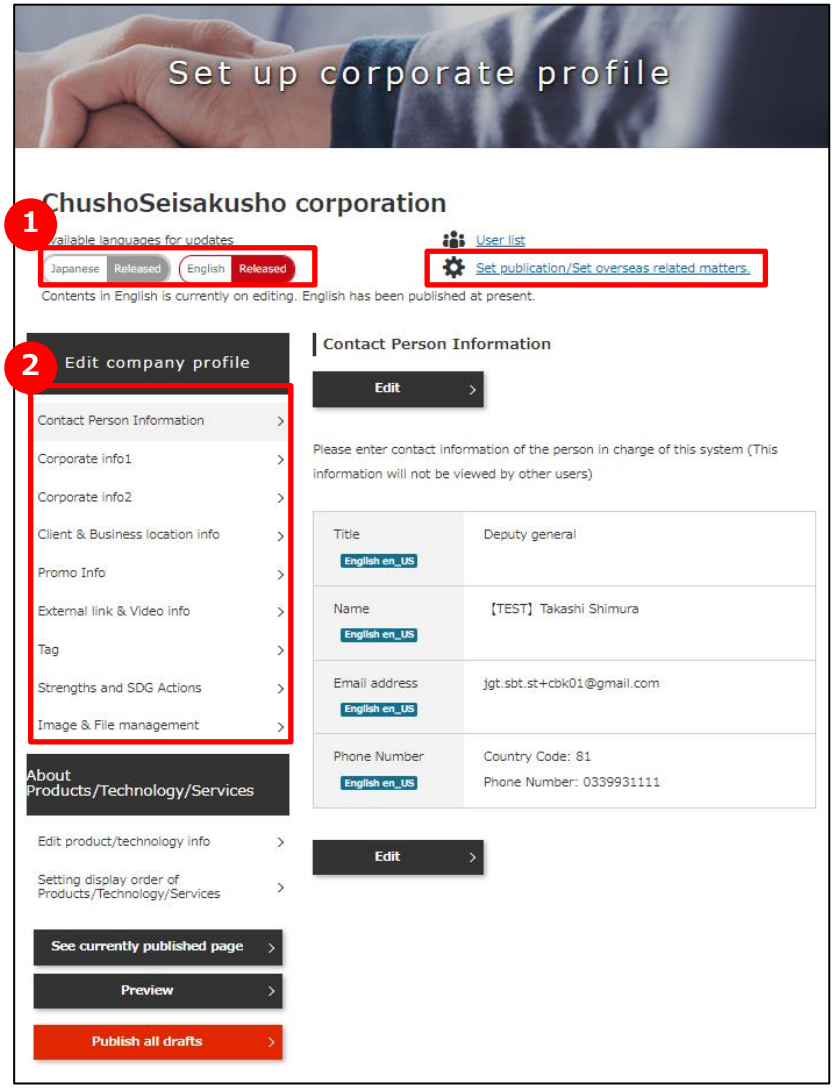
C Edit user profile

Page 60

You can update user information. You can also manage email newsletter subscriptions and delete J-GoodTech user accounts.

Editing and Managing Company Information

My Page > Set up corporate profile



1 Select a language for editing

There are two types of pages — English and Japanese — for company information. Select the language of the pages you wish to edit. The red outline indicates the current language being edited. You can add a language on the disclosure range and overseas connections settings. (This guide describes editing the English pages. The Japanese pages are edited in the same way.)

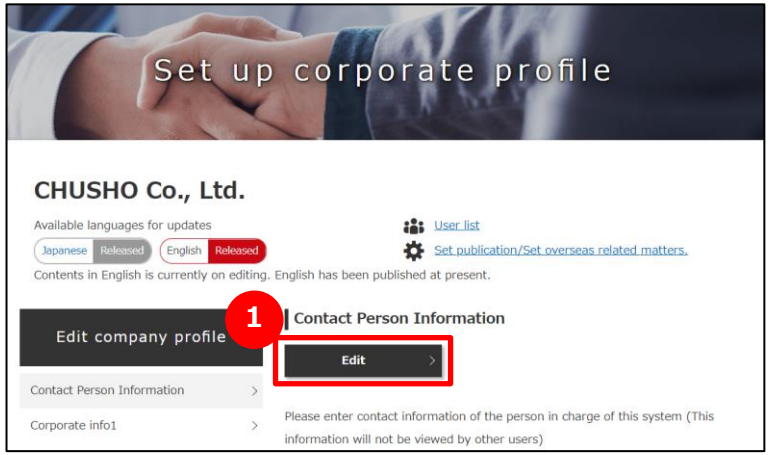
2 Choose a page to edit

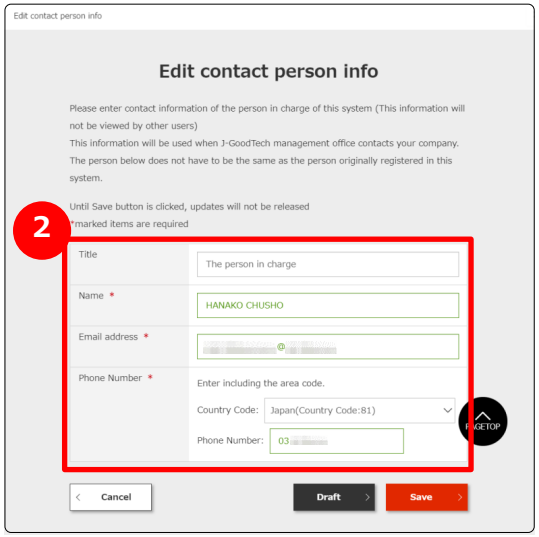
You can edit the following nine types of company information.

Contact Person Information	Contact information for the person in charge of J-GoodTech matters
Corporate info1	Information such as the company name, address, etc. (made public)
Corporate info2	Sales revenue, representative information (select either public or private)
Client & Business location info	Information on main clients and business partners, and production and sales locations
Promo Info	Key promotional propositions of your company
External link	Links to external content and webpages
Tag	Tags to increase hits in searches (up to 30 tags)
Strengths and SDG Actions	Describe characteristics, achievements and SDG actions of your company
Image & File management	Manage the images, catalogs, brochures, and other files used on your company's page

Editing and Managing Company Information

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





1 Click the Edit button

Click the **Edit** button to edit the corresponding details.

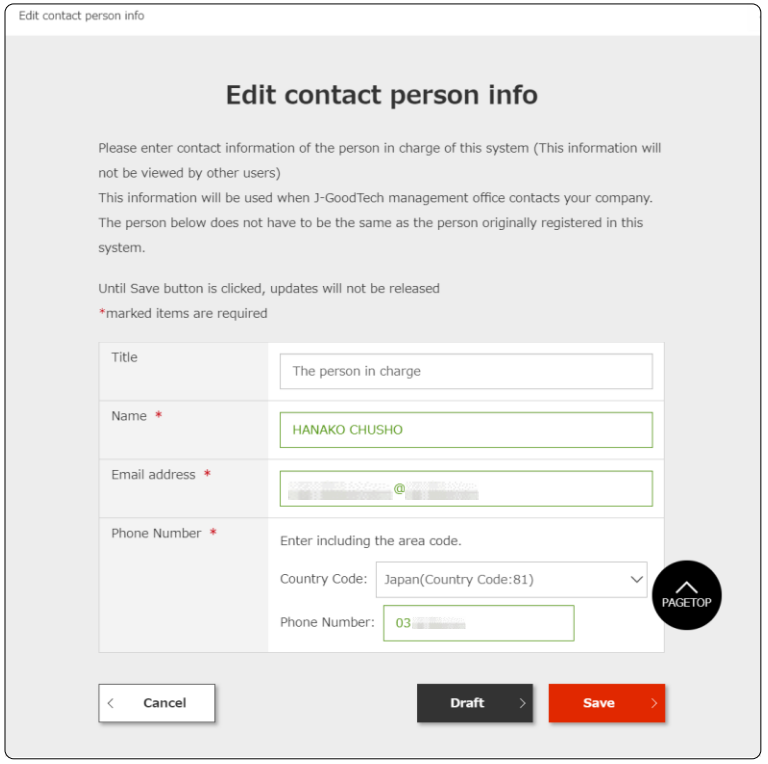
2 Fields with a (*) symbol are mandatory

You must complete fields with an asterisk (*). You cannot register your company without completing these fields.

Editing and Managing Company Information

Frequently Asked Questions

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



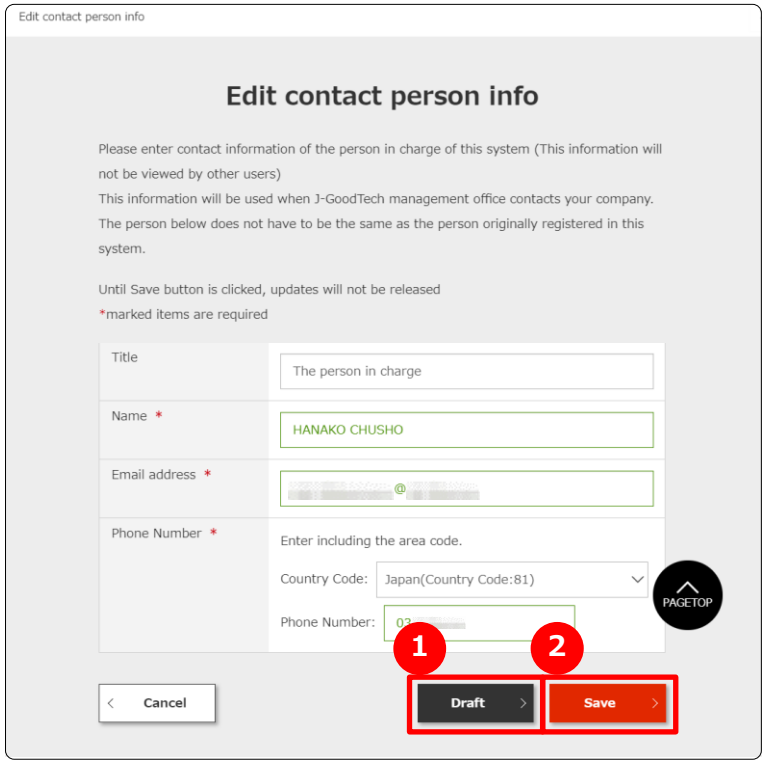
Q What is contact person information?

A Contact person information is used for communications from the J-GoodTech Management Office. Please enter the contact details for the person in charge at your company regarding J-GoodTech matters.

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

Editing and Managing Company Information

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



1 Draft

This temporarily saves the entries made on the current page. Entries saved as a draft are not made public. Use this function when you take a break from entering information, for example.

2 Save

This saves the entries made on the current page. The saved entries will be made public. (shared with viewers and fellow members)

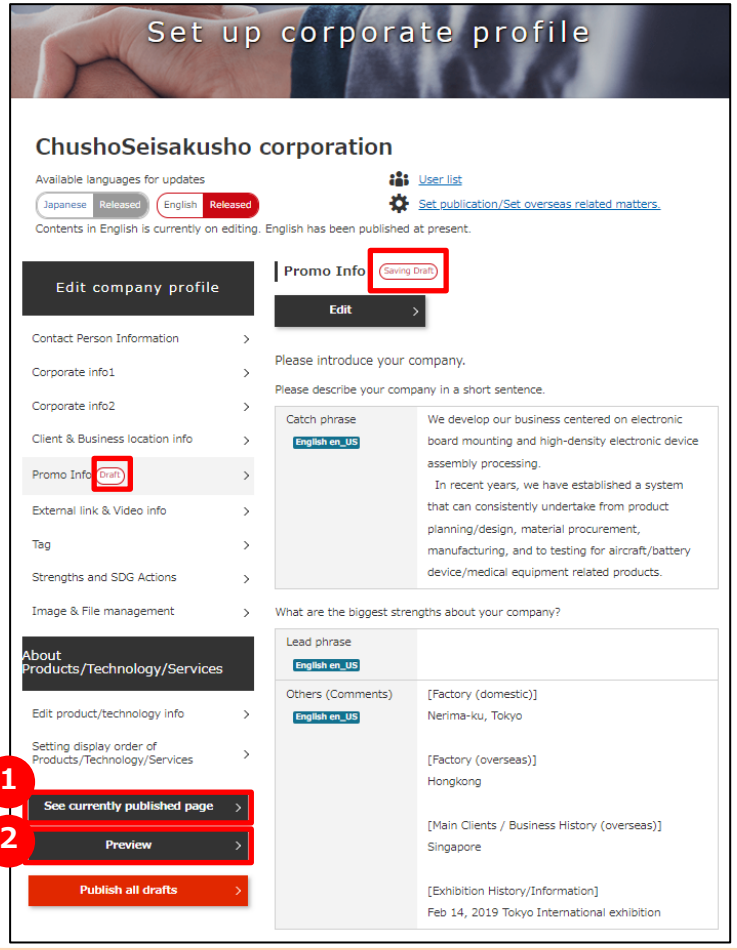
3 Publish all drafts (sharing your information)

This saves all entries currently saved as a draft. The saved entries will be made public.
When changing multiple entries, you can save each entry with Draft as you go along and then click the **Publish all drafts** button to publish all the entries at once.

Editing and Managing Company Information

Frequently Asked Questions

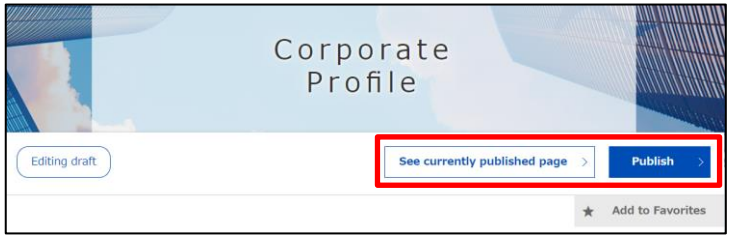
My Page > Set up corporate profile



Q How to check entries saved as drafts

A The Draft icon appears beside entries saved as a draft. Click the 1 **Preview** button to check an entry saved as a draft. Clicking 2 **Publish all drafts** will make public all entries currently saved as a draft on the Draft page.

Point **Steps to publishing from the preview page.**

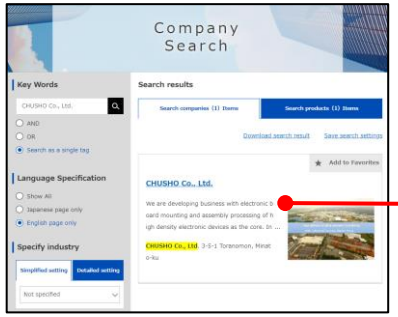


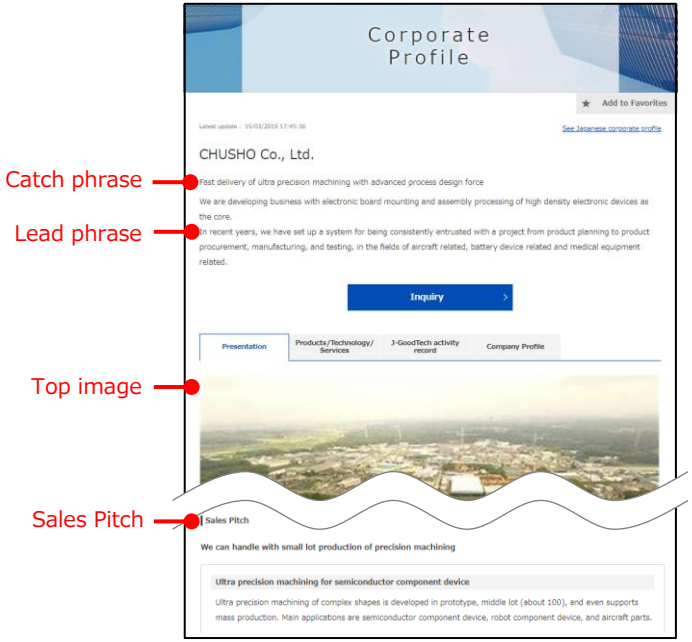
You can click the **Publish** button on the draft preview page to make public entries saved as a draft.
Clicking **See currently published page** will open the current published page under a separate tab. In this way, you can compare it with the draft page.

Editing and Managing Company Information

Frequently Asked Questions

Company Search > Corporate Profile





Q **What is “promotional information”?**

A The promotional information page is where you briefly introduce your company and promote the features of your products and technology. Each component is described below.

Catch-phrase
Displayed at the top of your company’s information

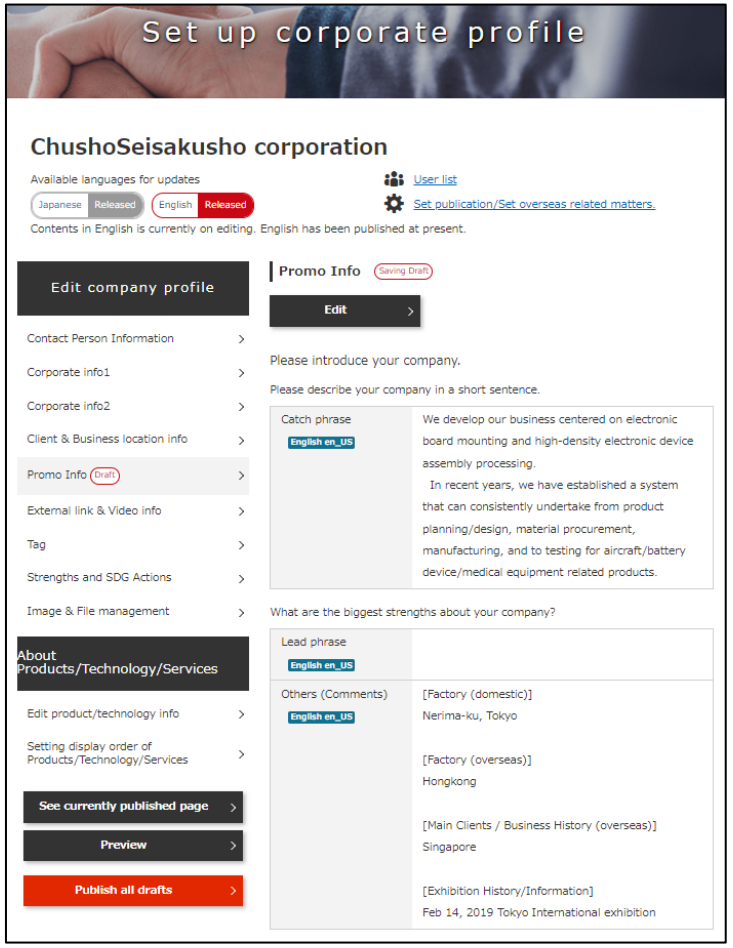
Lead-phrase
Information that searchers see first

Sales-pitch
Information that tells the reader about the features of your product or technology or what needs it addresses

Editing and Managing Company Information

Frequently Asked Questions

My Page > Set up corporate profile > Promo Info



Q **Why should I enhance our promotional information?**

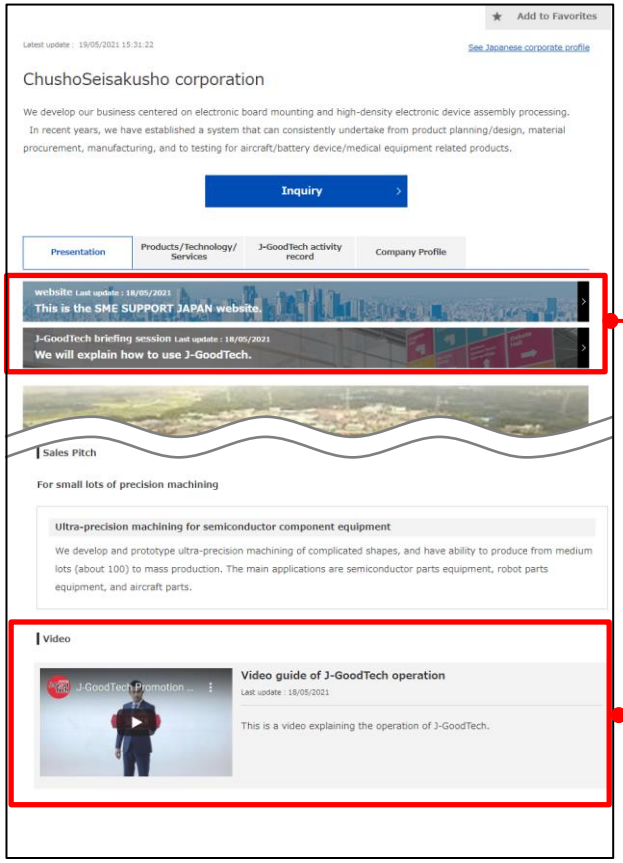
A Enhancing your promotional information increases the likelihood of your company being found in searches and makes your information easier to browse by other companies.

We recommend you enter compelling information to receive more requests and inquiries and show off your company to as many companies as possible.

Editing and Managing Company Information

Frequently Asked Questions

My Page > Set up corporate profile > External link / Video information



Q **What is external links/video information?**

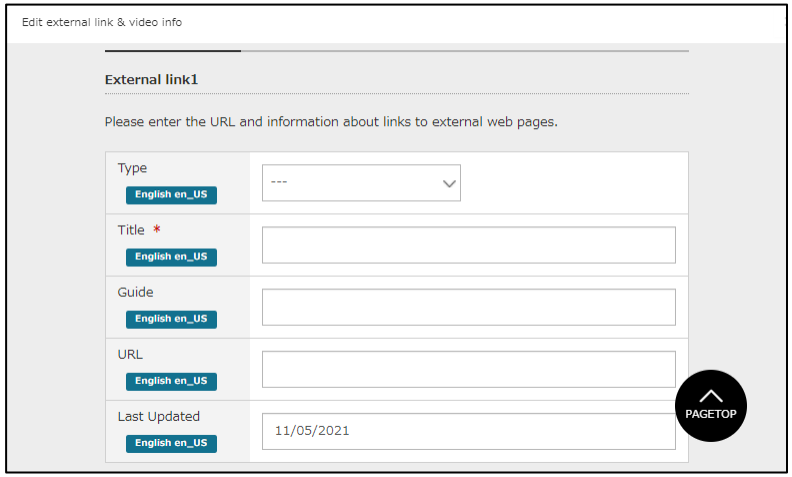
A By registering external links and video information, PR pages, event information, and corporate introduction videos will be posted in the appeal information section.

