

# J-GoodTech Operation Guide

Ver 1.4

# 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.

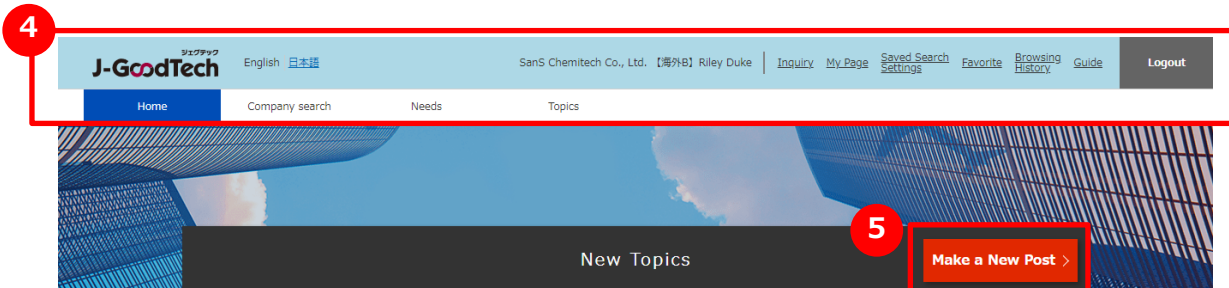
## 【How to log in】

The screenshot shows the J-GoodTech website's login interface. At the top right, a red box labeled '1' highlights the 'Login' button. Below the header is a search bar with the placeholder 'Company Name, Keyword, Category...' and a 'Company Search' button. Below the search bar are navigation links: 'About J-GoodTech', 'How It works', 'JAPAN Overview', and 'Featured Contents'. The main content area has a blue header with the word 'Login'. Below this is a login form with two input fields: 'Email Address' (containing 'example.com') and 'Password'. A red box labeled '2' highlights both input fields. Below the password field is a 'Remember me' checkbox and a red 'Login' button. A red box labeled '3' highlights a link labeled 'Forgot Password'.

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.

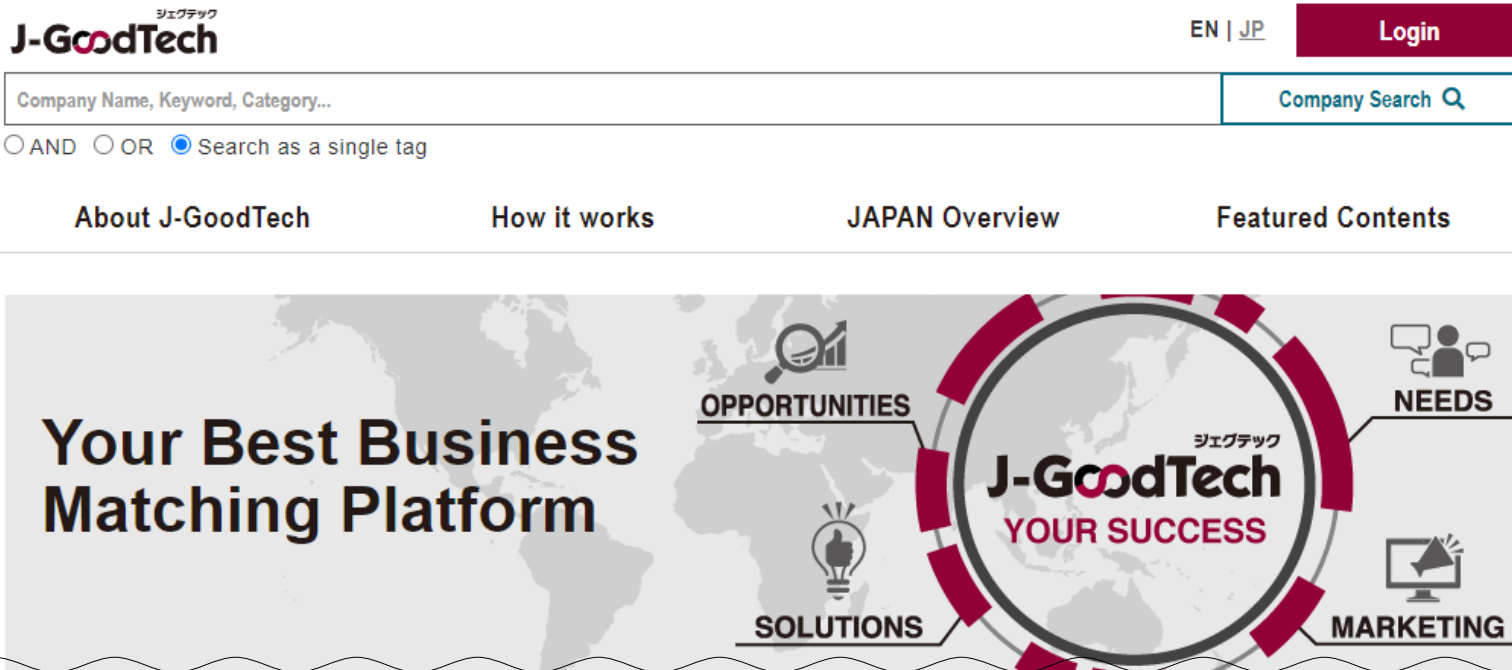


Functions are accessed after login by clicking either the **4** tabs along the top of the page or the **5** buttons “Make a New Post” found on each page.