PR pages and event information registered in external link are displayed as banners in the appeal information to catch viewer attention.

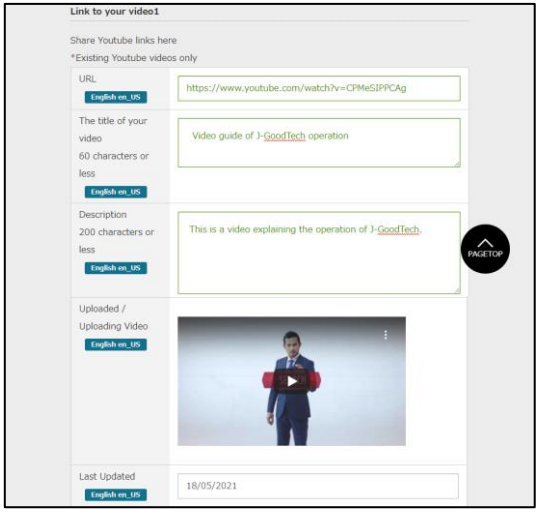
Editing and Managing Company Information

Frequently Asked Questions

My Page > Set up corporate profile > External link / Video information



Type	Select either your company's PR page or event information
Title	Title of external link (required)
Guide	Description about external link
URL	URL of external link
Last Updated	Updated date of external link

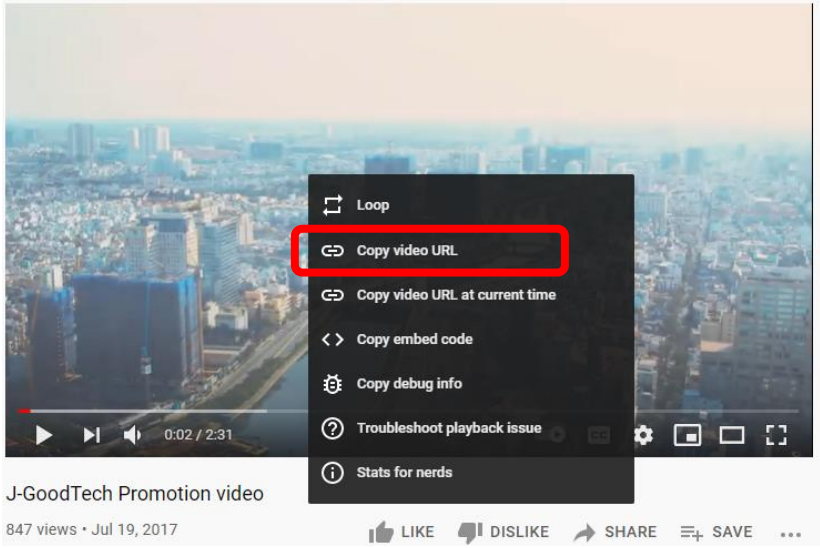


URL	URL of YouTube video to be posted. **【Attention】 Non-YouTube videos cannot be posted.**
The title of your video	Title of video information. Recommended within 30 full-width characters (60 single-byte characters).
Description	Description of video information. Recommended within 100 full-width characters (200 single-byte characters).
Uploaded/ Uploading Video	Video image to be posted. If the URL is incorrect, it will not be displayed.
Last Updated	Update date of Video information

Editing and Managing Company Information

Frequently Asked Questions

My page> Set up corporate profile > External link / Video information



Q **How to get the URL of YouTube video?**

A

・Play the video to be posted on J-GoodTech on the YouTube site.

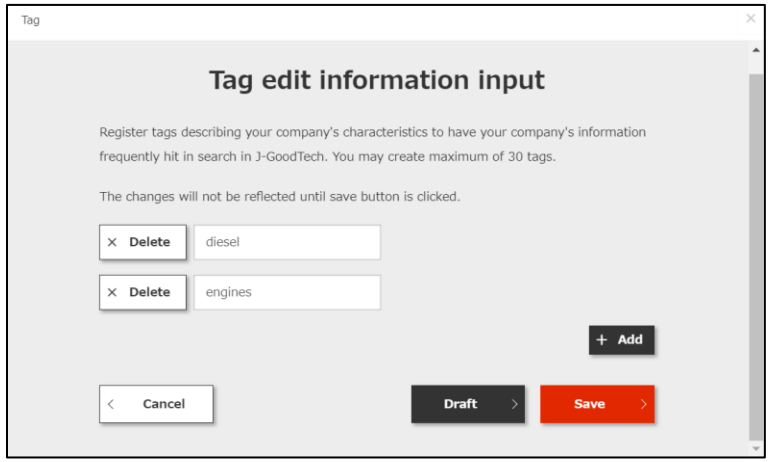
・Place the mouse cursor on the video and right-click to display the menu.

・Select “Copy video URL” from the displayed menu. Do not select “Copy video URL at current time” because you will receive an error message when posting it on J-GoodTech.

・Paste the copied URL into the “URL” box on the Video information edit screen.

Frequently Asked Questions

My Page > Set up corporate profile > Tag



Q What are Tags?

A Tags are words that increase the chances of your company getting hits when people search using terms other than company names or other specific information.

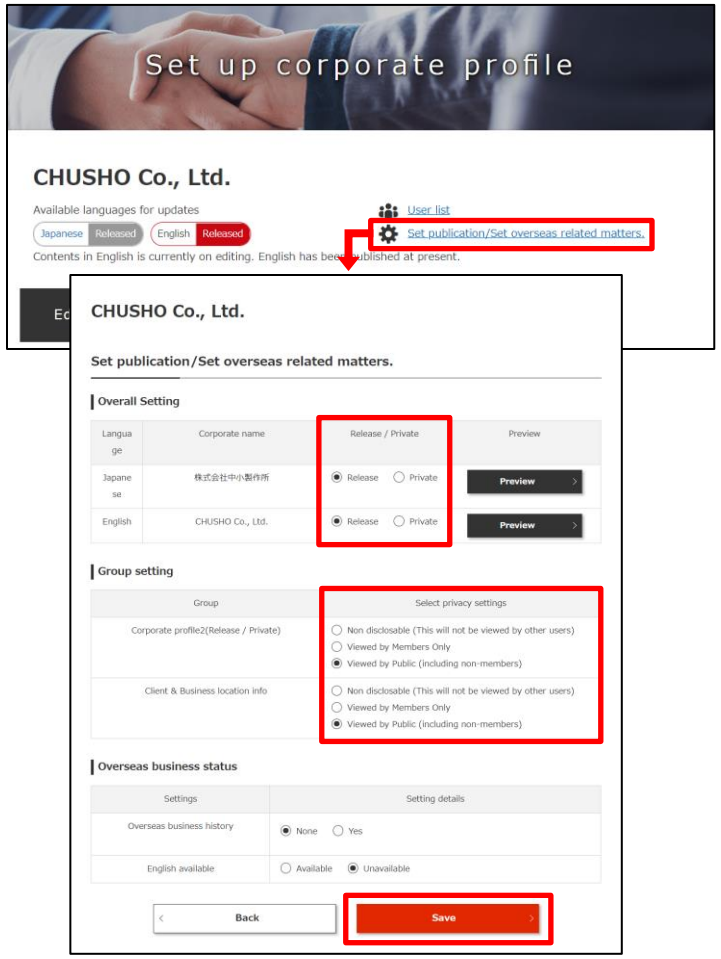
The words you enter in the promotional information and other company information pages are all included in searches without setting them as search tags. Therefore, we recommend setting relevant technical terms and proper nouns not included in your company information. This will make it easier to find your company in company searches.
You can also set search tags with the product, technology, and service information function described starting on page 17.

Point **You can set multiple tags.**

Clicking the **Add** button will add another search tag entry field. You can delete a search tag with the **Delete** button. Be sure to click the **Save** button after making your entries.

Frequently Asked Questions

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



Q Can I keep our Corporate information private?

A You can select whether company information is public or private from the disclosure range and overseas business status section. You can set whether all company pages are public or private with the Overall Setting, and you can choose the disclosure range with the Group setting section.

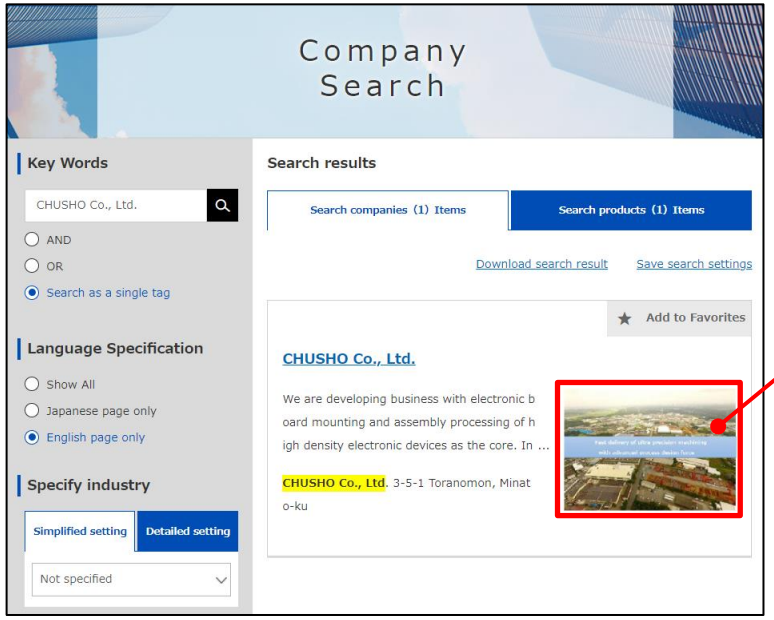
The disclosure range definitions are as follows:

Non-disclosure
Not disclosed to other users
Viewed by Members Only
Disclosed to only logged-in members
Viewed by Public
Disclosed even to people who are not logged in

Be sure to click the **Save** button to save your settings.

Editing and Managing Company Information

This is how your company's finished page may look. The descriptions below explain how images can enhance your company's page.

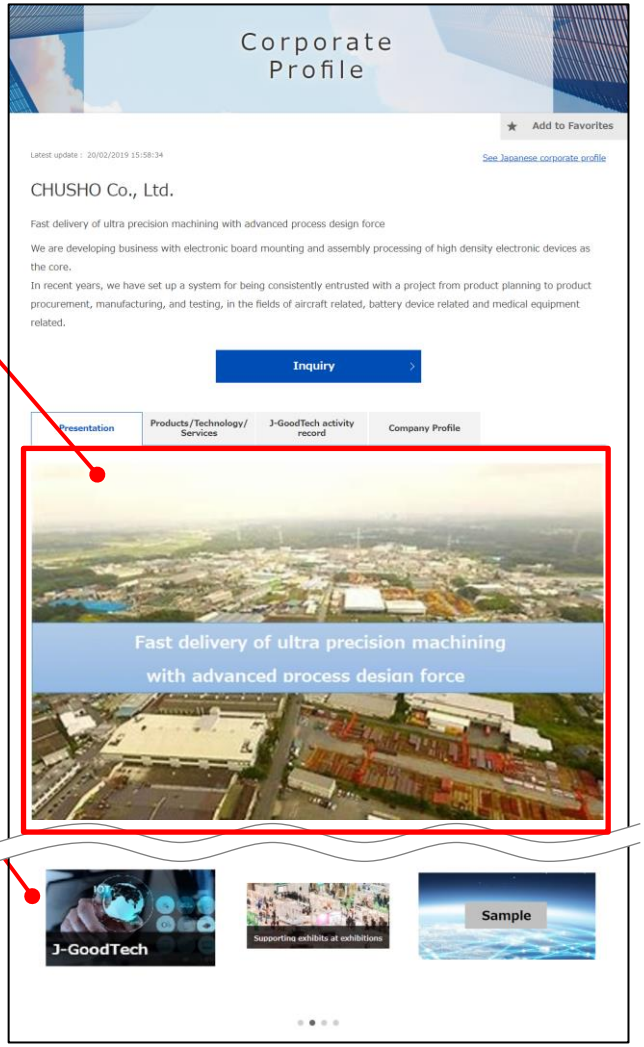


Main image

Your company's page has a main image that is displayed when your company appears in a search result. You can set only one main image, so select an image that best reflects the appeal of your company.

Additional images

You can set other images related to your company in addition to the main image.

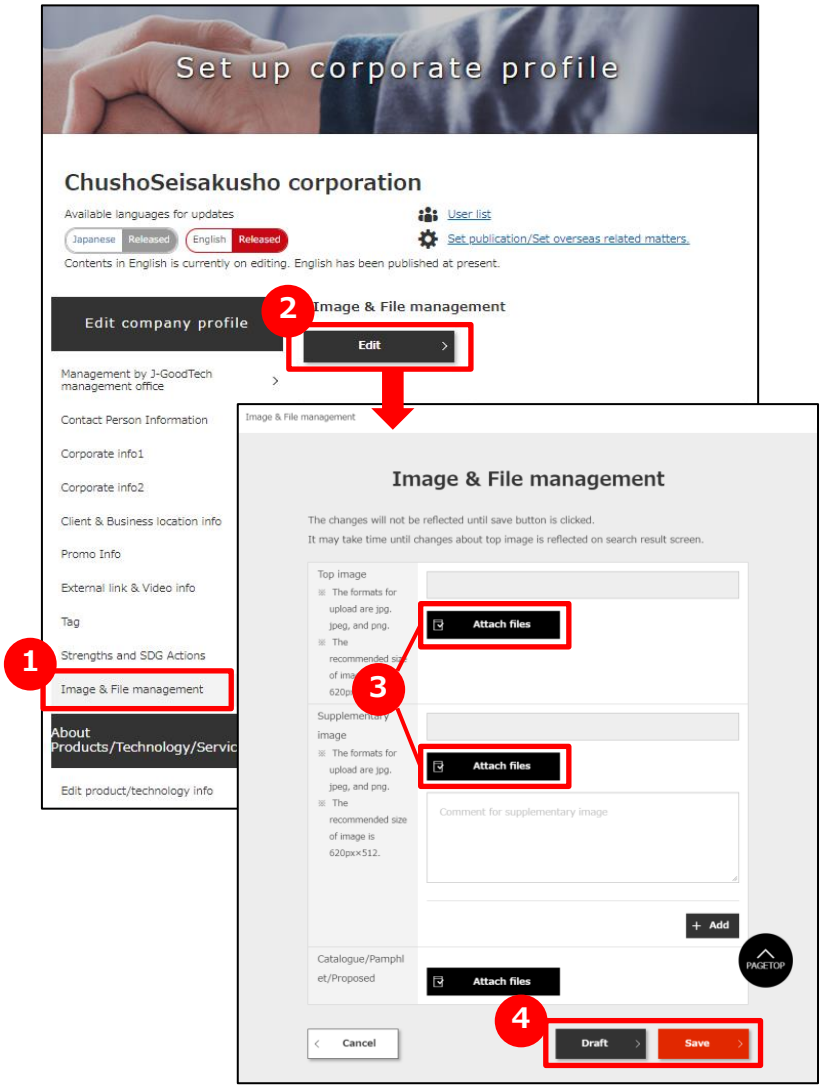


Point **Be sure to include a main image.**

You should aim to enhance your company's page with a compelling main image. See the following pages for how to set images on your page.
If you do not set a main image, "No Picture" will be displayed for your company in search results.

Editing and Managing Company Information

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



1 Image & File management

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

2 Edit Image & File settings

Clicking the **Edit** button will open the edit page popup.

3 Select image or file

Click the **Attach files** button and select the image file related to your company.

4 Save the current status.

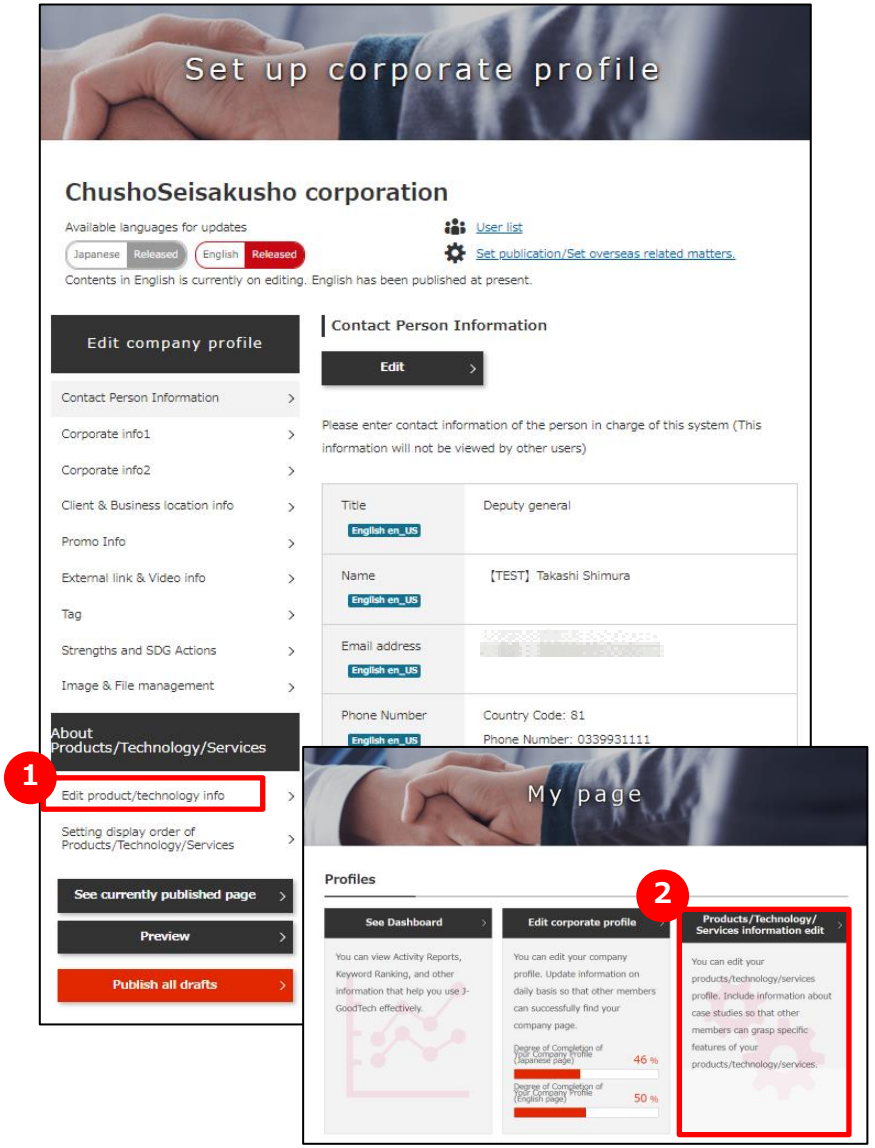
Click the **Draft** or **Save** button to save the current status.

Point **You can add more images with the Add button.**

You can add further detailed photos. Click the **Add** button when you wish to add more images.

Editing Product, Technology, and Service Information

My Page > Set up corporate profile > Editing product/technology information



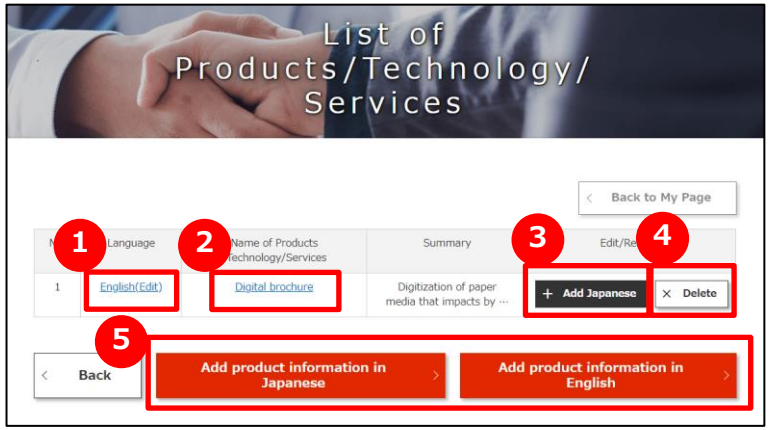
1 Editing product/technology information

Click **Edit product/technology info** to access the settings page.

You can also access the settings page by clicking **2 Products/Technology/Services information edit** on the **My Page** screen.

Editing Product, Technology, and Service Information

My Page > Set up corporate profile >Editing product/technology information >List of Products/Technologies/Services



1 Edit saved information

Click **English(Edit)** of information already saved and edit the information.

2 Check published product information

Click **Name of Products/Technology/Services** of information already published and check the published details.

3 Add English or Japanese information

If you have information in Japanese or English, click “Add English” or “Add Japanese” button to add the language information.

4 Delete product information

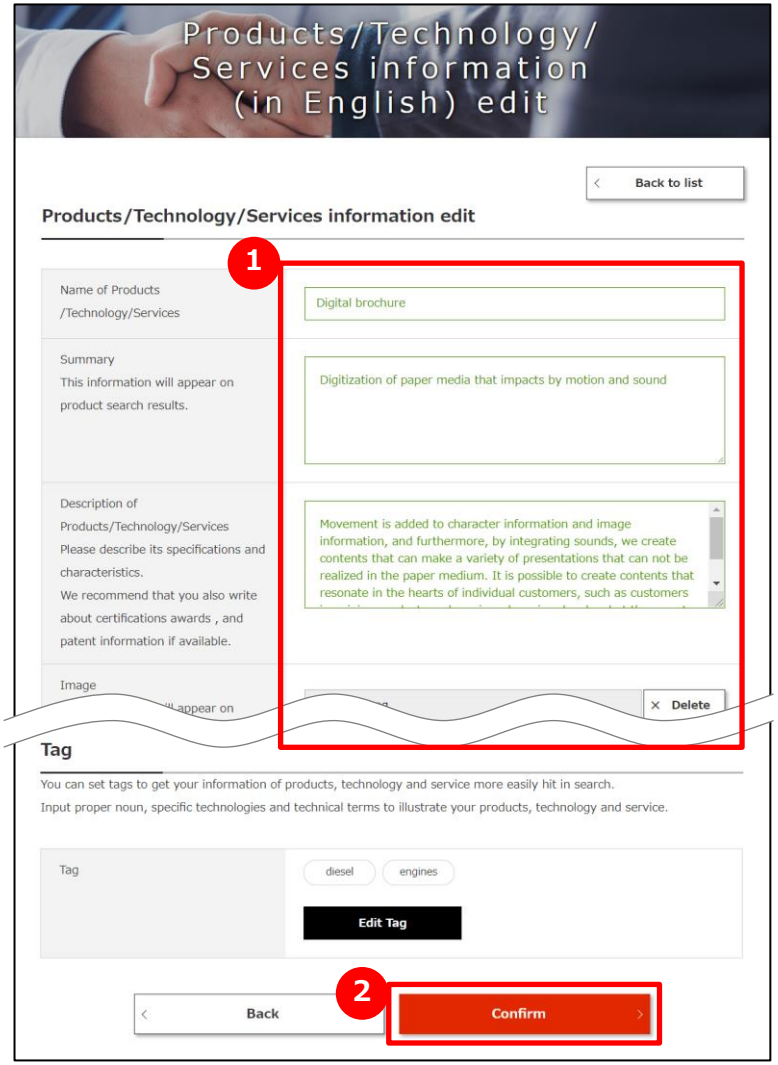
Click the **Delete** button of the saved information you wish to delete.

5 Add new information

Click either the **Add product information in English** or the **Add product information in Japanese** button if you wish to add new information.

Editing Product, Technology, and Service Information

My Page > Set up corporate profile >List of Products/Technologies/Services >Products/Technology/Services information edit



1 Enter information

Enter information related to the product, technology, or service.

2 Review the entered information

After entering all necessary details, click the **Confirm** button.

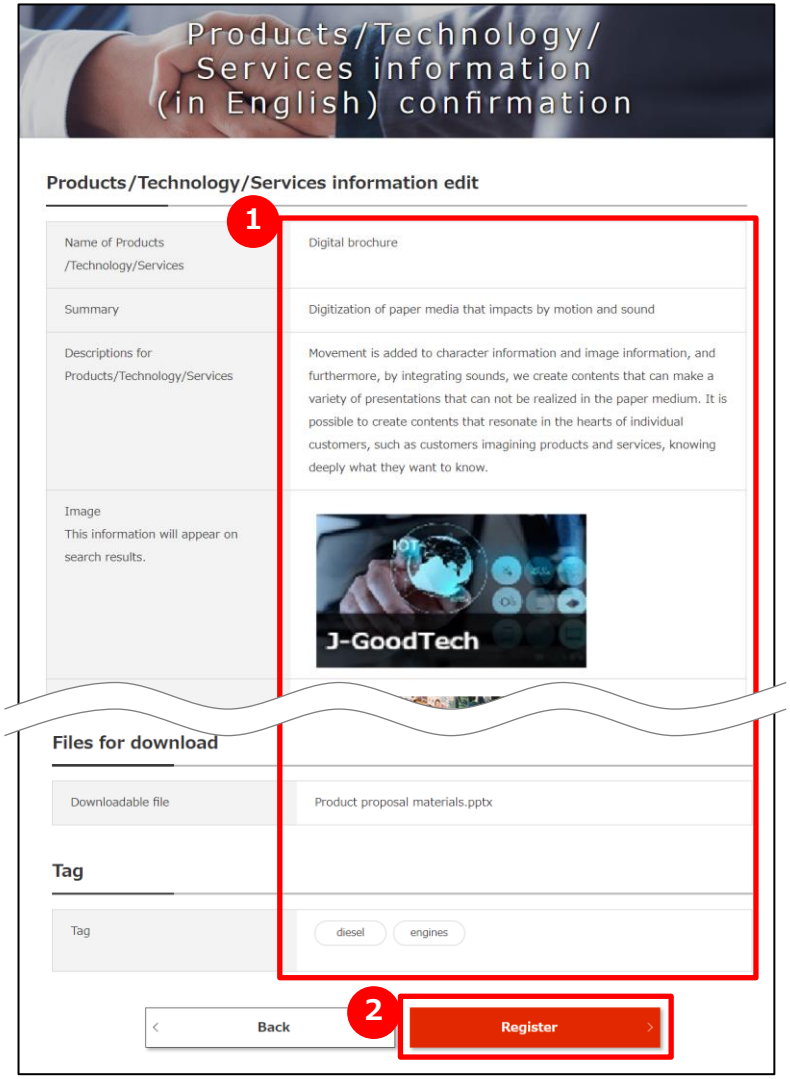
Point

You can attach images or promotional materials related to products, technologies, and services.

You can attach images or promotional materials to product information. (Using the **Add** button, you can attach multiple files.) Attaching product images or promotional materials helps other companies better visualize your product, technology, or service.

Editing Product, Technology, and Service Information

My Page > Set up corporate profile >List of Products/Technologies/Services >Products/Technology/Services information confirmation



1 Confirm entered information

The information you entered about the product, technology, or service will appear. Any images you selected on the entry page will also appear on the confirmation page, so please confirm both the text and images.

2 Update/Register information

After confirming the details, click the **Register** button (or the **Update** button if you are editing information). See the following pages for images of finished pages.

Point **You must set the display order before publishing the information you saved about products, technologies, and services.**

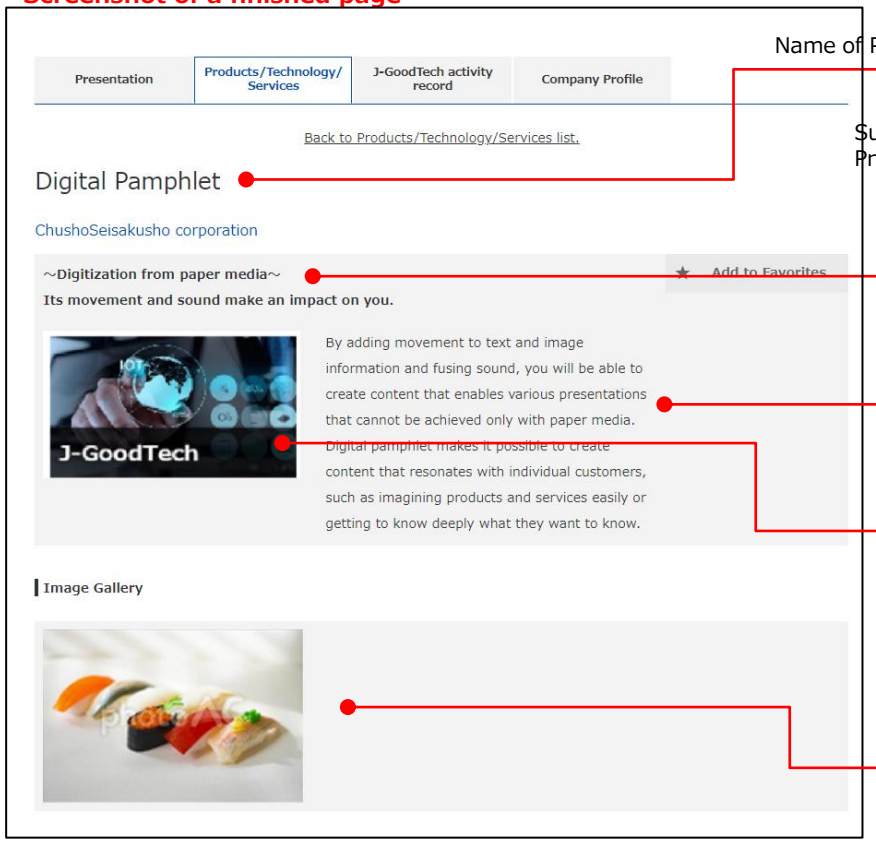
Your product, technology, and service information will not be made public until you set the disclosure settings. After saving your information, make sure to set the disclosure settings (display order settings) under **Setting display order of Products/Technology/Services**. See page 23 for how to set the display order for products, technologies, and services.

Editing Product, Technology, and Service Information

Point

Correlation between the Edit Product & Tech Info page and the finished page — Part 1

Screenshot of a finished page



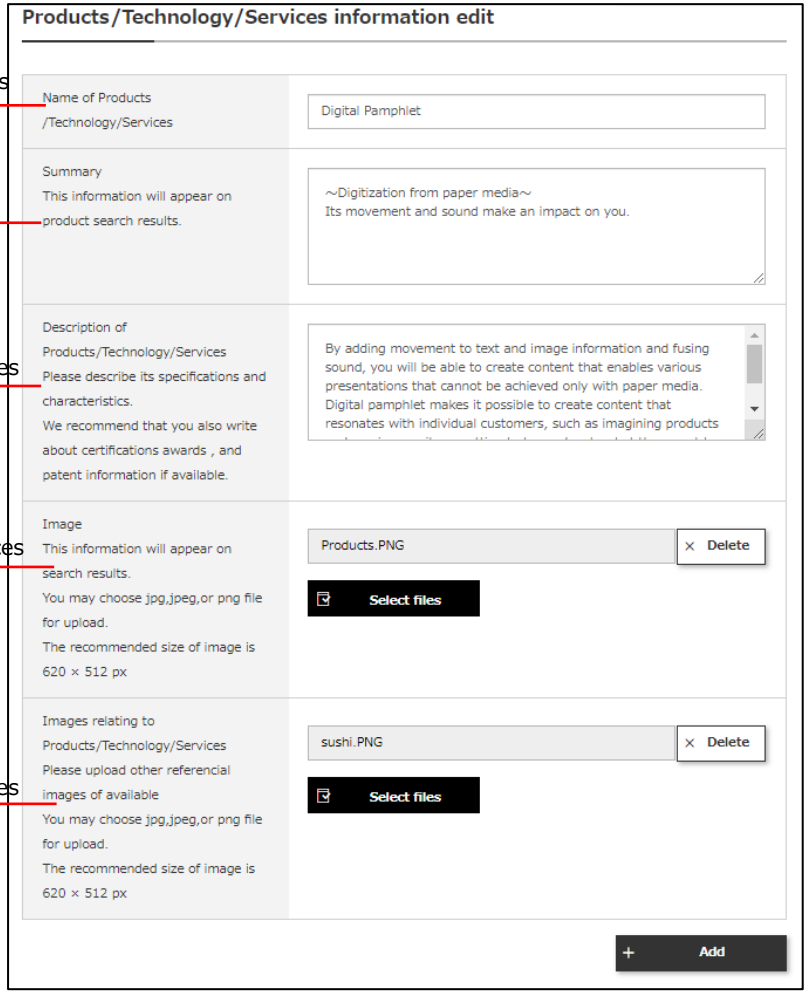
Name of Products/Technology/Services

Summary of Products/Technology/Services

Description of Products/Technology/Services

Introductory images of Products/Technology/Services

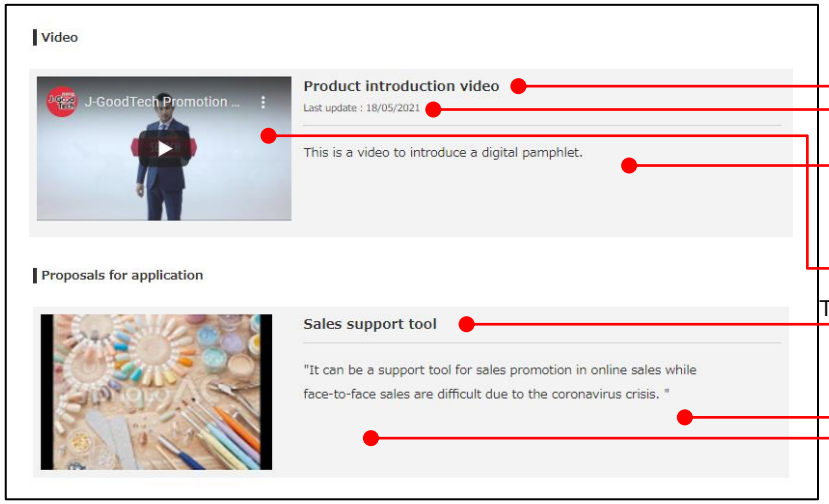
Images relating to Products/Technology/Services



Editing Product, Technology, and Service Information

Point Correlation between the Edit Product & Tech Info page and the finished page — Part 2

Screenshot of a finished page



The title of your video

Description of video content

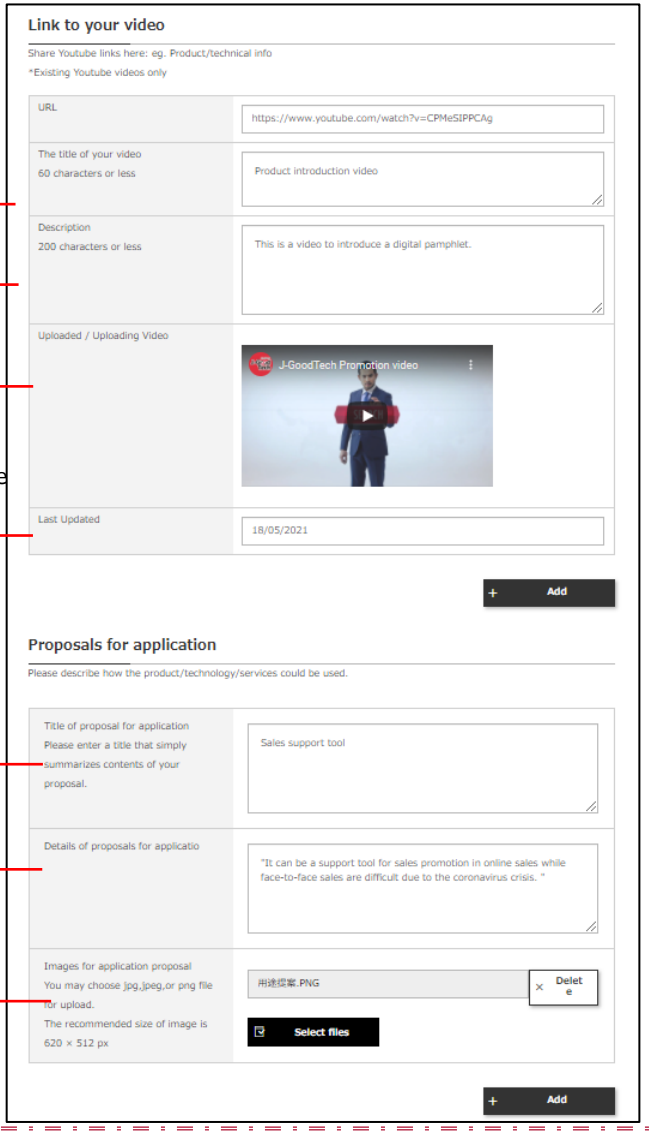
Uploaded/Uploading video

Title of proposal for application

Update date

Details of proposals for application

Images or application proposal



Point Registration of video information

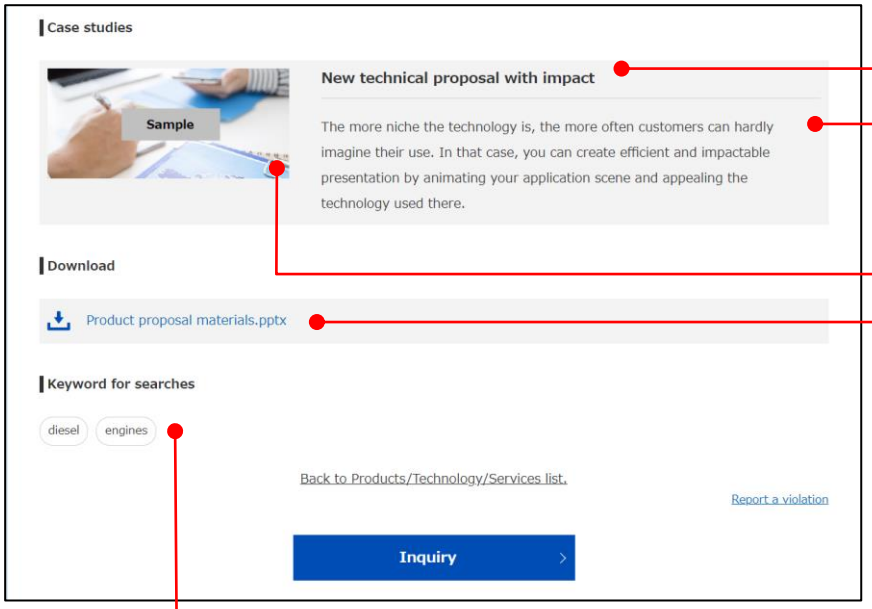
You can post YouTube videos for product/technology/service information as well as corporate information. Please refer to the “External link/Video information” page of the operation guide for the procedure and precautions when registering YouTube videos.

Editing Product, Technology, and Service Information

Point

Correlation between the Edit Product & Tech Info page and the finished page — Part 3

Screenshot of a finished page



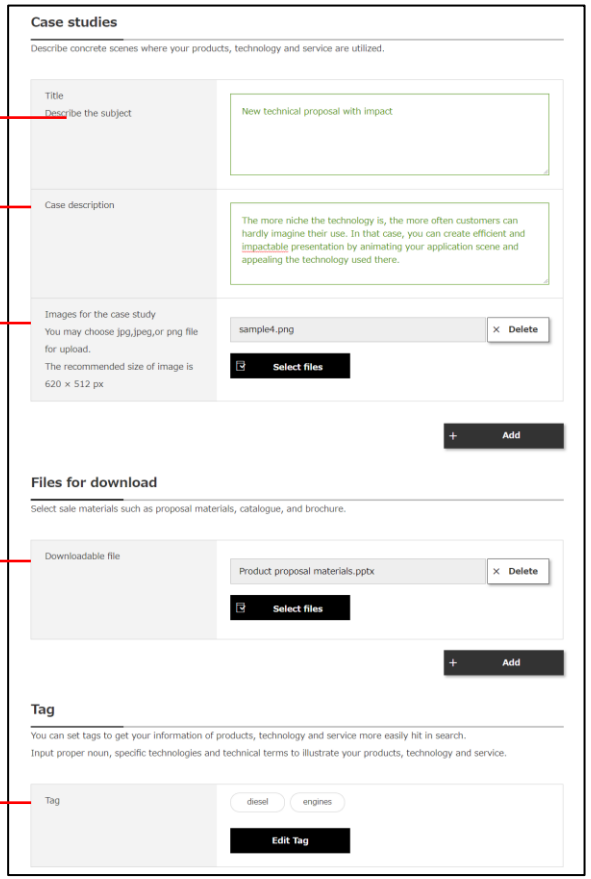
Title of the case

Case Description

Image of the case

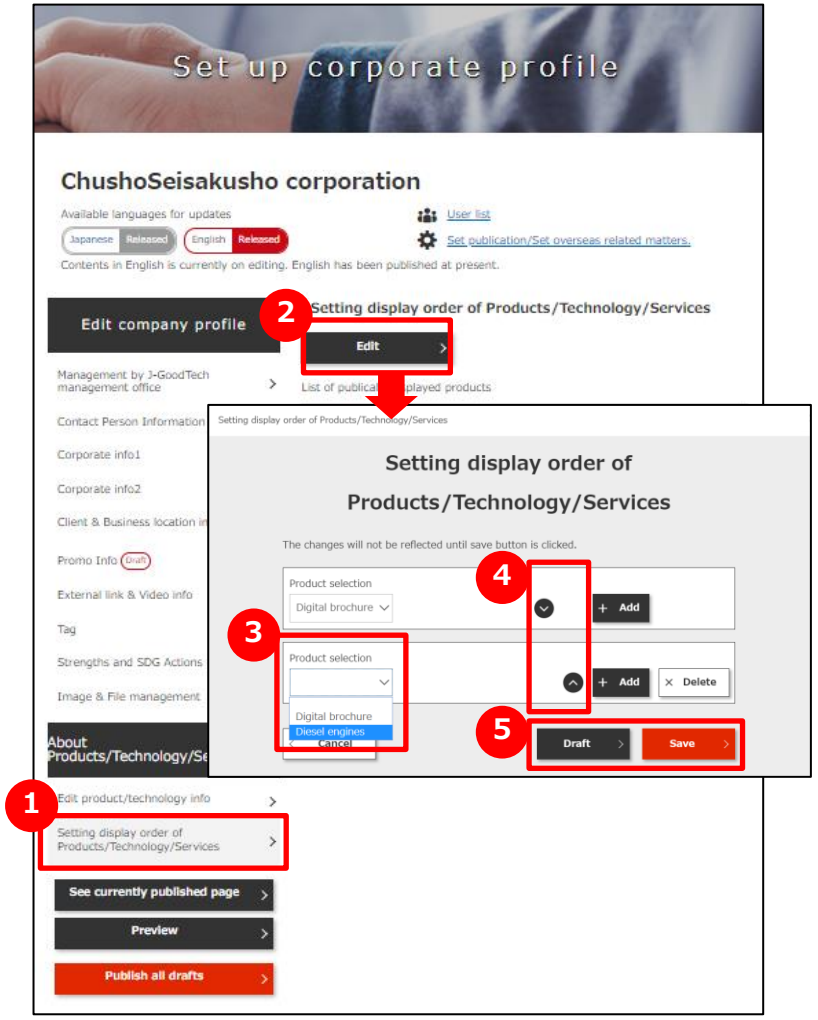
Download files

Keyword for searches



Editing Product, Technology, and Service Information

My Page > Set up corporate profile >
Setting display order of
Products/Technologies/Services



1 Setting the Display Order

Click **Setting display order of Products/Technology/Services** on the left side.