# 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/>



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[About J-GoodTech](#)

[Featured Contents](#)  
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[Useful Links](#)  
[Terms of Use](#)  
[Privacy Policy](#)  
[About Us](#)  
[FAQ](#)

[Contact Us](#)

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

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[Special Report](#)  
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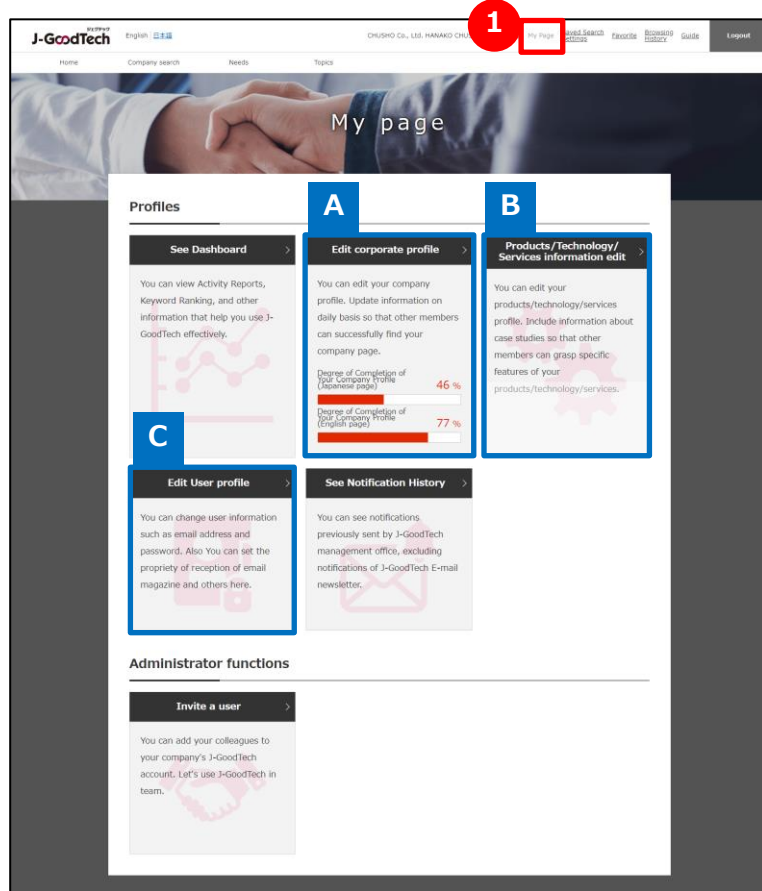
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# Chapter 1. Promoting Your Company

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.

## 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

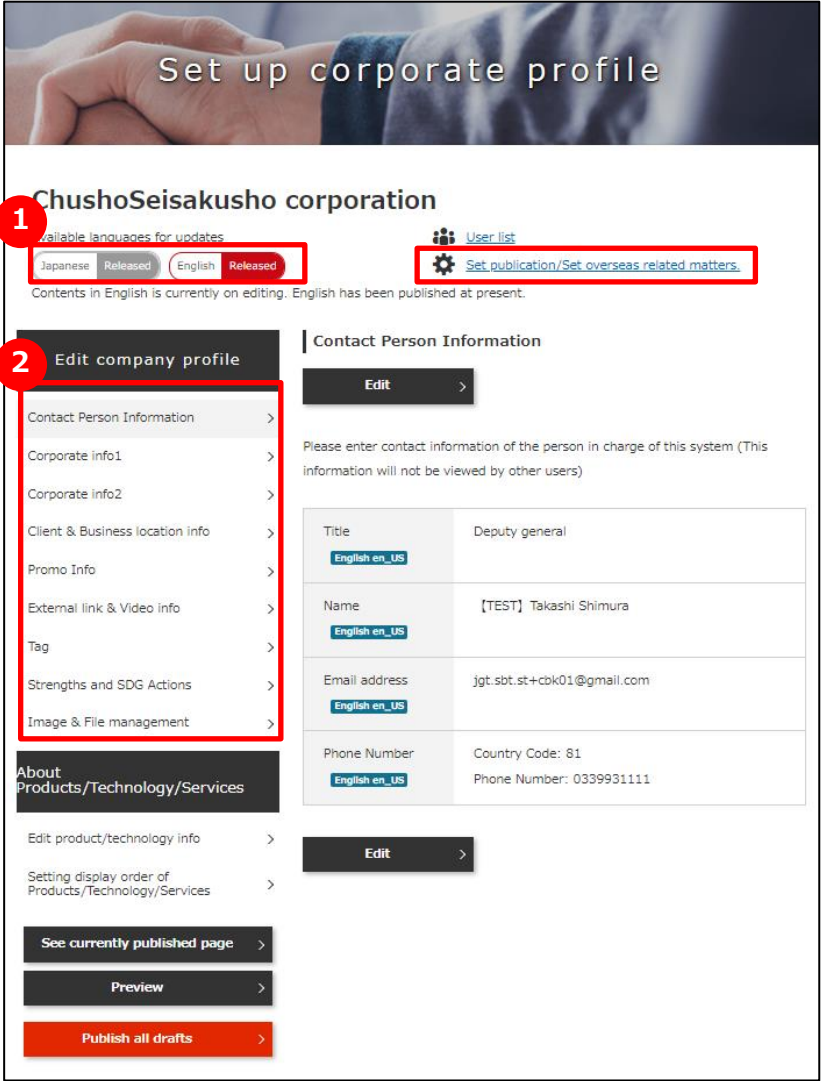
You can list your company's products, technology, and services. Be sure to promote your best products, technology, and services.

**C Edit user profile**

Page 60

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

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.