2 Start editing Display Order

Click the **Edit** button.

3 Select a saved product

The list of saved products will appear. Select the product you want to change the order. You can add products with the **Add** button.

4 Change the Display Order on the published page

You can change the display order with the ⌃ ⌄ buttons.

5 Save changes

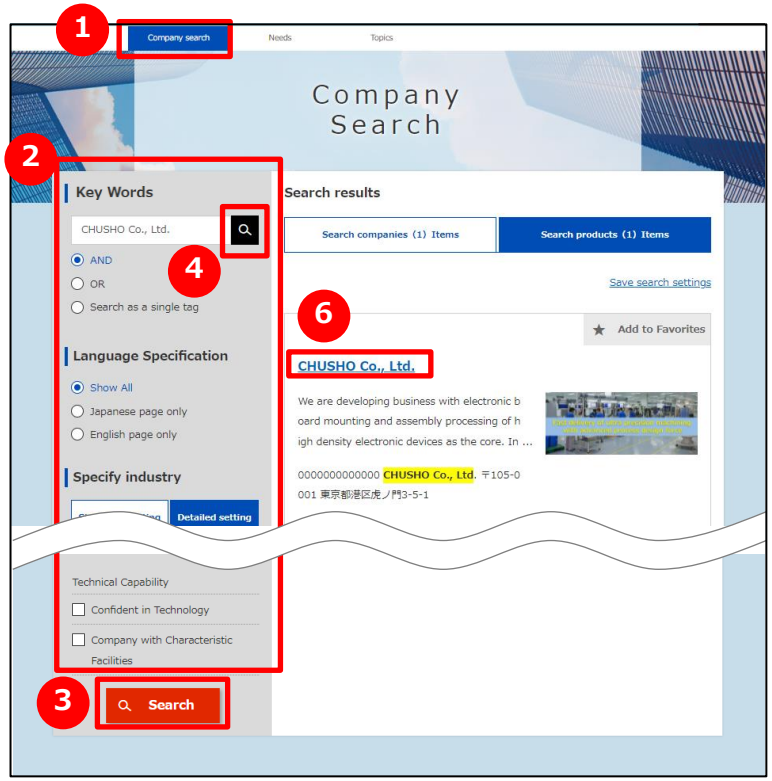
Click the **Draft** or **Save** button to save the current status.

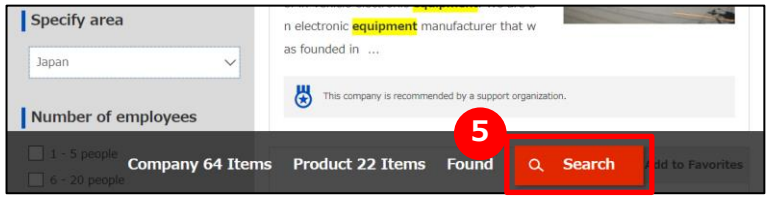
Chapter 2. Searching for Business Partners

Promote your products or technology or, in turn, search for corporate or product information that fit your own needs.

Search for Company Information

Company Search





1 Search for companies

Click **Company Search** tab to display the company search page.

2 Enter search conditions

To narrow your search, enter keywords, select a country, enter the number of employees, and other search conditions on the left-side search panel.
You can also search for company information by selecting “Language Specification ” to view either the Japanese or English pages. When you select “Show All”, both the Japanese and the English pages will be displayed.

3 Display list of search results

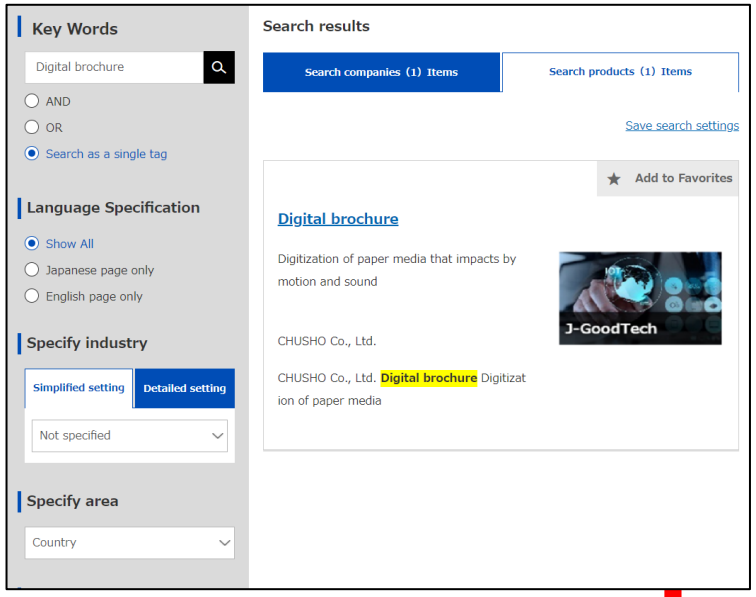
Click the **Search** button to display a list of search results. You may also click the buttons 4 5 to display a list of search results.
The 4 button is useful when you want to search companies by keyword only.
Selecting an area or number of employees shows the number of hits at the bottom of the page 5 , which can be useful when a search produces many results.

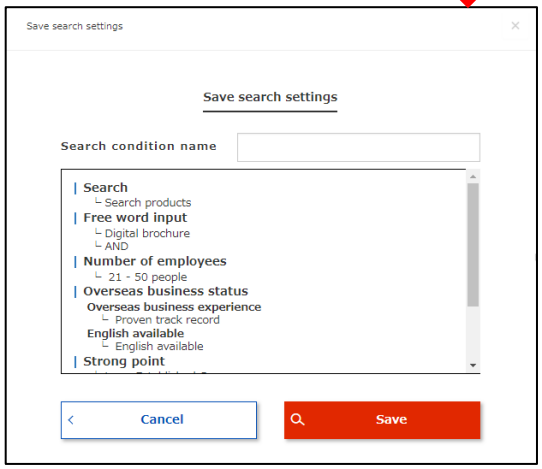
6 Display company information

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

Searching for Products, Technologies, or Services

Company Search





❶ Search for Product information

To search for product information, click and switch to the **Search products** tab. The search method is the same as searching for company information.

Product information can only be accessed by J-GoodTech members. Product information will not be displayed unless you are logged in.

❷ Display product information

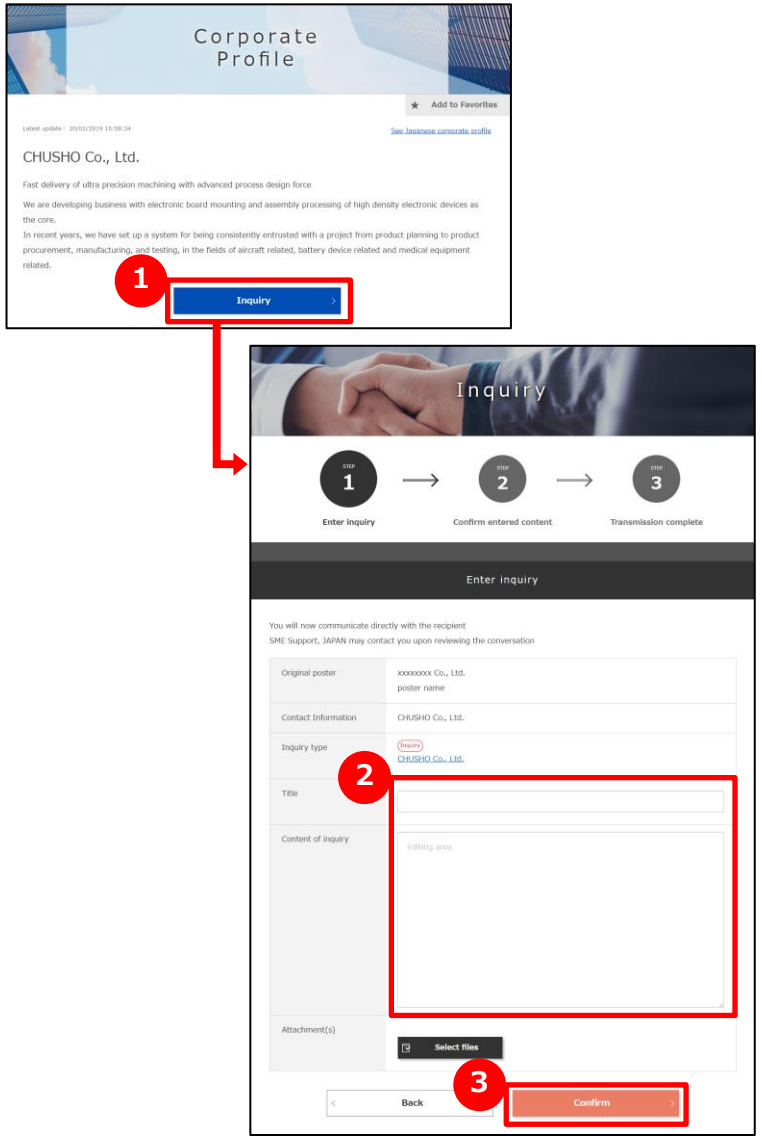
Click on the name of a product in the search results to display information on that product.

❸ Save search criteria

You can save search criteria for use in later searches. After a search, click the **Save search settings** link, enter a name, and save the search criteria. You can retrieve saved search criteria from ❸**Saved Search Settings**. You can also save search criteria for company searches.

Contacting a Company

Company Search > Corporate Profile> Inquiry



1 Contact a company

You can contact a company while viewing the company's information.
Click the **Inquiry** button on the company information page.

2 Enter your message

Enter the message you want to send to the company.

3 Confirm the entered message and send

Click the **Confirm** button, confirm your entered message on the confirmation page, and click the **Send** button. Your message will be sent to the person in charge of the company you are contacting.

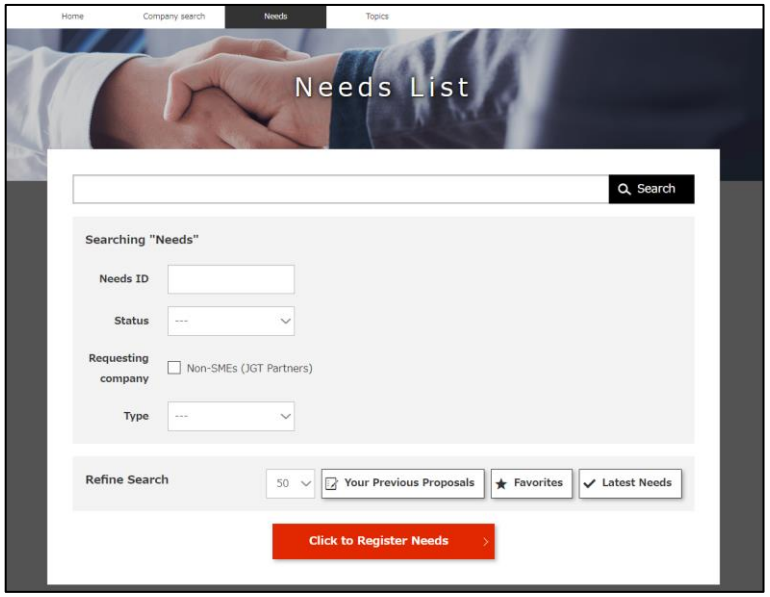
Chapter 3. Using the “Needs” Function

Partnering major company members post information on technology or services that they seek as “Needs” on the J-GoodTech platform. Registered SME members can propose technology and services in response to the Needs.

Understanding the Needs Function

Frequently Asked Question

Needs



Q **What is the Needs function?**

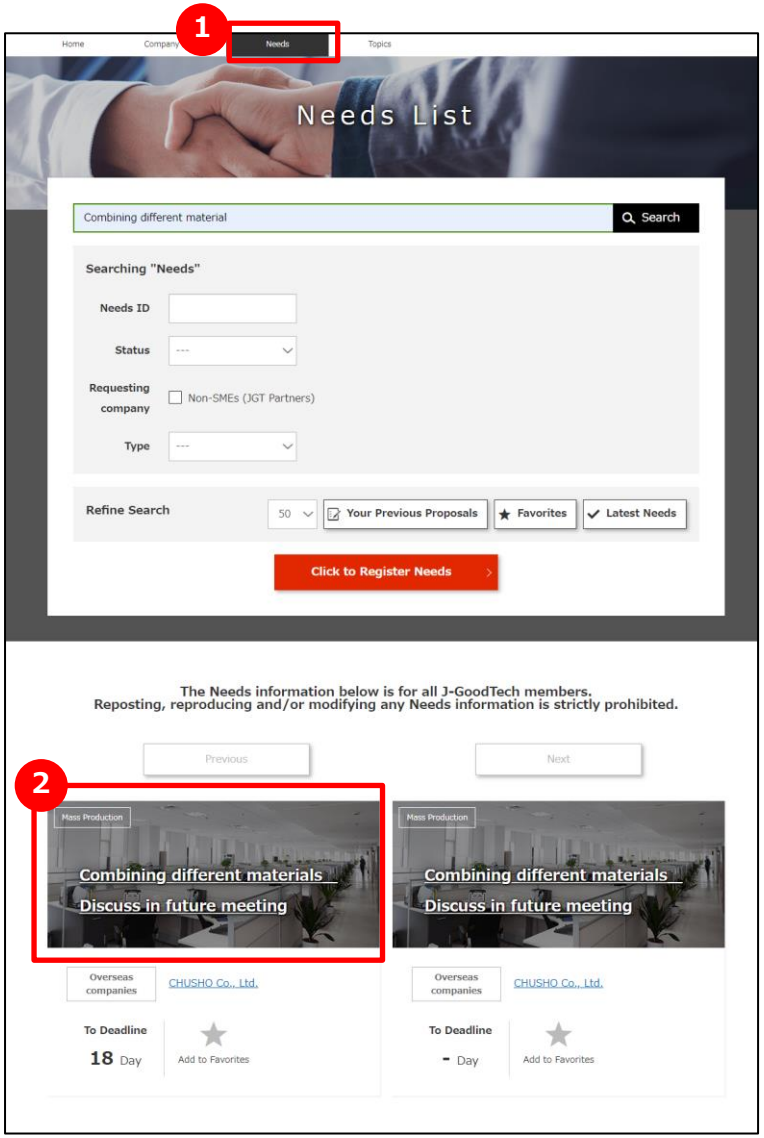
A Needs function help members proceed to a business meeting by allowing to make proposals in response to Needs (information on technology, products, and services that are sought after on J-GoodTech) posted by partnering major company members and SME members.

※ Note that making proposals may not lead to business meetings.

The details of the proposal and the details of subsequent communication are shared only between the company that posted the Needs and the company submitting the proposal. Other companies making proposals cannot see the details of your specific offer.

Checking Posted Needs

Needs > Needs List



1 Display a list of Needs

Click the **Needs** tab on top of screen.

2 Check posted Needs

Needs are displayed at the bottom of the page in a tiled format.
You can check the Needs category, the Needs title, the Need poster, and the deadline. Click on the title of a Need to see more details.

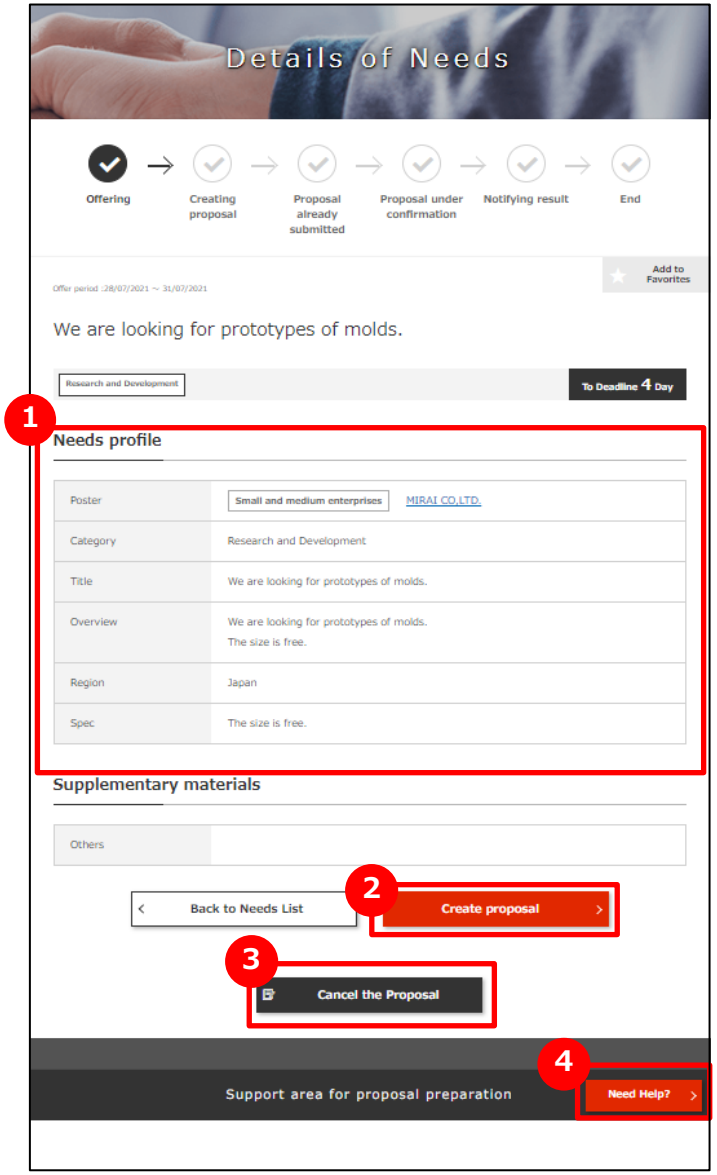
Point

Add to Favorites

Click **Add to Favorites** to save a Need you are interested in for easy retrieval at a later time.

Checking Posted Needs

Needs > Needs List > Details of Needs



1 Check details of a Need

You can read details of a Need on the **Details of Needs** page.

2 Submit a proposal to the Need

Click **Create proposal** button to start making an offer.

3 Cancel/withdraw the proposal

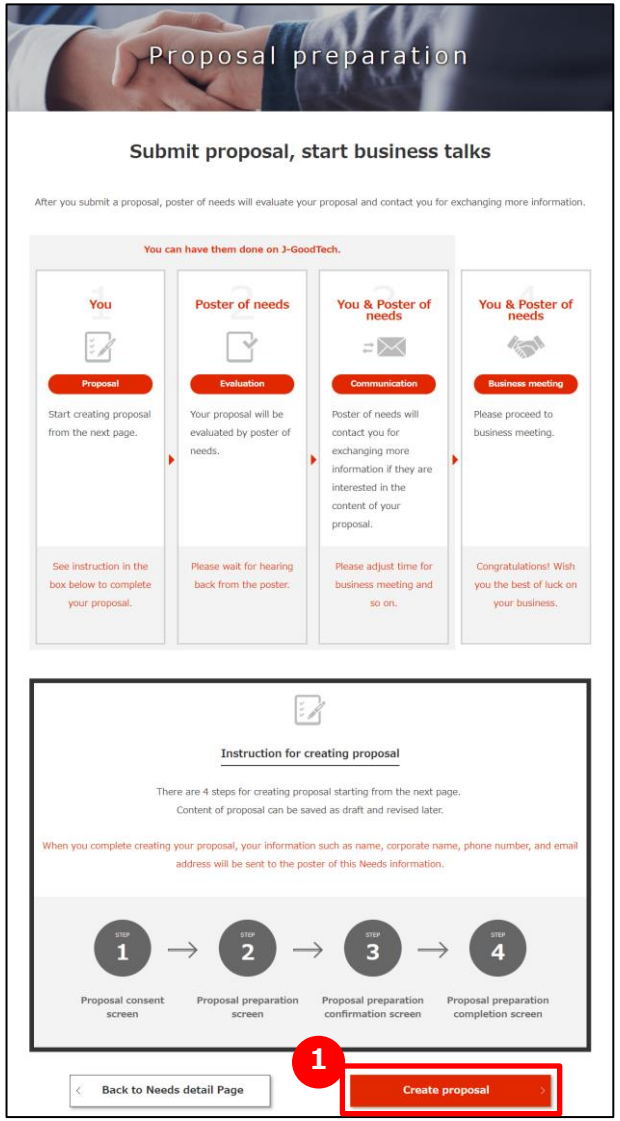
If you want to cancel/withdraw a proposal for the Needs, you can cancel/withdraw it by clicking the **Refuse to Submit Proposal** button. Then, you can enter a message and send it to the Need poster.

4 Ask J-GoodTech coordinators for advice

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

Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs > Proposal preparation



1 Post Proposals on Needs

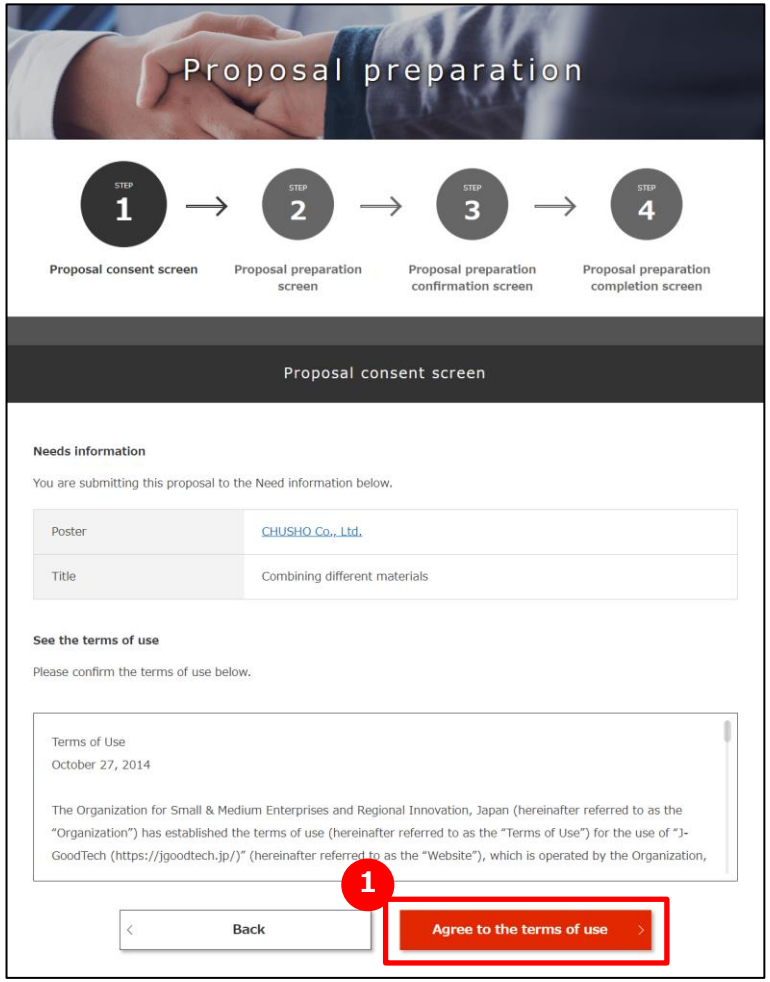
On the **Proposal preparation** page, an operation flow from Needs proposal to business meeting is displayed.
Please check the flow.
After you understand the flow, click the Create proposal button.

Point **Let's check the flow up to business meeting.**

Note that entering an offer in response to a Need will not necessarily result in a reply or lead to business meeting.

Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs > Proposal preparation

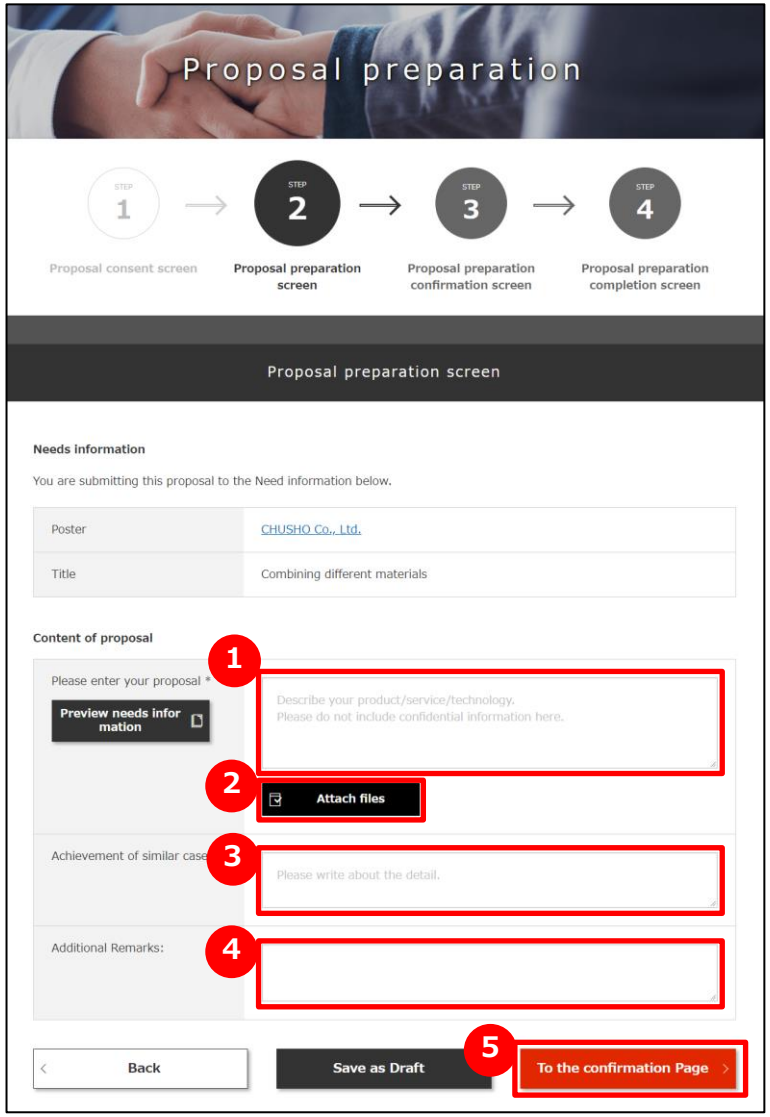


1 Agree to terms of use

Double-check your Need details and be sure to read the terms of use. If you agree, click the "**Agree to the terms of use**" button.

Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs > Proposal preparation



1 Start creating a proposal

Enter your offer in the **Please enter your proposal** field. Make sure to include all relevant details so the Need poster understands your proposal.

2 Attach proposal materials

If you have materials to go along with your proposal, click the **Attach files** button and follow the instructions.

3 Enter the Past record of similar projects

If you have completed projects similar to your offer, enter these in the Achievement of similar cases field.

4 Additional information

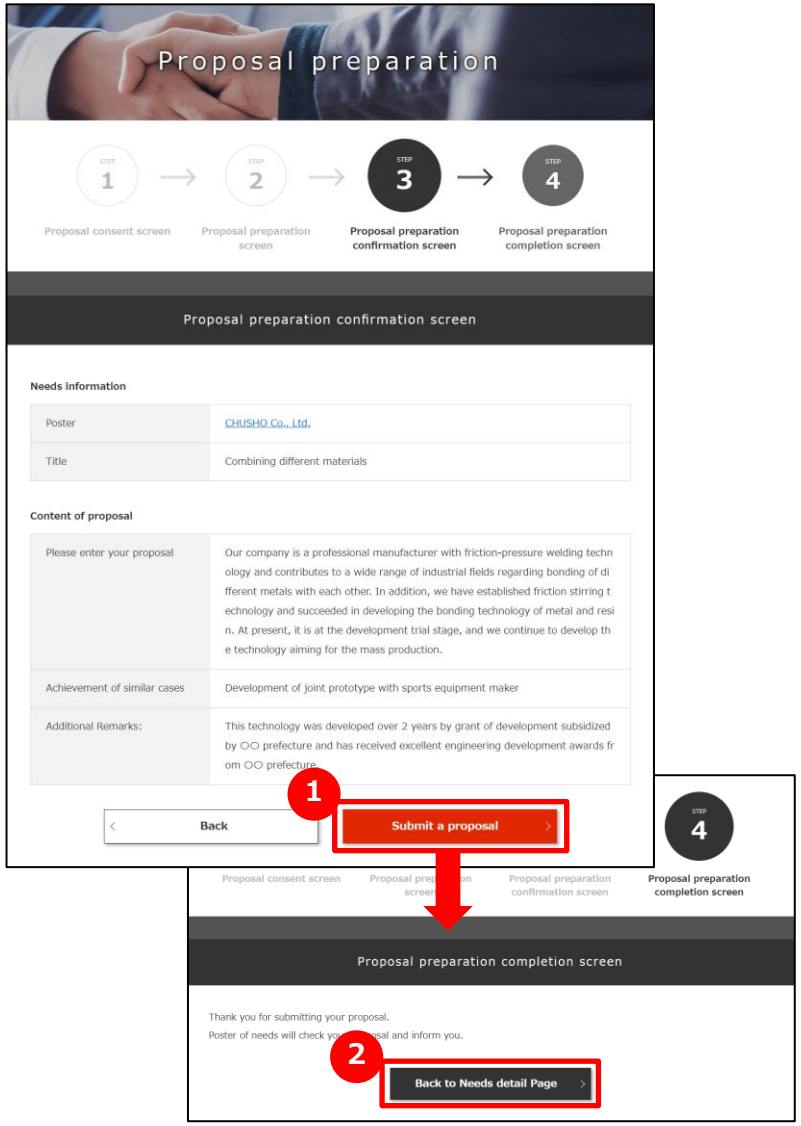
If you have additional information you want to communicate, enter the information in the Additional Remarks field.

5 Confirm your entries

Click the **To the confirmation Page** button.

Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs > Proposal preparation



1 Submit a proposal

Check the details of your proposal again. If everything is correct, click the **Submit a proposal** button.

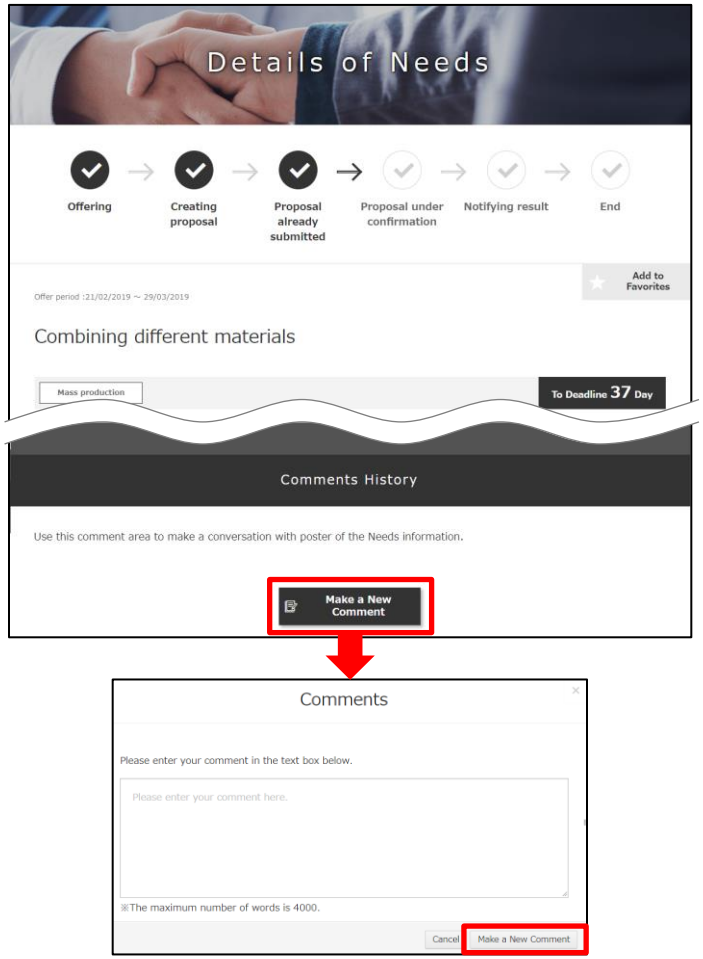
2 Back to Details of Needs Page

When the "**Proposal preparation completion screen**" is displayed, click the **Back to Needs detail Page** button to return to the **Details of Needs** page.

Submit a Proposal in Response to a Need

Frequently Asked Question

Needs > Details of Needs



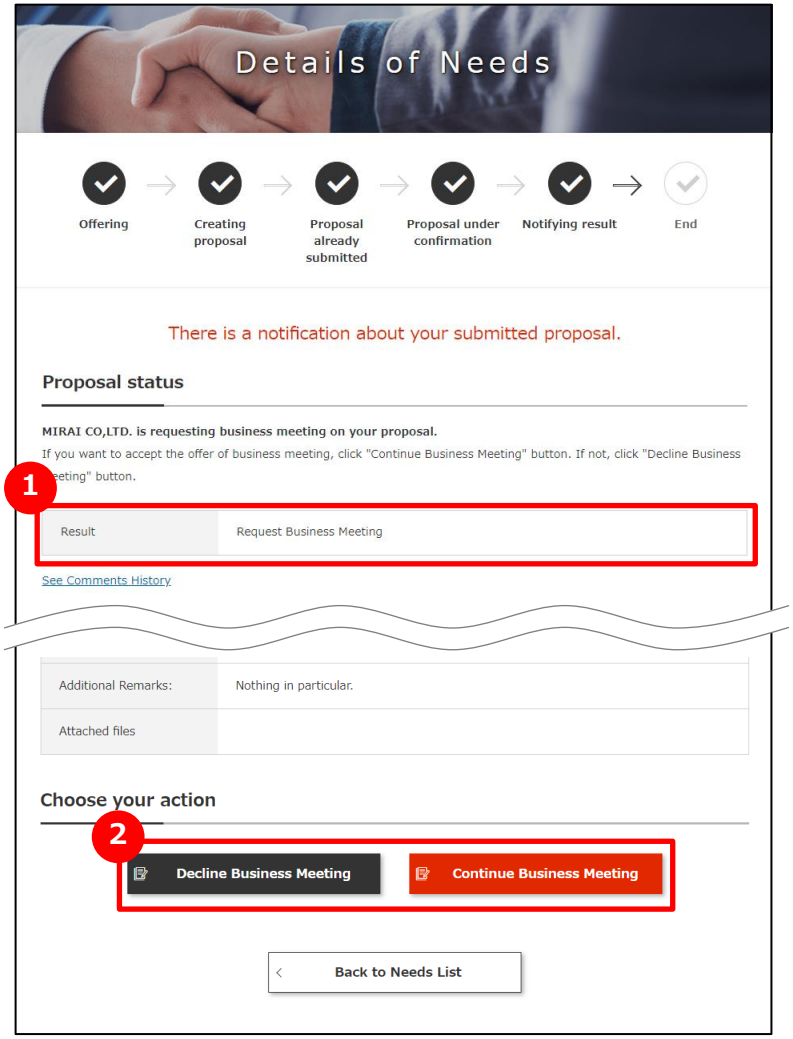
Q **I want to contact the Need poster.**

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 of Needs** page. Click this button, enter your inquiry, and send it to the Need poster.

*If the Need poster is a partnering major company, the company name will be disclosed individually.

Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs



1 Check the response to your proposal

To check the response to your proposal, select the targeted Needs and display **Details of Needs** screen. The Need poster's reply is shown in the Result field.

* The figure on the left is an example of receiving a "business meeting request".

2 Choose to accept or decline Business Meeting

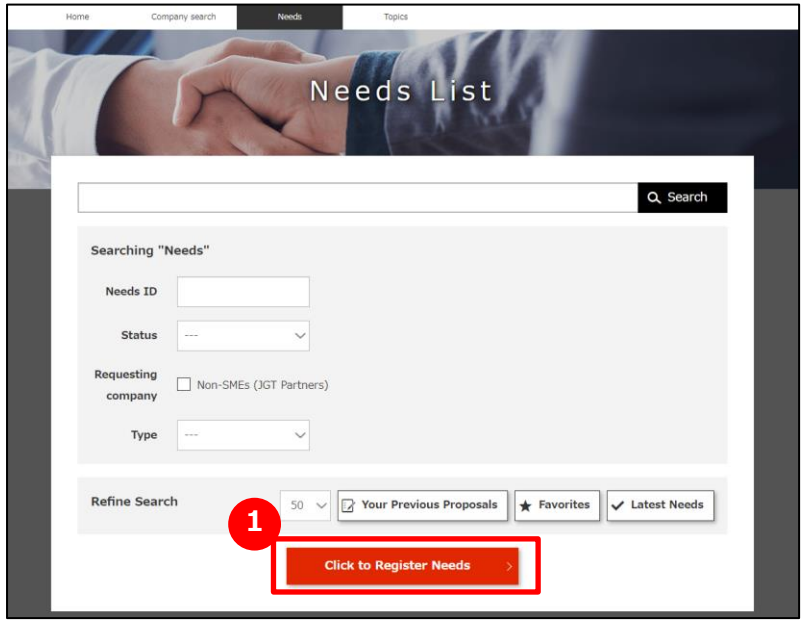
Check the company name and comments of the Need poster and select either **Do Business Meeting** or **Decline Business Meeting**.

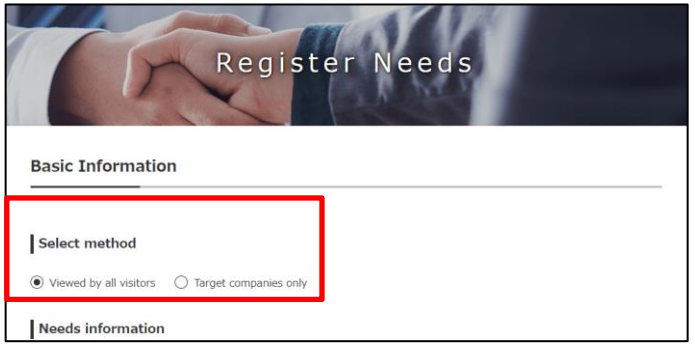
Point **Results for your proposal**

The Need poster checks the proposal details and replies to the proposer with either "Request Business Meeting", "Send Back Proposal", or "Decline Business Meeting". In the case of "Send Back Proposal", you can revise your offer and resubmit it.

Posting a New Need

Needs > Needs List





1 Post a new Need

Click the **New Registration of a Need** button on **Needs List** page.
Register the Needs information from the **Register Needs** page.

Posting a New Need

Needs > Needs List > Register Needs

1 Select the method

Click either “Viewed by all visitors” or “Target companies only”.

2 Select a Needs category

Click on a Needs category from the pulldown menu.

3 Enter a Title

Enter a short Title that clearly describes your need.

4 Enter an Overview

Enter a summary of your Need by referring to the example.

5 Enter Region

Enter regions/country where your Need will be implemented.

6 Enter Spec

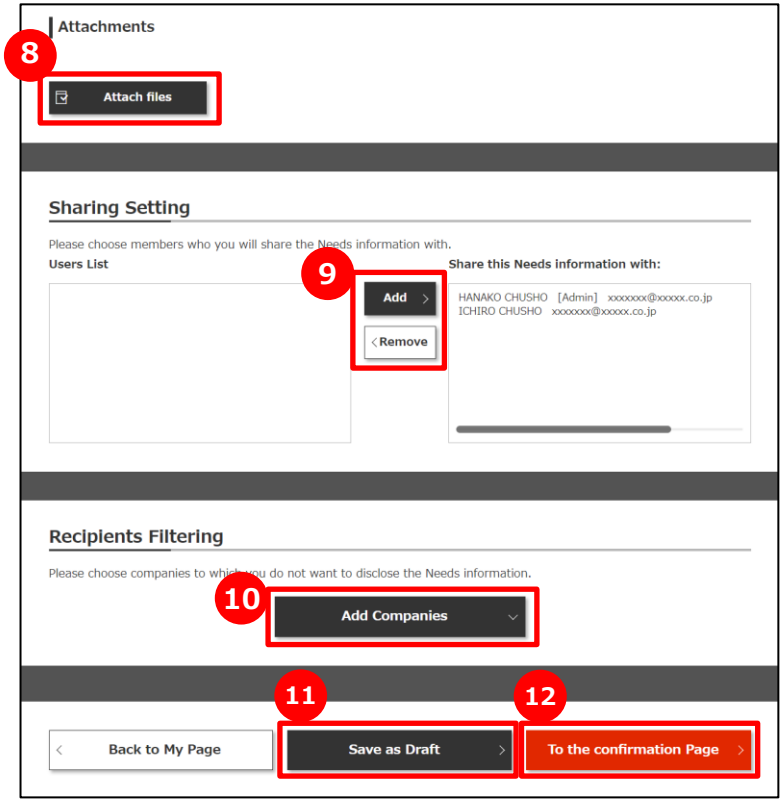
Enter the specifications of your Need by referring to the example.

7 Enter “Offer starting date” and “Offer ending date” for accepting proposals

Use the calendar to enter the “Offer starting date” and “Offer ending date”. To display the calendar, click the input field. You can also enter the date by selecting the date from the calendar.

Posting a New Need

Needs > Needs List > Register Needs



8 Attach Files

Add materials such as your product's catalogue or brochure to your Need. Click **Attach files** button to add an item.

9 Sharing Setting

Edit a list of users of your company you will share this Need. Select a user in the left column and click **Add** button to add to the list. Select a user in the right column and click **Remove** button to delete from the list.

10 Add Recipients Filtering

Select companies you will not disclose this Need.
Click **Add Companies** button to select a company. Companies you select here will be unable to see this Need.