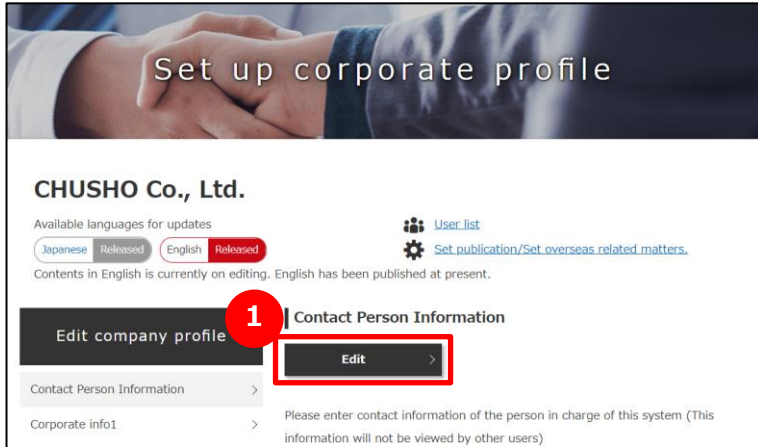
Contact Person Information	Contact information for the person in charge of J-GoodTech matters
Corporate info1	Information such as the company name, address, etc. (made public)
Corporate info2	Sales revenue, representative information (select either public or private)
Client & Business location info	Information 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

## Chapter 1.

### Promoting Your Company

# Editing and Managing Company Information

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



**Set up corporate profile**

**CHUSHO Co., Ltd.**

Available languages for updates

Japanese Released English Released

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

**1** **Contact Person Information**

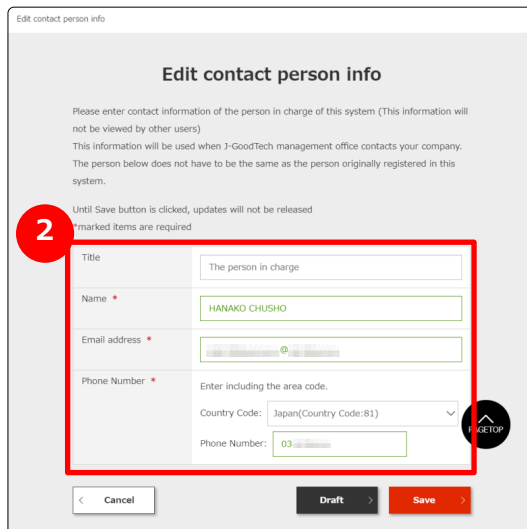
**Edit company profile**

**Edit**

Contact Person Information >

Corporate info1 >

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



**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

**2**

Title

The person in charge

Name \*

HANAKO CHUSHO

Email address \*

Phone Number \*

Enter including the area code.

Country Code: Japan(Country Code:81)

Phone Number: 03

**2**

**Cancel**

**Draft**

**Save**

## 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.

## Frequently Asked Questions

My Page > Set up corporate profile >  
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	<input type="text" value="The person in charge"/>
Name *	<input type="text" value="HANAKO CHUSHO"/>
Email address *	<input type="text" value="example@j-goodtech.com"/>
Phone Number *	<div>Enter including the area code.</div> <div>Country Code: <input type="text" value="Japan(Country Code:81)"/></div> <div>Phone Number: <input type="text" value="03"/></div>

< Cancel      Draft >      Save >

PAGETOP

### 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.

## Chapter 1.

### Promoting Your Company

# Editing and Managing Company Information

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

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: The person in charge

Name \*: HANAKO CHUSHO

Email address \*:

Phone Number \*: Enter including the area code.  
Country Code: Japan(Country Code:81)  
Phone Number: 03

Cancel Draft Save

### 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.

About Products/Technology/Services Edit

Edit product/technology info >

Setting display order of Products/Technology/Services >

See currently published page >

Preview >

**Publish all drafts >**

## Frequently Asked Questions

My Page > Set up corporate profile

**Set up corporate profile**

**ChushoSeisakusho corporation**

Available languages for updates: Japanese Released, English Released. [User list](#) [Set publication/Set overseas related matters.](#)

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

**Edit company profile**

- Contact Person Information >
- Corporate info1 >
- Corporate info2 >
- Client & Business location info >
- Promo Info **Draft** >
- External link & Video info >
- Tag >
- Strengths and SDG Actions >
- Image & File management >

**About Products/Technology/Services**

- Edit product/technology info >
- Setting display order of Products/Technology/Services >
- See currently published page** >
- Preview** >
- Publish all drafts** >

**Promo Info** **Saving Draft**

**Edit** >

Please introduce your company.

Please describe your company in a short sentence.

**Catch phrase**

[English en\\_US](#)

We develop our business centered on electronic board mounting and high-density electronic device assembly processing.

In recent years, we have established a system that can consistently undertake from product planning/design, material procurement, manufacturing, and to testing for aircraft/battery device/medical equipment related products.

**Lead phrase**

[English en\\_US](#)

**Others (Comments)**

[English en\\_US](#)

[Factory (domestic)]  
Nerima-ku, Tokyo

[Factory (overseas)]  
Hongkong

[Main Clients / Business History (overseas)]  
Singapore

[Exhibition History/Information]  
Feb 14, 2019 Tokyo International exhibition

### 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.

**Corporate Profile**

Editing draft

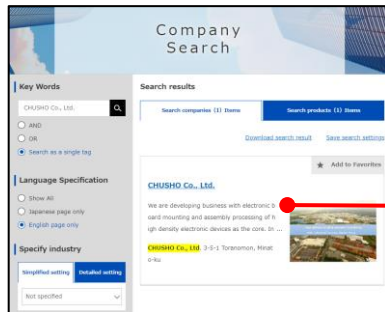
**See currently published page** > **Publish** >

★ Add to Favorites

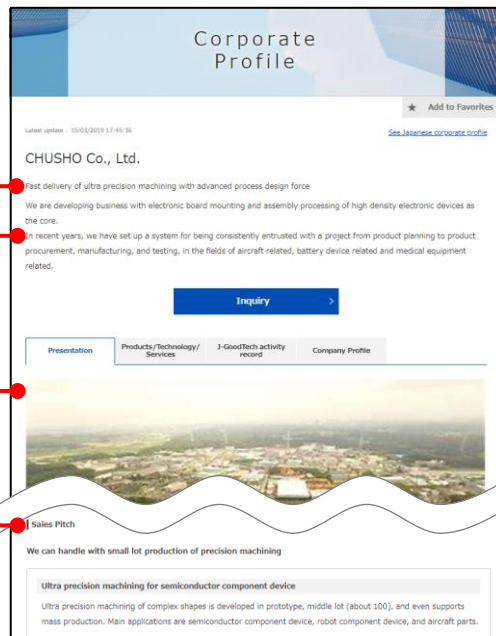
You can click the **Publish** button on the draft preview page to make public entries saved as a draft. Clicking **See currently published page** will open the current published page under a separate tab. In this way, you can compare it with the draft page.

## Frequently Asked Questions

### Company Search > Corporate Profile



Lead phrase



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

## Frequently Asked Questions

My Page > Set up corporate profile > Promo Info

**Set up corporate profile**

**ChushoSeisakusho corporation**

Available languages for updates: [Japanese](#) Released [English](#) Released [User list](#) [Set publication/Set overseas related matters](#)

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

**Edit company profile**

**Promo Info** Saving Draft

**Edit**

Contact Person Information >

Corporate info1 >

Corporate info2 >

Client & Business location info >

**Promo Info** Draft >

External link & Video info >

Tag >

Strengths and SDG Actions >

Image & File management >

**About Products/Technology/Services**

Edit product/technology info >

Setting display order of Products/Technology/Services >

**See currently published page** >

**Preview** >

**Publish all drafts** >

Please introduce your company.

Please describe your company in a short sentence.

**Catch phrase**

[English en\\_US](#)

We develop our business centered on electronic board mounting and high-density electronic device assembly processing.

In recent years, we have established a system that can consistently undertake from product planning/design, material procurement, manufacturing, and to testing for aircraft/battery device/medical equipment related products.

**Lead phrase**

[English en\\_US](#)

**Others (Comments)**

[English en\\_US](#)

[Factory (domestic)]  
Nerima-ku, Tokyo

[Factory (overseas)]  
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[Main Clients / Business History (overseas)]  
Singapore

[Exhibition History/Information]  
Feb 14, 2019 Tokyo International exhibition

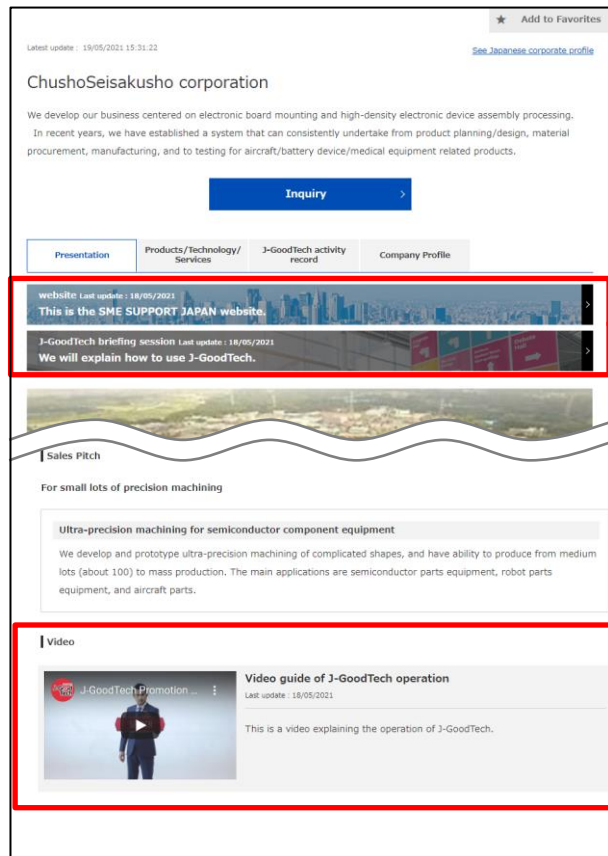
**Q Why should I enhance our promotional information?**

**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.

## 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.

Banners

Video

## Frequently Asked Questions

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

Edit external link & video info

**External link1**

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


Type	English en_US	---
Title *	English en_US	
Guide	English en_US	
URL	English en_US	
Last Updated	English en_US	11/05/2021

PAGETOP

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

Link to your video1

Share Youtube links here  
\*Existing Youtube videos only

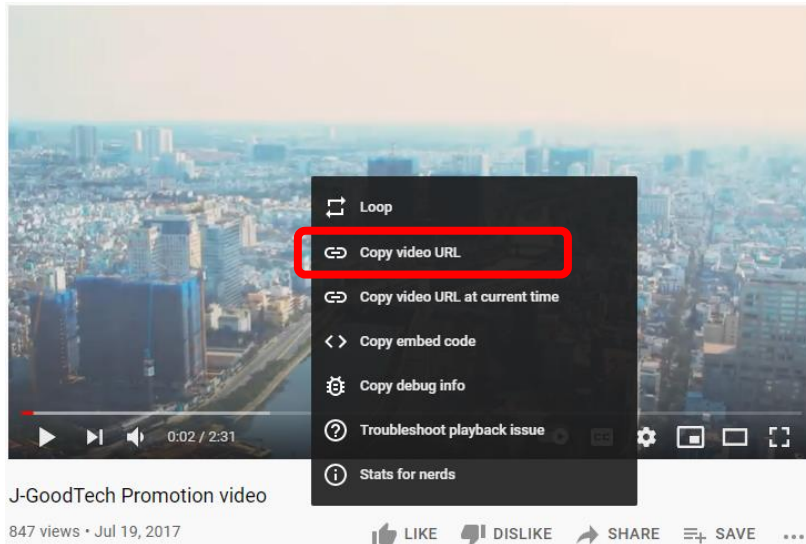
URL	English en_US	https://www.youtube.com/watch?v=CPMeSPPCAg
The title of your video	English en_US	Video guide of J-GoodTech operation
Description	English en_US	This is a video explaining the operation of J-GoodTech.
Uploaded / Uploading Video	English en_US	
Last Updated	English en_US	18/05/2021

PAGETOP

URL	URL of YouTube video to be posted. <b>[Attention] Non-YouTube videos cannot be posted.</b>
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

## 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

Tag

### 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.

The changes will not be reflected until save button is clicked.

diesel

engines

### 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.

**Set up corporate profile**

**CHUSHO Co., Ltd.**

Available languages for updates  
[Japanese](#) Released [English](#) Released  
 Contents in English is currently on editing. English has been published at present.