11 Save entered information temporarily

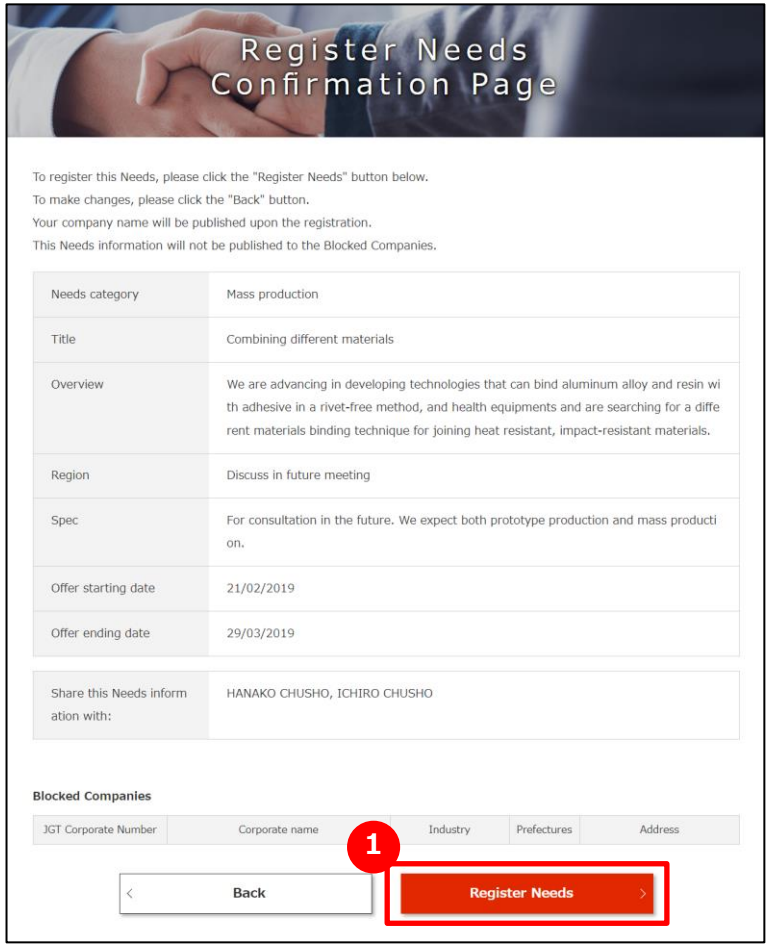
Click **Save as Draft** button temporarily saves entered information you have made so far on the page. The saved information will not be disclosed.

12 Move to the confirmation page

Click **To the confirmation Page** button and move to a page where you can confirm information you have entered.

Posting a New Need

Needs > Needs List > Register Needs > Confirmation Page



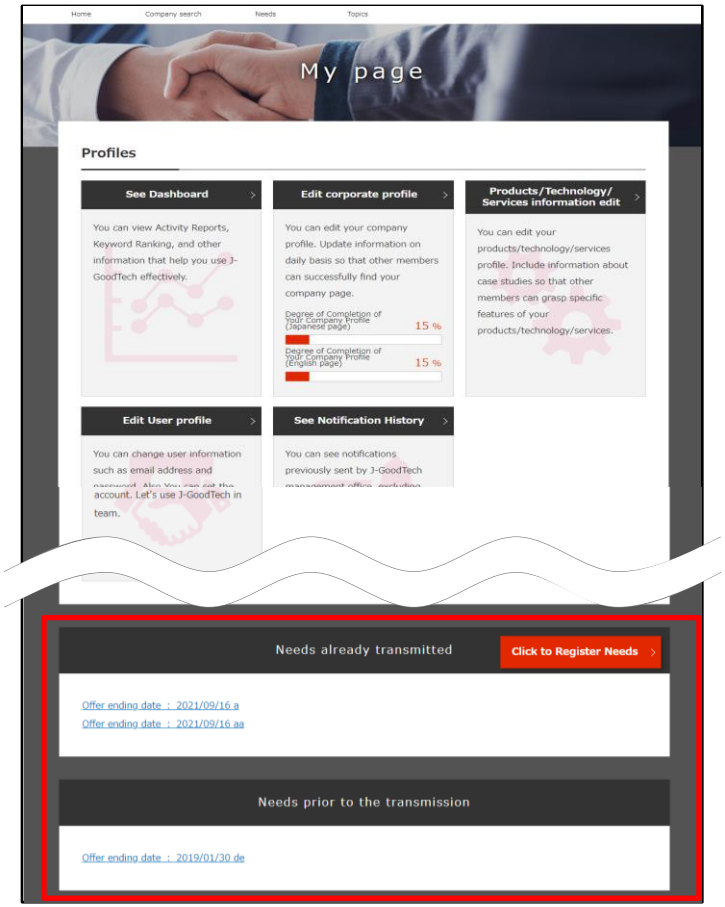
1 Register Needs

Confirm the details of your Need again. If everything is correct, click the **Register Needs** button.

Posting a New Need

Frequently Asked Question

My Page



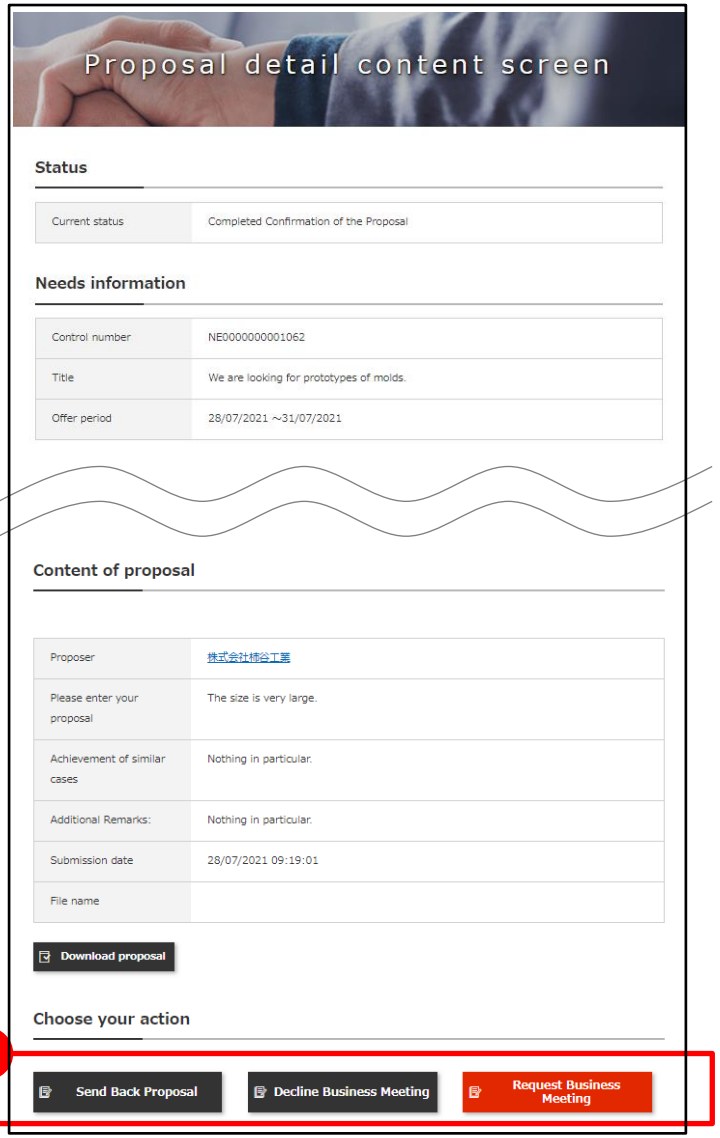
Q **What happens after I post a Need?**

A After posting a Need, the Need will appear in the **Needs prior to the transmission** at the bottom of the **My Page** screen.

The J-GoodTech Management Office will confirm the content of your Need before circulating it on the site. When your Need is published, it will be moved to the **Needs already transmitted.**

Confirming and Replying to Proposals in Response to a Need

My Page > Needs already transmitted >
Details of Needs > Proposal detail content screen



1 Reply to proposals from other companies

Another company could submit a proposal in response to your Need. You, as the Need poster, check the offer details, decide whether to proceed with Business Meeting, and reply to the proposer with one of the buttons under **Choose your action**.

◆ Request Business Meeting

Select this option if you accept the proposal and wish to proceed with specific business discussions. Click the **Request Business Meeting** button, enter your message, and send it to the proposer.

◆ Send Back Proposal

Select this option if you would like the proposal to be revised.
Click the **Send Back Proposal** button, enter and send the reason for "Send Back Proposal", and ask for resubmission.

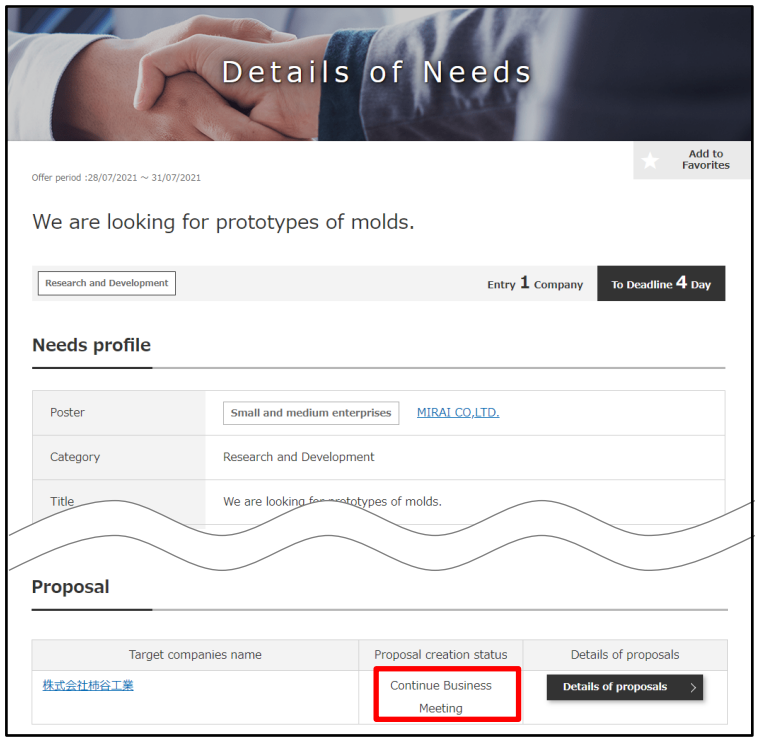
◆ Decline Business Meeting

Select this option if the offer does not match your company's Need.
Click the **Decline Business Meeting** button, enter and send a Message that you are turning down the offer.

Confirming and Replying to Proposals in Response to a Need

Frequently Asked Question

Needs> Needs List > Details of Needs



Q **What happens if I offer to proceed with Business Meeting?**

A The company that made the proposal will reply either **Do Business Meeting** or **Decline Business Meeting** to your offer of proceeding with Business Meeting.

If the proposer agrees to proceed with business meetings, the **Proposal creation status** will change to **Do Business Meeting**.

Next, please arrange a schedule and other details and proceed with specific business discussions.

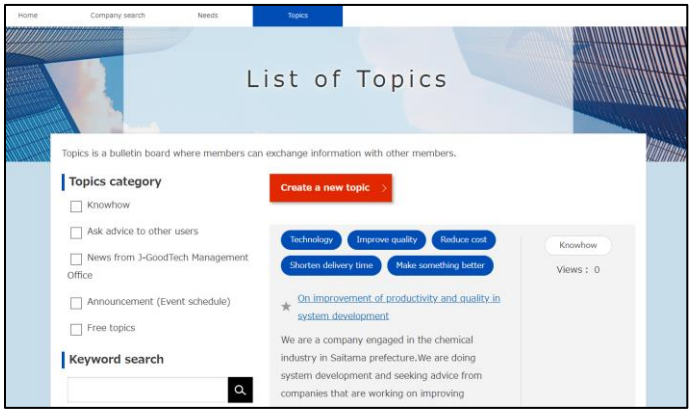
Chapter 4. Using the Topics Function

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 company’s marketing channels or solutions, you can expect to meet various other companies.

Understanding the Topics Function

Frequently Asked Question

Topics > List of Topics



Point **Topics category**

- ◆ Knowhow
  Post about your company's distinctive initiatives
- ◆ Ask advice to other users
  Exchange questions and advice among members
- ◆ News from J-GoodTech Management Office
  News for members from the J-GoodTech Management Office
- ◆ Announcement (Event schedule)
  Announce or promote information about new products, events, exhibitions, etc.
- ◆ Free topics
  Discuss other topics

Q **What is the Topics function?**

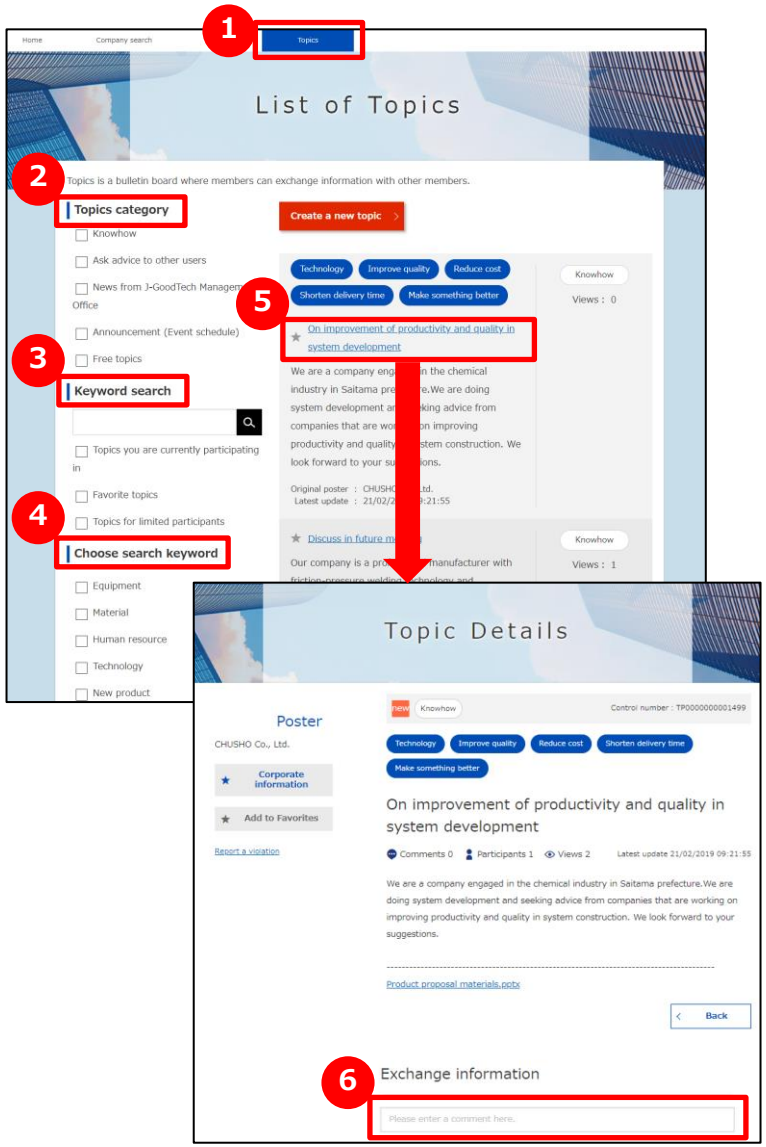
A The topics function is a forum for J-GoodTech member companies to freely exchange information on topics or matters of interest to them. The objective is to create new relationships between member companies.

Registered J-GoodTech member companies and companies recommended by support organizations in Japan and overseas can post to Topics and create new topics.

Please note that your company name will always appear when you post to the Topics.

Participating in a Topic

Topics > List of Topics



1 Display the List of Topics

Click **Topics** tab to view the List of Topics.

2 Select a Topics category and search the topics

To show topics from specific categories, click the appropriate category check boxes.

3 Keyword search

You can filter topics by entering keywords that contain in the Topic.
You can further filter topics by clicking the check boxes of **Topics you are currently participating in**, **Favorite topics**, or **Topics for limited participants** to display just the target topics.

4 Choose search keyword

You can filter topics by keyword related to the topics.
Click the check box for the target category.

5 Display a Topic

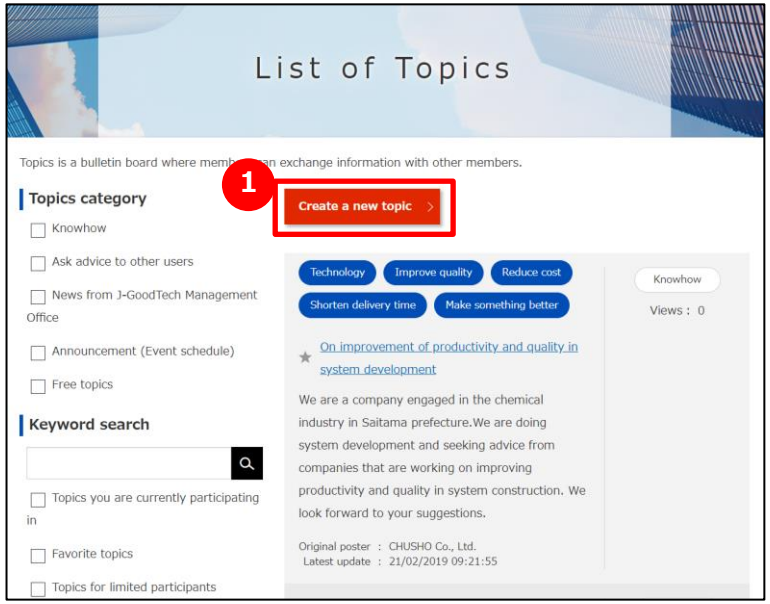
Click the title of a Topic you want to participate in.

6 Participate in the Topic

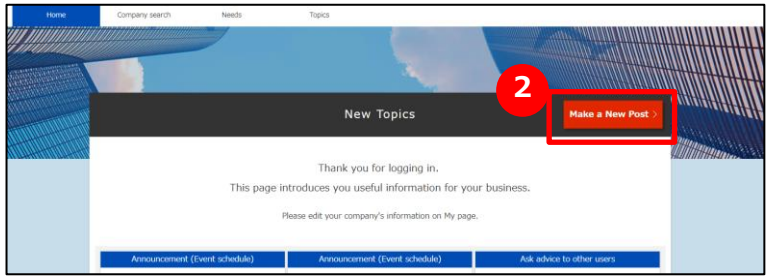
On **Topic Details** page, enter your comment in the textbox at the bottom and click the **Register** button.

Creating a New Topic

Topics > List of Topics



Home



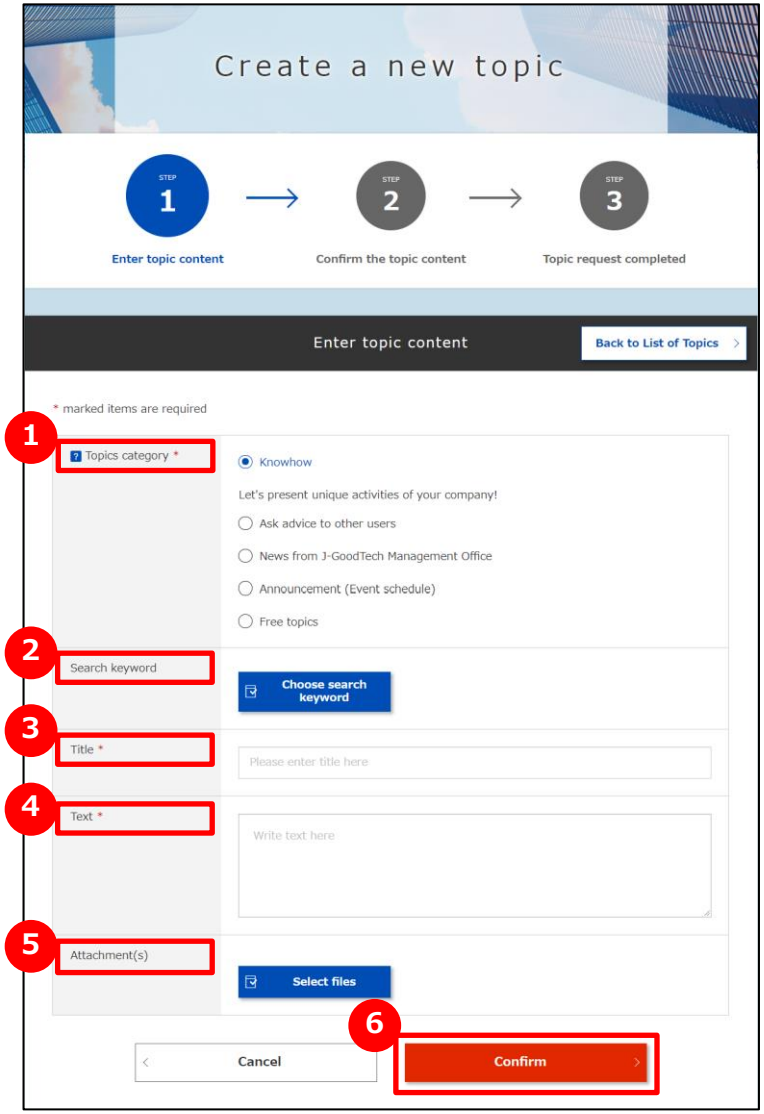
1 Create a new topic

Clicking this button opens a page to create a new topic.

You can also access this page from the 2 **Make a New Post** button on the Home page after logging in.

Creating a New Topic

Topics > List of Topics > Create a new topic



1 Select the Topics category

Click one of the check boxes from five categories.

2 Set Search keyword

Set tags to make it easier for others to find your topic.
Click the **Choose search keyword** button and set terms for your tags.

3 Enter a Topic Title

Enter a short Title that clearly describes your topic.

4 Enter Topic Text

Enter the Text of your topic.

5 Attachments

If you have materials to complement your topic, click the **Select files** button and attach the files.

6 Confirm button

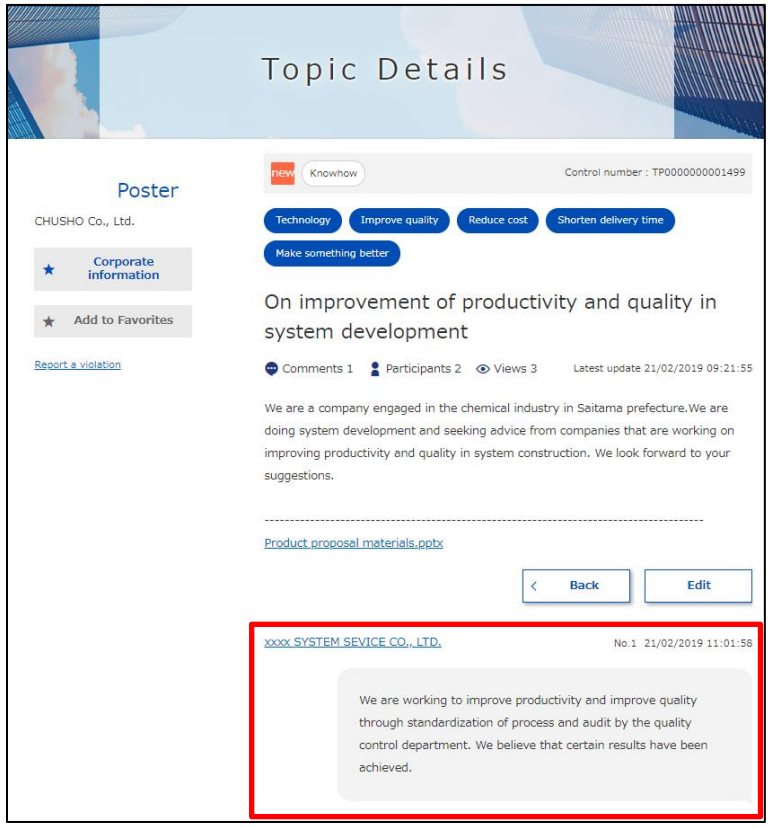
Clicking the **Confirm** button moves to a page where you can confirm your entries.

Point **"Select files" button**
You can attach files of detailed information, catalogs/pamphlets, etc. as additional information.

Creating a New Topic

Frequently Asked Question

Topics > Topic Details



Q **What happens when someone posted comments or opinions to my Topic?**

A When someone posts comments or opinions to your Topic, a notification will be sent to your registered email address. When you receive notification of a posting, log into J-GoodTech to check the posting.

Point **Private communications**

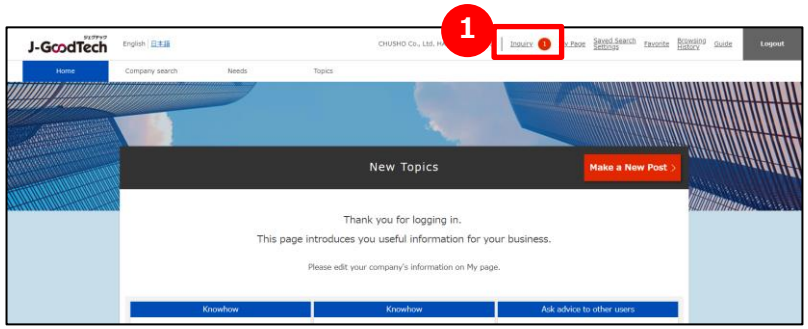
Posting on the Topics will be open to other members.
If you wish to communicate privately with a topic creator or a person who posted a comment, use the **Inquiry** function.

Chapter 5. Using the Inquiry Function

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.

Confirming Inquiries

Home

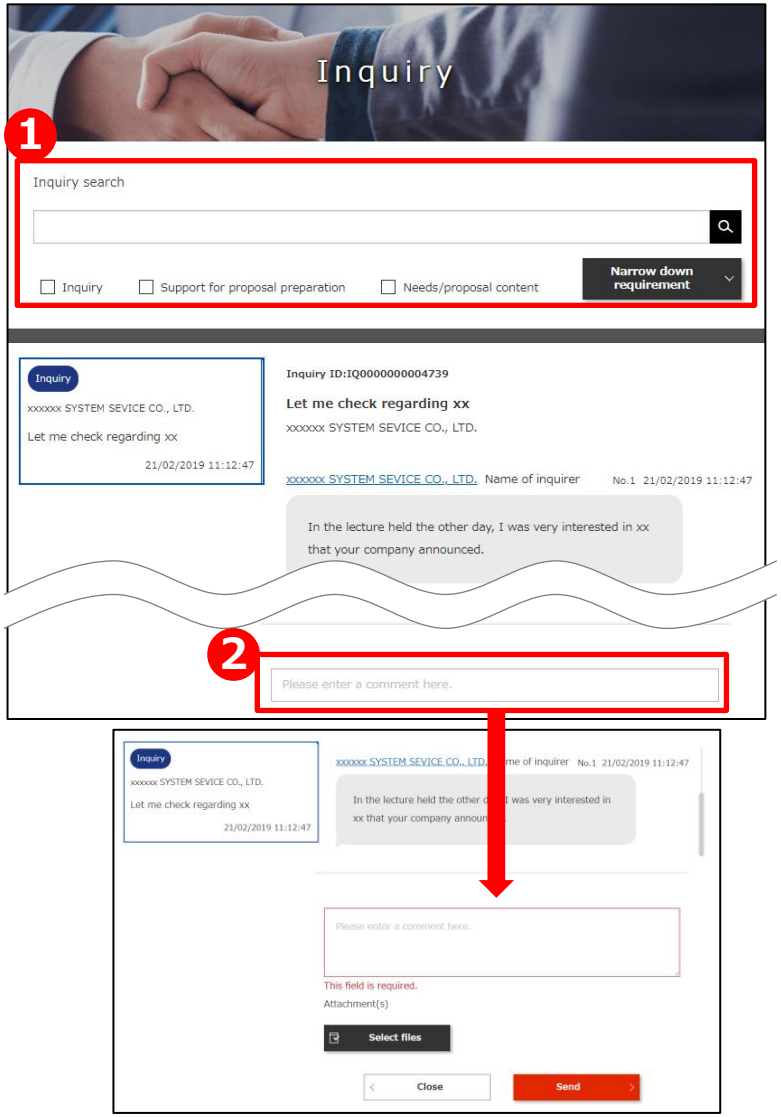


1 Confirming an Inquiry

The number of unread inquiries, such as messages from other companies, are displayed in red beside the **Inquiry** tab at top of the page. Clicking the **Inquiry** tab opens a list of inquiries.

Replying to Inquiries

Home > Inquiry



1 Search Inquiries

Clicking on the **Inquiry** tab will open a list of inquiries received from other companies. There are five ways you can search and filter inquiries.

Inquiry search box	Enter one or more keywords in the search box and click button.
Inquiry	Displays only questions and messages specifically addressed to your company.
Support for proposal preparation	Displays only messages with advice on your company's proposal from J-GoodTech coordinators.
Needs/proposal content	Displays inquiries about your company's need or replies to your proposal.
Narrow down requirement	Clicking this button will open the Display only inquiries between companies option. Selecting this option will stop the display of messages from support organizations or J-GoodTech coordinators.

2 Reply to an inquiry

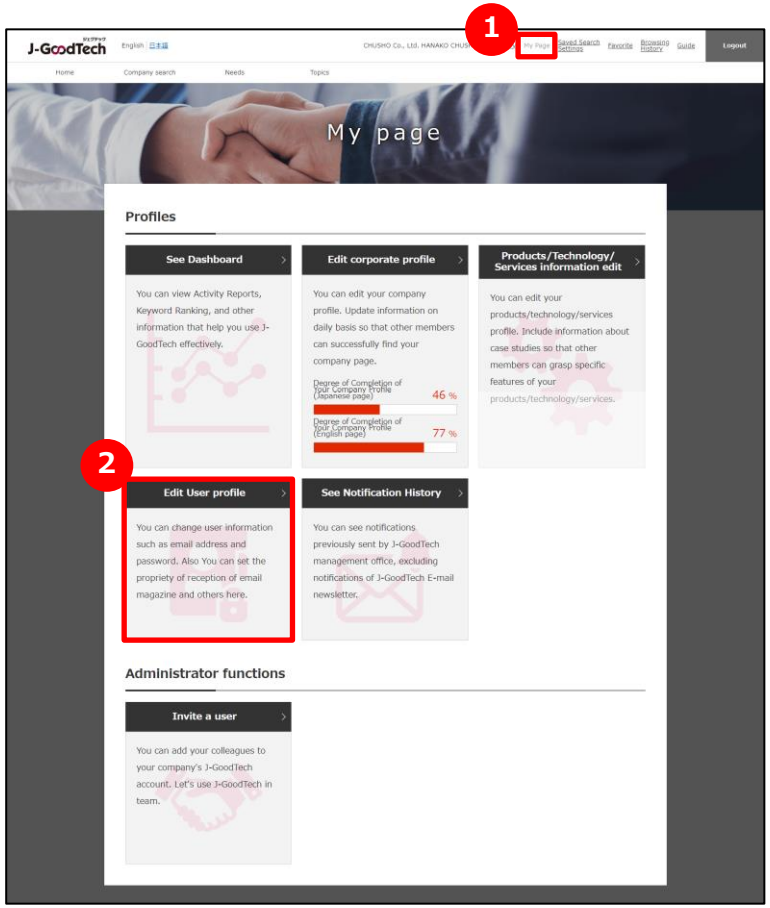
If you wish to return a comment to a message received from another company, click in the comment field to open the comment entry field. Click **Send** button to send your comment after entering your comment.

Chapter 6. Managing User Information

You can edit your own user information and add other people from your company as J-GoodTech users. Add more users to help your company make more effective use of J-GoodTech.

Updating User Information

My Page



1 Go to My Page

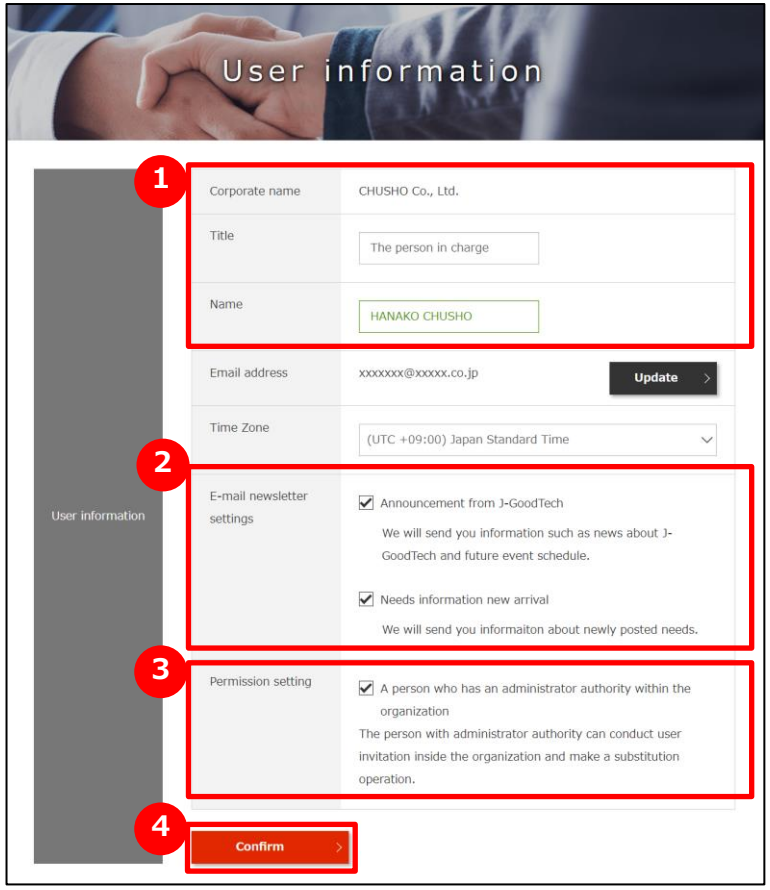
Click the **My Page** tab at the top of the page.

2 Click Edit User profile

Clicking **Edit User profile** will move to the settings page.

Updating User Information

My Page > User information



1 Set name and job title

Enter the user's name and job title.

2 Set email newsletter subscription

You can sign up to receive our email newsletter.

Check to receive newsletters ☑
Uncheck to not receive newsletters ☐

Point **Updates to subscription settings**

Changes to newsletter subscription settings can take up to one month to take effect. Contact the J-GoodTech Management Office if you would like changes to take place sooner.

3 Set privileges

Users with administrator privileges can invite people in their company to be J-GoodTech login users and can edit the names and other information of other users.

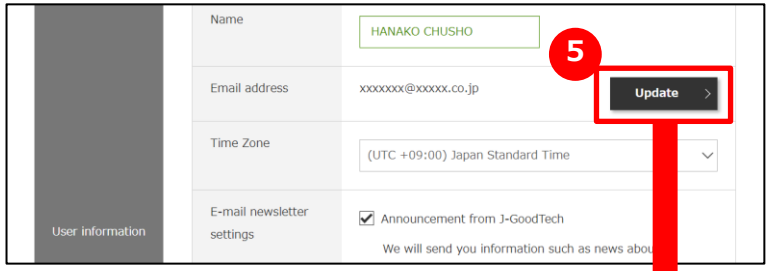
Check to grant administrator privileges ☑
Uncheck to not grant administrator privileges ☐

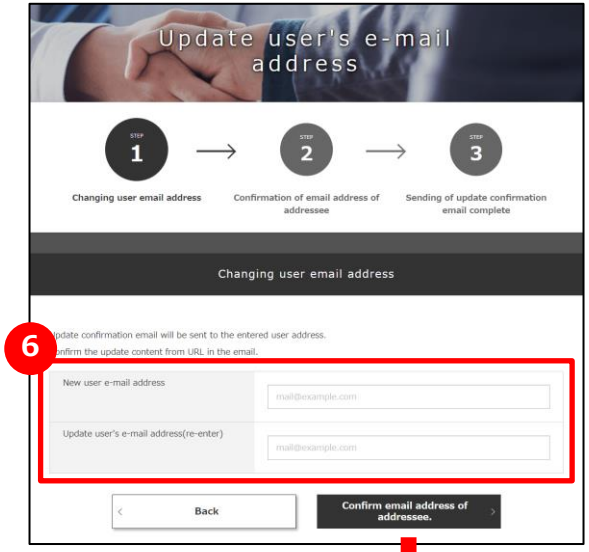
4 Save changes

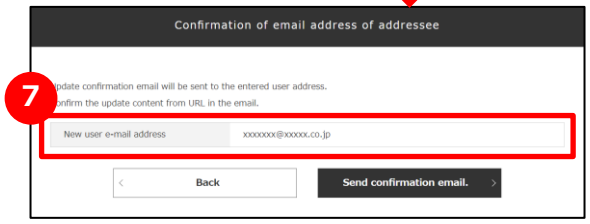
Click the **Confirm** button to update the changes to the settings.

Updating User Information

My Page > User information > Update User's e-mail address







5 Change your email address

Click the **Update** button beside the email address field in the user information section.

6 Enter a new email address

Enter the new email address and click the **Confirm email address of addressee** button.

7 Confirm the entered email address

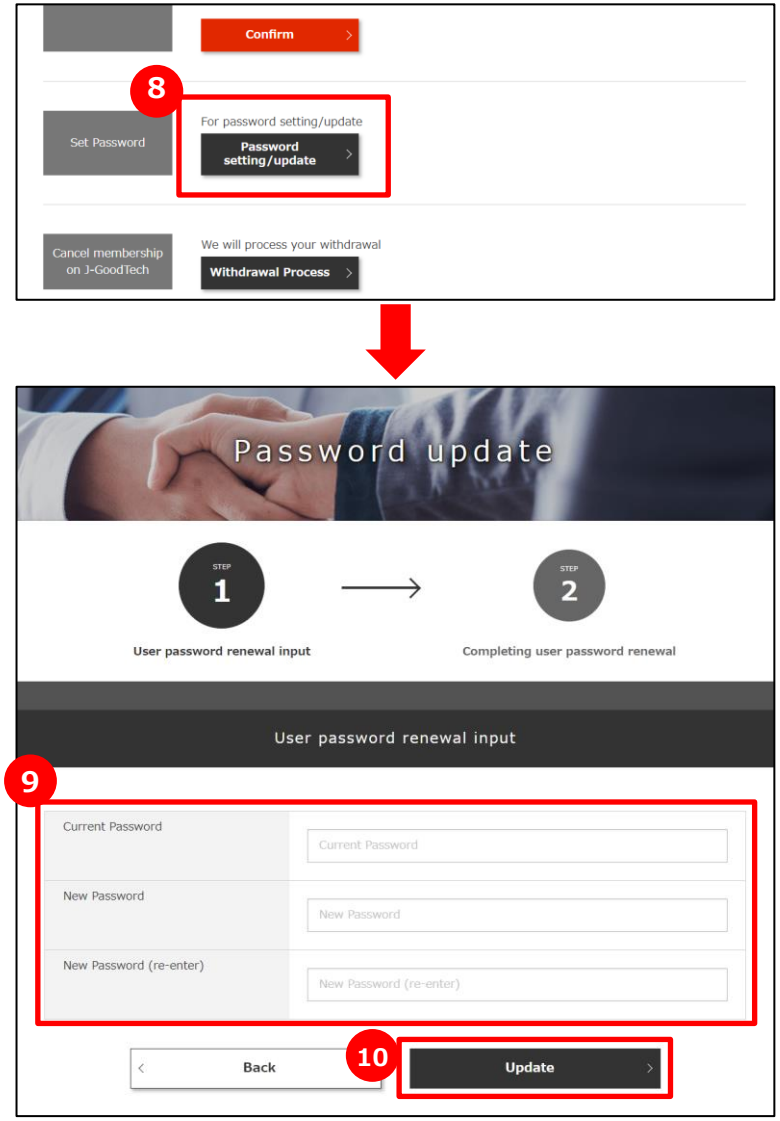
Confirm the entered email address and click the **Send confirmation email** button.

Point **Your email address is your login ID.**

The email address registered here will become your login ID.
After the change is confirmed, you will not be able to log in with your previous email address.

Updating User Information

My Page > User information > Password update



8 Change your password

Click the **Password setting/update** button to set or change your password.

9 Enter passwords

Enter your current password and the new password (twice).

10 Confirm change

After entering the passwords, click the **Update** button.

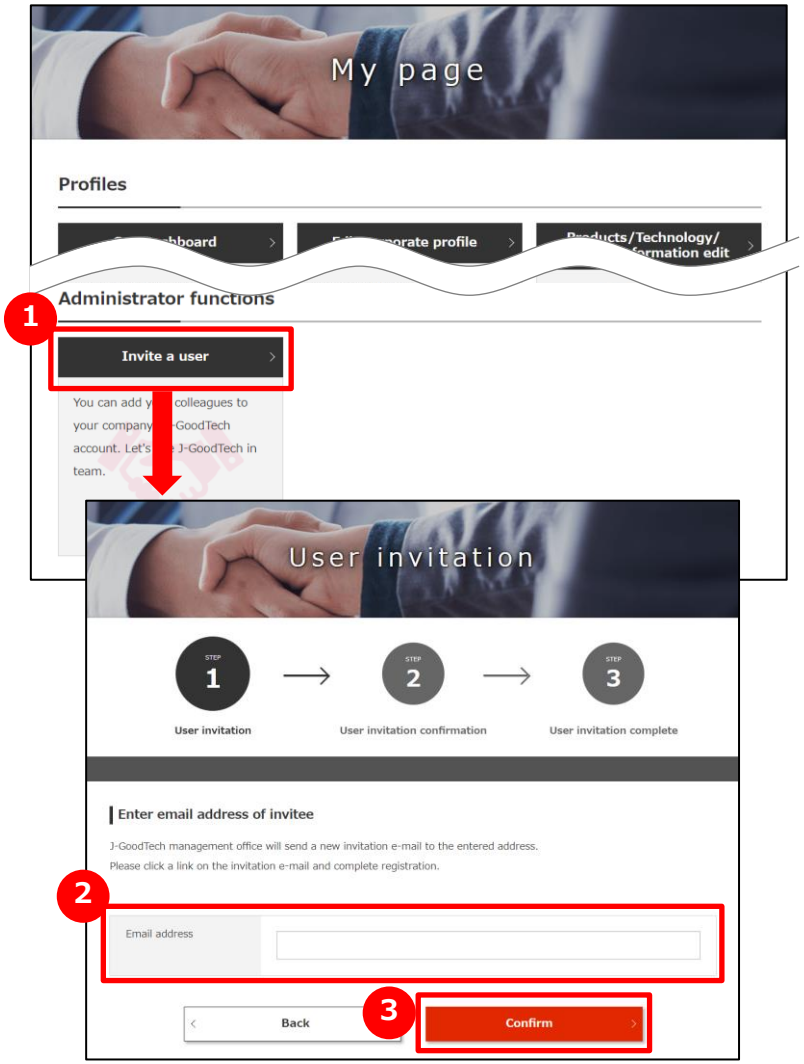
Point

Characters that can be used in passwords

Passwords must be between 8 to 16 characters and consist of single-byte letters and numbers. Even the J-GoodTech Management Office cannot retrieve your password, so please be sure to manage it carefully.

Adding Users from Your Company

My Page > User ivitation



1 Invite users from your company

To add a J-GoodTech login member, click **Invite a user** function on the **My Page** tab.

2 Enter an email address

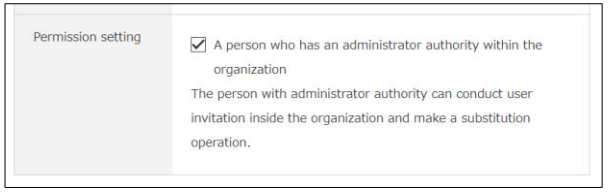
Enter the email address of the person you want to invite.

3 Confirm entered information

Click the **Confirm** button and then click the **Invite** button on the confirmation page to send the invitation email to the email address you entered. The person you invited will then follow the instructions in the invitation email to set his or her name and other details and log in.