[User list](#)  
[Set publication/Set overseas related matters.](#)

**CHUSHO Co., Ltd.**

**Set publication/Set overseas related matters.**

**Overall Setting**

Language	Corporate name	Release / Private	Preview
Japanese	株式会社中小製作所	<input checked="" type="radio"/> Release <input type="radio"/> Private	<a href="#">Preview</a>
English	CHUSHO Co., Ltd.	<input checked="" type="radio"/> Release <input type="radio"/> Private	<a href="#">Preview</a>

**Group setting**

Group	Select privacy settings
Corporate profile2(Release / Private)	<input type="radio"/> Non-disclosable (This will not be viewed by other users) <input type="radio"/> Viewed by Members Only <input checked="" type="radio"/> Viewed by Public (Including non-members)
Client & Business location info	<input type="radio"/> Non-disclosable (This will not be viewed by other users) <input type="radio"/> Viewed by Members Only <input checked="" type="radio"/> Viewed by Public (Including non-members)

**Overseas business status**

Settings	Setting details
Overseas business history	<input checked="" type="radio"/> None <input type="radio"/> Yes
English available	<input type="radio"/> Available <input checked="" type="radio"/> Unavailable

[Back](#) [Save](#)

### 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

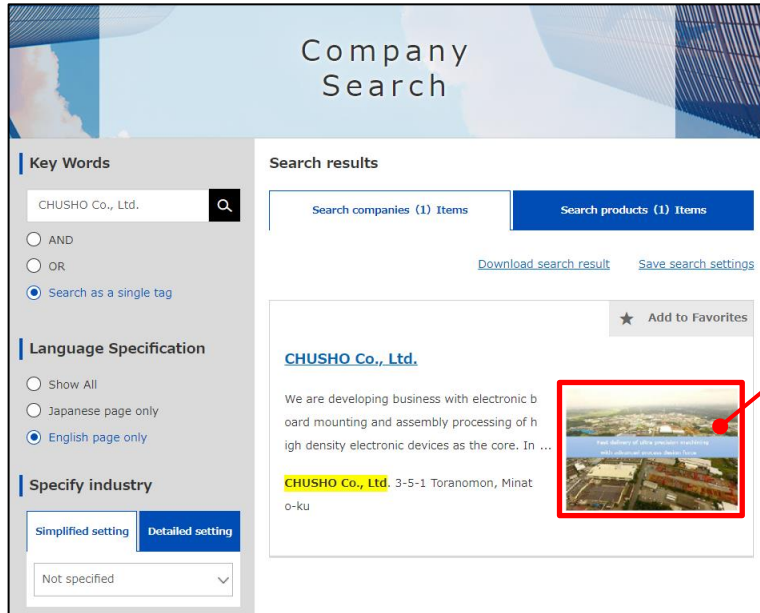
Disclosed to only logged-in members

#### Viewed by Public

Disclosed even to people who are not logged in

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

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

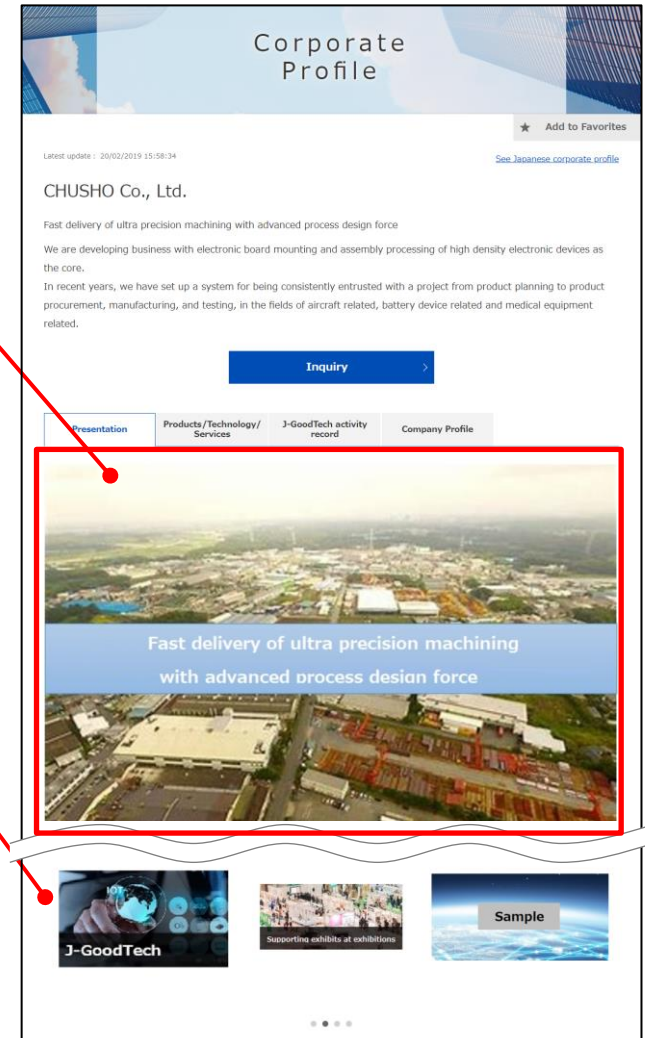


### Main image

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.

## Chapter 1.

### Promoting Your Company

# Editing and Managing Company Information

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

The screenshot shows the 'Set up corporate profile' interface for 'ChushoSeisakusho corporation'. The left sidebar contains a menu with items like 'Edit company profile', 'Management by J-GoodTech management office', 'Contact Person Information', 'Corporate info1', 'Corporate info2', 'Client & Business location info', 'Promo Info', 'External link & Video info', 'Tag', 'Strengths and SDG Actions', 'Image & File management' (annotated with a red circle and '1'), 'About', 'Products/Technology/Service', and 'Edit product/technology info'. The main content area is titled 'Image & File management' and contains an 'Edit' button (annotated with a red circle and '2'). Below this, there are sections for 'Top image' and 'Supplementary image', each with an 'Attach files' button (annotated with a red circle and '3'). At the bottom, there is an 'Add' button and a 'PAGE TOP' button. A red arrow points from the 'Edit' button to the 'Image & File management' section. At the bottom of the page, there are 'Cancel', 'Draft' (annotated with a red circle and '4'), and 'Save' buttons.