Point **Only users with administrator privileges can invite new users.**

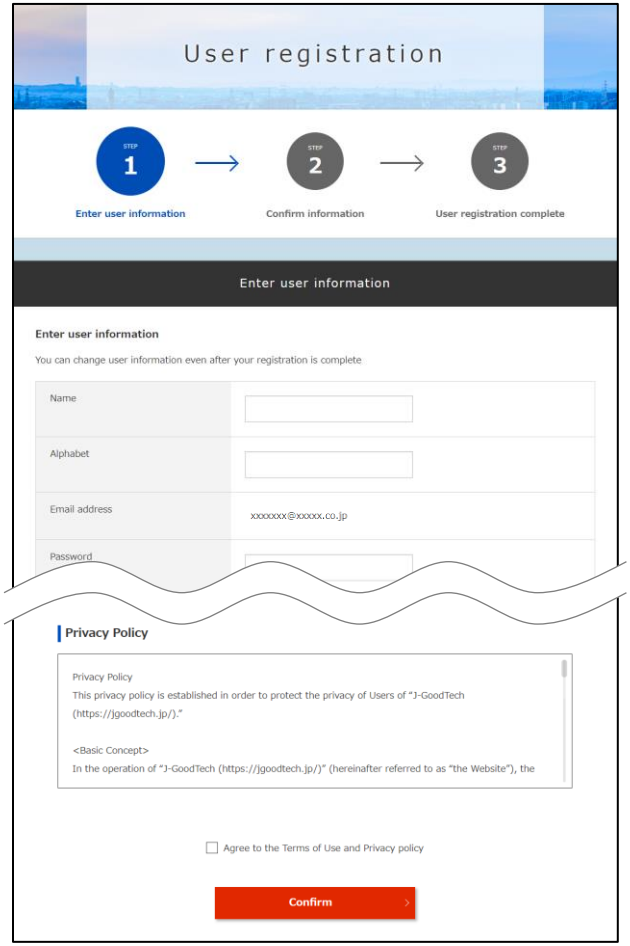
Only users with administrator privileges can use the invitation function. Administrator privileges can be confirmed from Edit User profile on the **My Page** tab.



Adding Users from Your Company

Frequently Asked Questions

User registration



Q **After receiving the invitation email?**

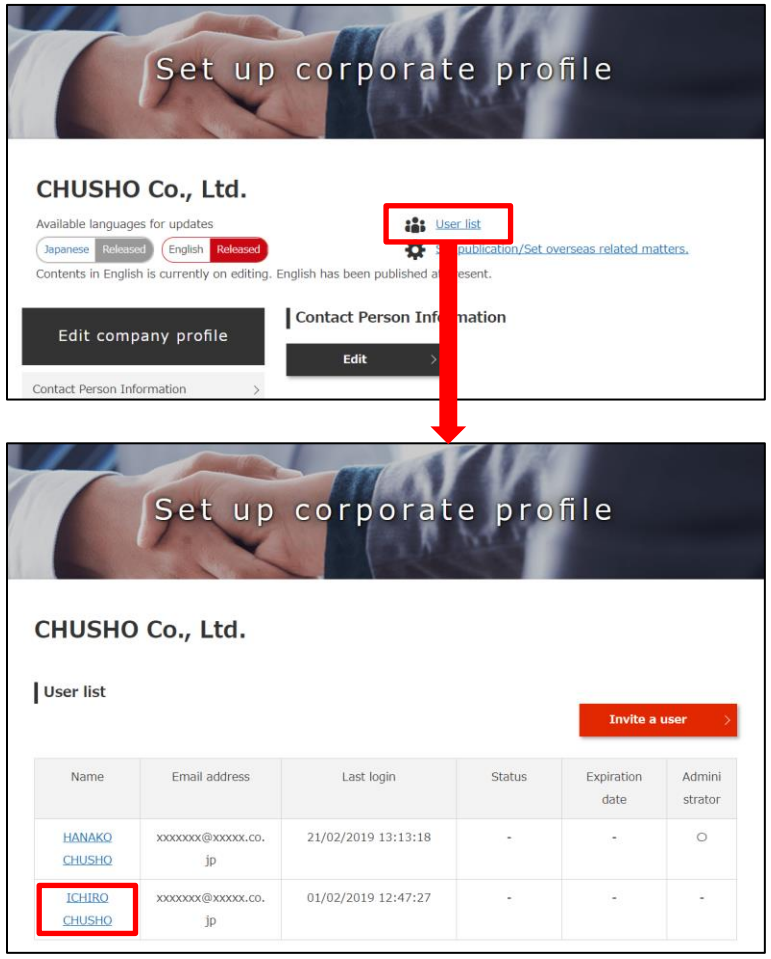
A When an administrator uses the new user invitation function on the **My Page** tab and invites a person to be a J-GoodTech login user, an email is sent to the invited person.

The invited person opens the user registration page from the link contained in the email, enters his or her name, password and other necessary details, and confirms the terms of use and privacy policy. The invited person then clicks the **Confirm** button to complete the user registration. The invited person can now log in and use J-GoodTech.

Editing Information on Other Users from Your Company

Frequently Asked Questions

My Page > Set up corporate profile > User list



Q **What are proxy operations?**

A An administrator can change information on other users, including invited users, who belong to the administrator's company.

Click **Edit corporate profile** on the **My Page** tab and click User list at the top of the following page. Then click on the name of the user whose user information page you want to access.

Operations available to the administrator include setting the user's job title, email newsletter subscription, and privileges as well as deleting (removing) the user.

Deleting a J-GoodTech Account

My Page > User information

1 Deleting/withdrawing a J-Good account

To delete (remove) a user, click **Edit User profile** on the **My Page** tab.

2 Withdrawal process

Click **Withdrawal Process** at the bottom of the edit page.

3 Confirm deletion

Click the **Withdraw** button and Confirm the action.

Point **Notes about deleting accounts.**

Once a user account is deleted, that user can no longer use member services. Please be aware that even after a user is deleted, logs of the user's posts made on J-GoodTech will remain. Furthermore, even when all users of a company are deleted, the company's information will remain on the site. If you also want your company's information to be deleted, please contact the J-GoodTech Management Office.

Point **Administrators can delete other users.**

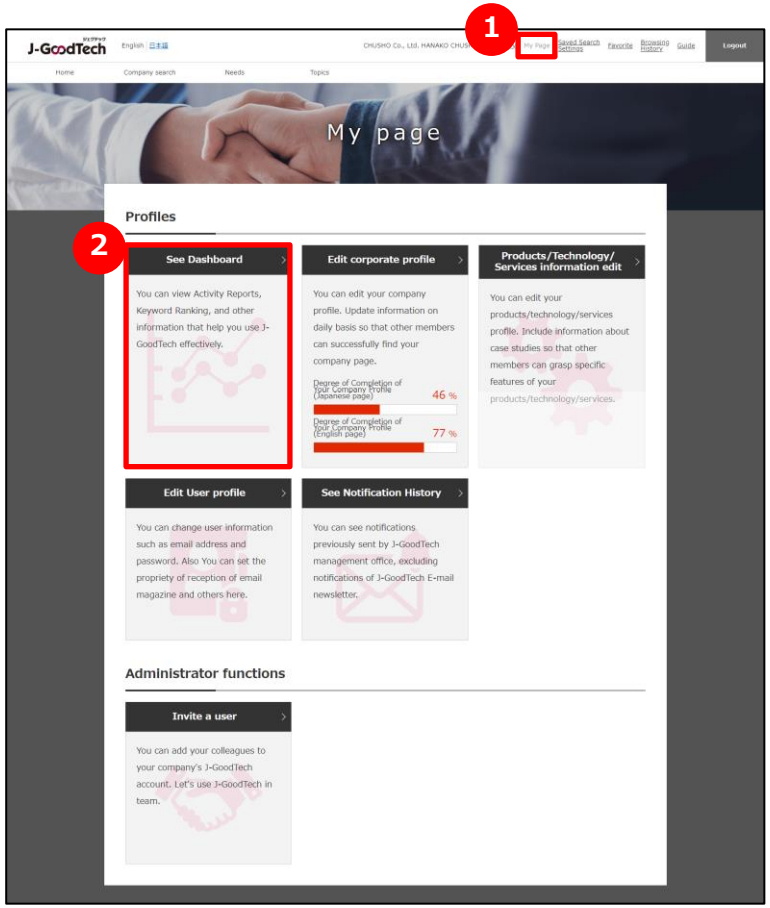
Administrators can act by proxy to delete users who belong to their company. See page 66 for the deletion steps.

Chapter 7. Review Your Activity

You can see how your company’s corporate information page is being viewed and how J-GoodTech is being used through the Dashboard function.

Use the Dashboard Function

My Page



1 Go to My Page

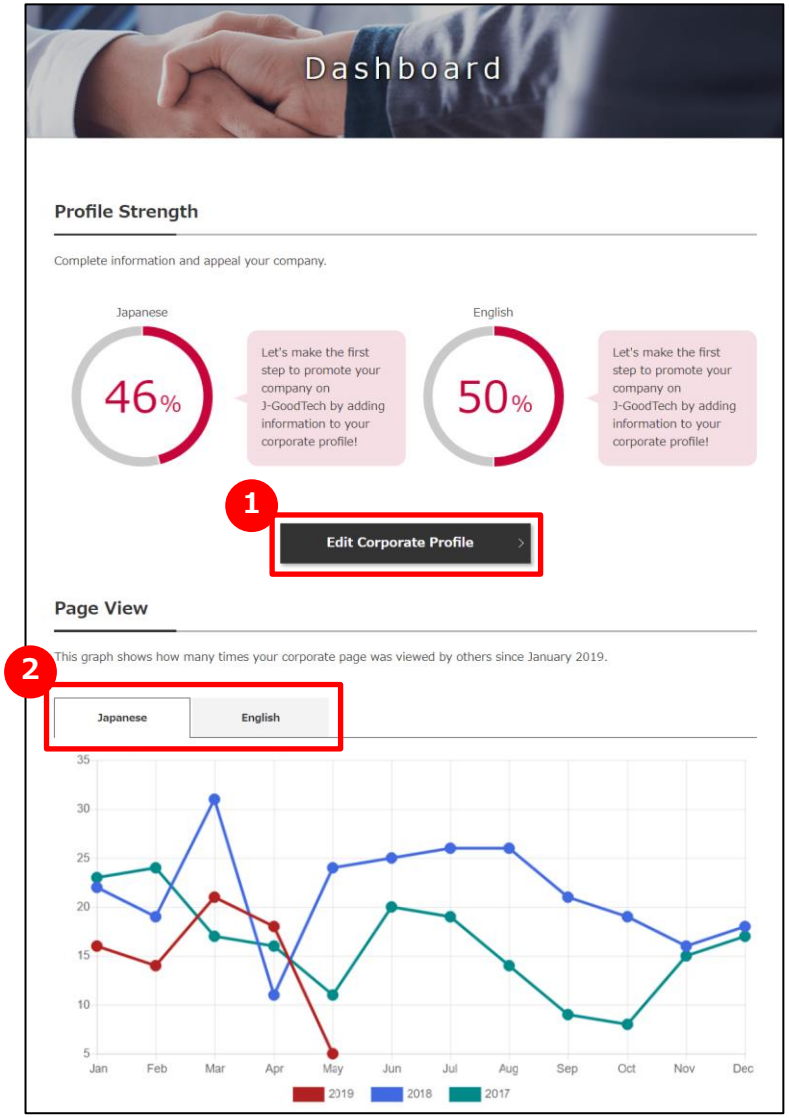
Click **My Page** tab on the top of screen.

2 See a summary of activities

Clicking **See Dashboard** button, you can switch to the dashboard page and review a summary activities on J-GoodTech.

Use the Dashboard Function

My Page > Dashboard



1 Profile Strength

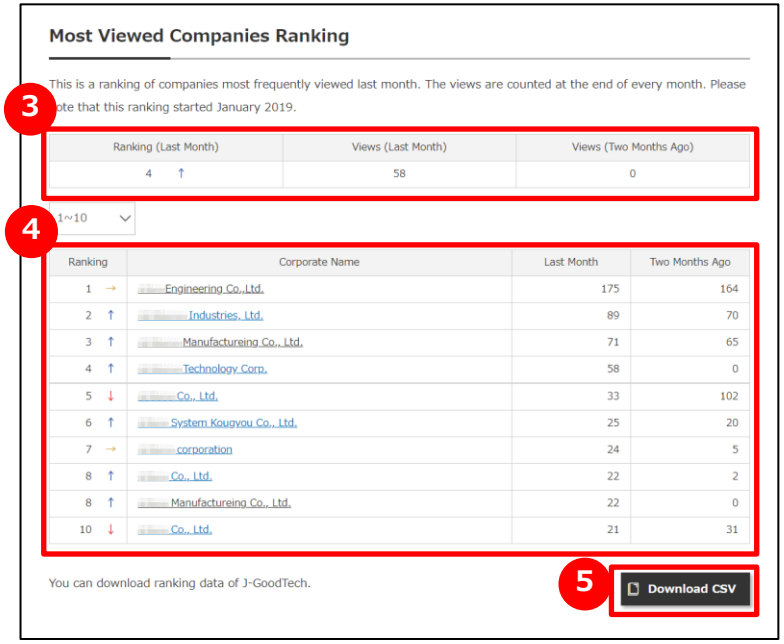
Review the current Profile Strength of your corporate profiles.
To enrich your profiles, click the **Edit Corporate Profile** button.
Refer to「Chapter 1. Promoting Your Company 」for the operation.

2 Page View

The number of views on the Corporate Profile (up to the previous day) is displayed in a graph.
By clicking on the "**Japanese"** or **"English"** tab, you can view the browsing status of the Japanese or English page.
You can view the results for up to the past three years.

Use the Dashboard Function

My Page > Dashboard



3 Page views

The number of views and rankings of your company's corporate profile will be displayed.

4 Rankings

Review the rankings of all the corporate profiles published on J-GoodTech. Click a name of company to see their profile.

5 Download rankings data

Registered members of J-GoodTech can download the rankings data as a CSV file. Click the **Download CSV** button to download the file.

Use the Dashboard Function

My Page > Dashboard

6 Needs Performance

Check the number of proposals you submitted and the number of needs you created annually. Data is available for up to past three years.

7 Activity

This is a monthly summary of your activity on J-GoodTech. Data is available for up to past three years. The following six types of information can be viewed for performance. Click on a tab to switch the graph.

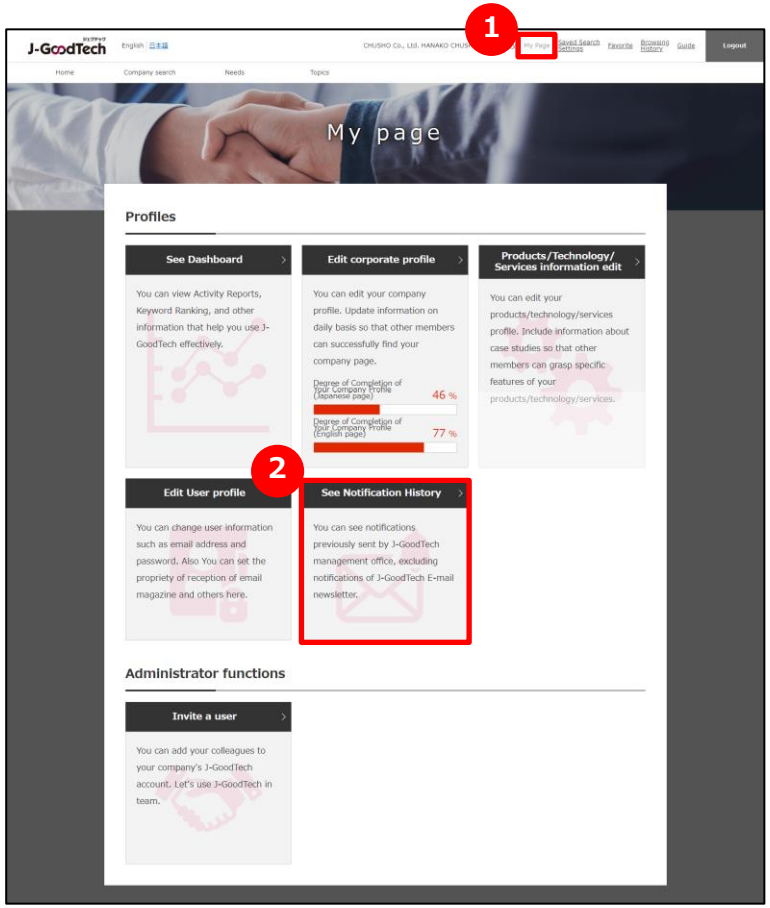
Login	Number of login
Inquiry Sent	Number of inquiry you sent
Inquiry Received	Number of inquiry you received
Proposal Submitted	Number of proposal you submitted
Needs Registered	Number of needs you created
Topic Created	Number of topics you created

Chapter 8. Other Useful Functions

This chapter presents other useful functions on the platform.

See Notification History

My Page



1 Go to My Page

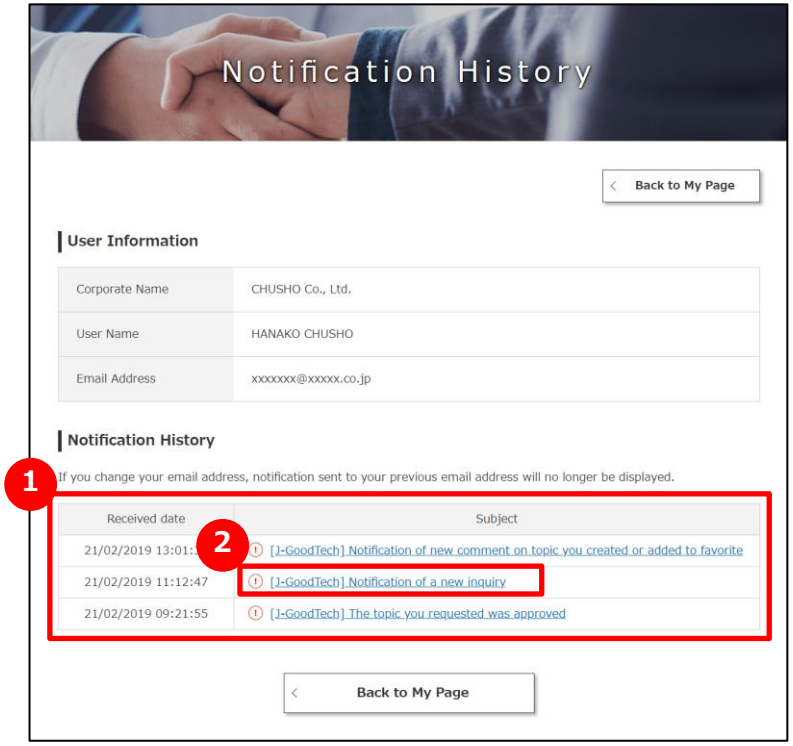
Click **My Page** tab on the top of screen.

2 See Notification History

Clicking on **See Notification History** will take you to the Notification History screen to see inquiries you have received.

See Notification History

My Page > Notification History



1 See Notification History

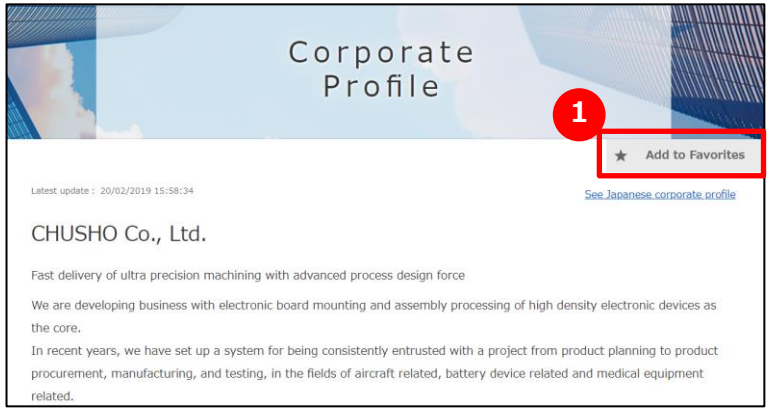
Check inquiries you have received in the past three months.

2 Check contents

Click on a title of inquiry to see contents.

Adding Favorites

Company search > Corporate Profile



1 Add to favorites

Click the **Add to Favorites** button at the top right of a company page or product page.

2 View favorites

Click the **Favorite** tab at the top of any page to see the companies and products added to your favorites.

3 Delete from favorites

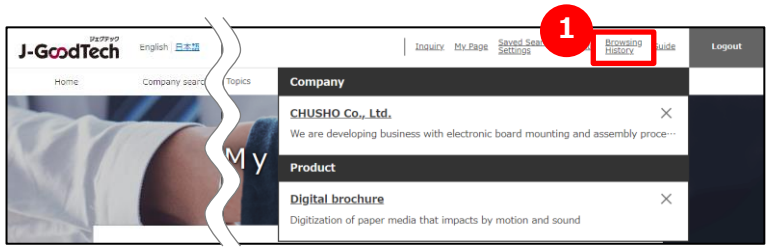
Click the **Favorite** tab at the top of any page and click the × button to the right of the company or product you want to delete.
By clicking 4 **Cancel this Favorite** button on the right side of a company page or product page, you can also delete the favorites.

Point **You can also add favorites for needs and topics.**

You can add favorites for needs and topics as well as company information, and product/technology/service information. After adding, you can view the target information immediately.

View Recently Viewed Pages

Browsing History



1 View browsing history

Click the **Browsing History** tab at the top of any page to see a log of the company pages and product pages you recently viewed. Clicking on a company or product name will jump to the corresponding page.

ジェグテック

J-GoodTech