## 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.

## Chapter 1.

### Promoting Your Company

# Editing Product, Technology, and Service Information

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

**Set up corporate profile**

**ChushoSeisakusho corporation**

Available languages for updates: Japanese (Released), English (Released). [User list](#), [Set publication/Set overseas related matters](#).  
Contents in English is currently on editing. English has been published at present.

**Edit company profile**

- Contact Person Information > **Edit**
- Corporate info1 >
- Corporate info2 >
- Client & Business location info >
- Promo Info >
- External link & Video info >
- Tag >
- Strengths and SDG Actions >
- Image & File management >

**About Products/Technology/Services**

- Edit product/technology info** >
- Setting display order of Products/Technology/Services >

**See currently published page** >

**Preview** >

**Publish all drafts** >

**Contact Person Information**

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

Title	Deputy general
Name	[TEST] Takashi Shimura
Email address	
Phone Number	Country Code: 81 Phone Number: 0339931111

**My page**

**Profiles**

- See Dashboard** >
- Edit corporate profile** >
- Products/Technology/Services information edit** >

You can edit your products/technology/services profile. Include information about case studies so that other members can grasp specific features of your products/technology/services.

Degree of Completion of Your Company Profile (Japanese page): 46 %

Degree of Completion of Your Company Profile (English page): 50 %

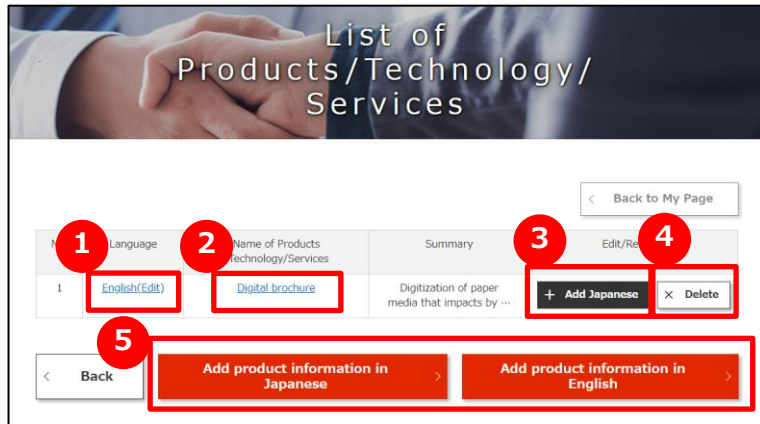
## 1 Editing product/technology information

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.

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.

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

Products/Technology/Services information edit (in English) edit

Back to list

Products/Technology/Services information edit

1

Name of Products /Technology/Services

Summary

This information will appear on product search results.

Description of Products/Technology/Services

Please describe its specifications and characteristics.

We recommend that you also write about certifications awards, and patent information if available.

Image

Tag

You can set tags to get your information of products, technology and service more easily hit in search.

Input proper noun, specific technologies and technical terms to illustrate your products, technology and service.

Tag

diesel engines

Edit Tag

2

Back Confirm

## 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.

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

**Products/Technology/Services information (in English) confirmation**

**Products/Technology/Services information edit**

1

Name of Products /Technology/Services: Digital brochure

Summary: Digitization of paper media that impacts by motion and sound

Descriptions for Products/Technology/Services: Movement is added to character information and image information, and furthermore, by integrating sounds, we create contents that can make a variety of presentations that can not be realized in the paper medium. It is possible to create contents that resonate in the hearts of individual customers, such as customers imagining products and services, knowing deeply what they want to know.

Image: This information will appear on search results.

**Files for download**

Downloadable file: Product proposal materials.pptx

**Tag**

Tag: diesel engines

2

Back Register

## 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

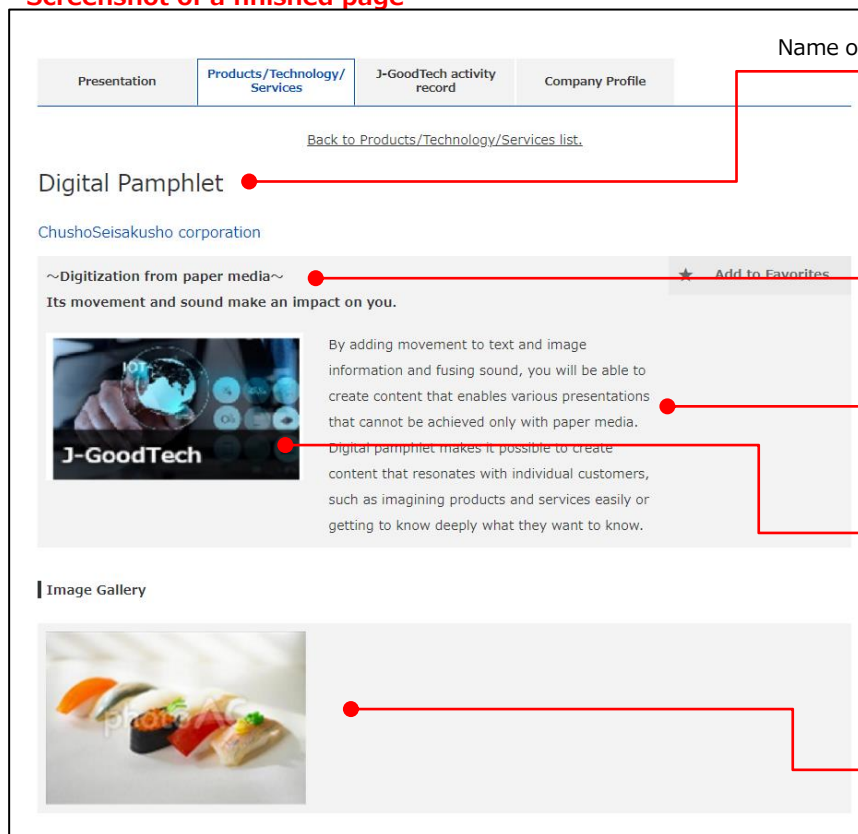
After confirming the details, click the **Register** button (or the **Update** button if you are editing information). See the following pages for images of finished pages.

**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.

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

**Screenshot of a finished page**

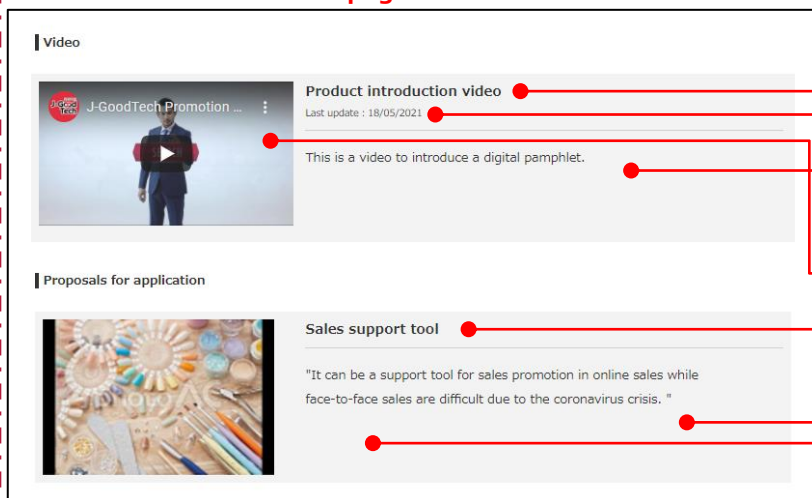


**Products/Technology/Services information edit**

Name of Products /Technology/Services	Digital Pamphlet
Summary This information will appear on product search results.	~Digitization from paper media~ Its movement and sound make an impact on you.
Description of Products/Technology/Services Please describe its specifications and characteristics. We recommend that you also write about certifications awards , and patent information if available.	By adding movement to text and image information and fusing sound, you will be able to create content that enables various presentations that cannot be achieved only with paper media. Digital pamphlet makes it possible to create content that resonates with individual customers, such as imagining products
Image This information will appear on search results. You may choose jpg,jpeg,or png file for upload. The recommended size of image is 620 × 512 px	Products.PNG <span>× Delete</span> <b>Select files</b>
Images relating to Products/Technology/Services Please upload other referencial images of available You may choose jpg,jpeg,or png file for upload. The recommended size of image is 620 × 512 px	sushi.PNG <span>× Delete</span> <b>Select files</b>
+ <b>Add</b>	

**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

**Link to your video**

Share Youtube links here: eg. Product/technical info  
\*Existing Youtube videos only

URL	<input type="text" value="https://www.youtube.com/watch?v=CPMeSIPPCAg"/>
The title of your video 60 characters or less	<input type="text" value="Product introduction video"/>
Description 200 characters or less	<input type="text" value="This is a video to introduce a digital pamphlet."/>
Uploaded / Uploading Video	
Last Updated	<input type="text" value="18/05/2021"/>

**Proposals for application**

Please describe how the product/technology/services could be used.

Title of proposal for application Please enter a title that simply summarizes contents of your proposal.	<input type="text" value="Sales support tool"/>
Details of proposals for application	<input type="text" value="It can be a support tool for sales promotion in online sales while face-to-face sales are difficult due to the coronavirus crisis."/>
Images for application proposal You may choose jpg, jpeg, or png file for upload. The recommended size of image is 620 x 512 px	<input type="button" value="用建提案.PNG"/> <input type="button" value="Delete"/> <input type="button" value="Select files"/>

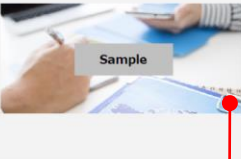
**Point** Registration of video information

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.

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

### Screenshot of a finished page


**Case studies**



**New technical proposal with impact**

The more niche the technology is, the more often customers can hardly imagine their use. In that case, you can create efficient and impactful presentation by animating your application scene and appealing the technology used there.

**Download**

 [Product proposal materials.pptx](#)

**Keyword for searches**

diesel

engines

[Back to Products/Technology/Services list.](#) [Report a violation](#)

**Inquiry** >

Title of the case

Case Description

Image of the case

Download files

Keyword for searches

**Case studies**

Describe concrete scenes where your products, technology and service are utilized.

**Title**

Describe the subject

**Case description**

**Images for the case study**

You may choose jpg, jpeg, or png file for upload.  
The recommended size of image is 620 x 512 px

sample4.png

X Delete

Select files

+ Add

**Files for download**

Select sale materials such as proposal materials, catalogue, and brochure.

**Downloadable file**

Product proposal materials.pptx

X Delete

Select files

+ Add

**Tag**

You can set tags to get your information of products, technology and service more easily hit in search.  
Input proper noun, specific technologies and technical terms to illustrate your products, technology and service.

**Tag**

diesel

engines

Edit Tag

## Chapter 1.

### Promoting Your Company

# Editing Product, Technology, and Service Information

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

The screenshot shows the 'Set up corporate profile' page for ChushoSeisakusho corporation. The page has a sidebar on the left with various settings. The main content area is titled 'Setting display order of Products/Technology/Services'. It includes a 'Product selection' dropdown menu with 'Digital brochure' selected. Below the dropdown is a list of products with up and down arrows for reordering. At the bottom, there are 'Draft' and 'Save' buttons. The numbered callouts are: 1. 'Edit product/technology info' in the sidebar; 2. 'Edit' button in the sidebar; 3. 'Product selection' dropdown; 4. Up and down arrows for reordering; 5. 'Draft' and 'Save' buttons.

## 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.

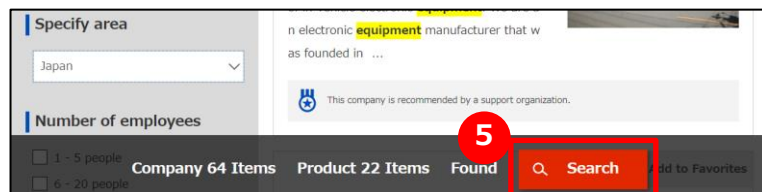
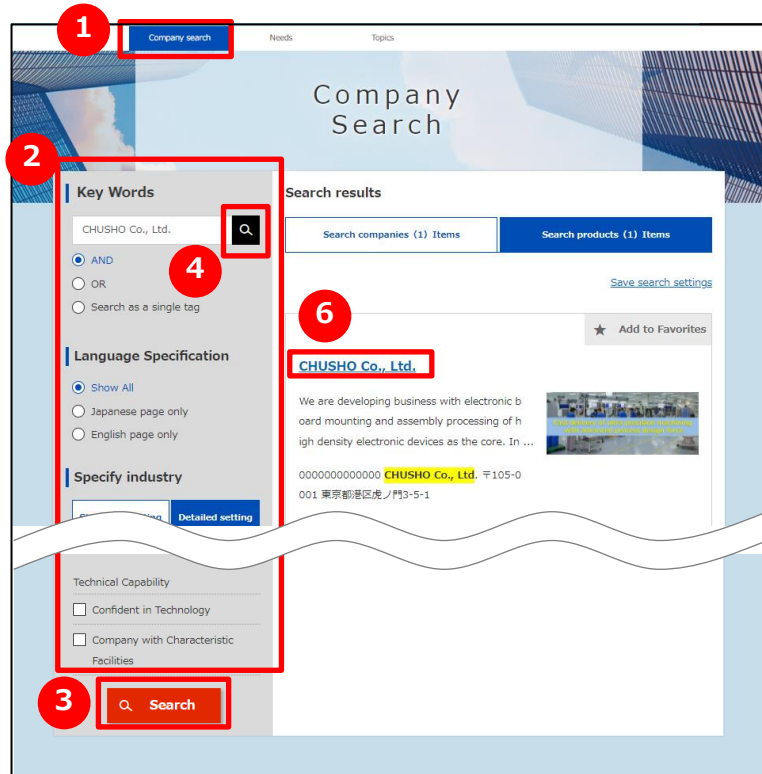
## 5 Save changes

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.

## 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.

## Company Search

The screenshot shows the J-GoodTech search interface. On the left, there are filters for 'Key Words' (with a search bar containing 'Digital brochure'), 'Language Specification' (with 'Show All' selected), and 'Specify industry' (with 'Simplified setting' selected and a dropdown menu showing 'Not specified'). The main area displays 'Search results' for 'Digital brochure' under the 'Search products (1) Items' tab. The results show a product titled 'Digital brochure' by CHUSHO Co., Ltd., with a description 'Digitization of paper media that impacts by motion and sound' and a thumbnail image. A red arrow points from the 'Save search settings' link in the results to the 'Save search settings' dialog box below.

The 'Save search settings' dialog box is shown. It has a title bar 'Save search settings' and a close button. Below the title bar is a section 'Save search settings' with a 'Search condition name' input field. A list of search criteria is displayed, including 'Search', 'Free word input', 'Number of employees', 'Overseas business status', 'English available', and 'Strong point'. At the bottom, there are 'Cancel' and 'Save' buttons.

## 1 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.

## 2 Display product information

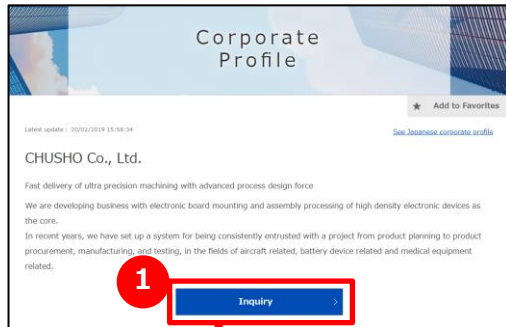
Click on the name of a product in the search results to display information on that product.

## 3 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 **3 Saved Search Settings**. You can also save search criteria for company searches.



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

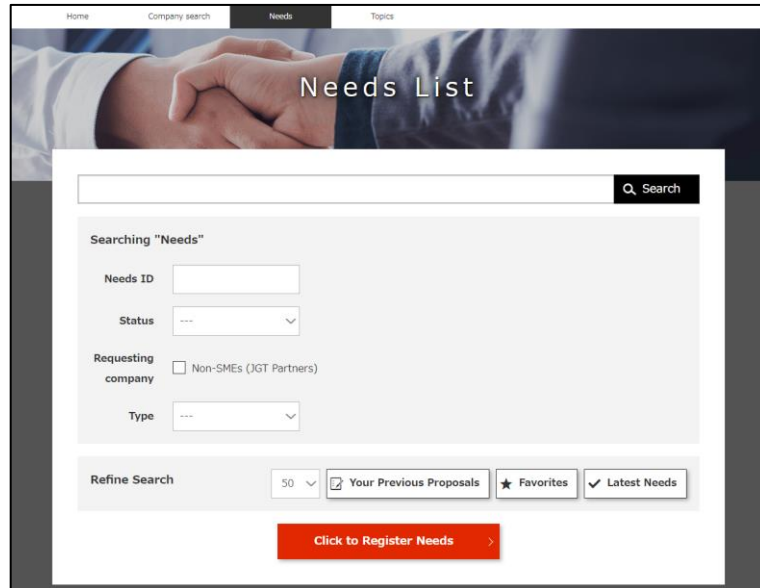
Click the **Confirm** button, confirm your entered message on the confirmation page, and click the **Send** button. Your message will be sent to the person in charge of the company you are contacting.

## 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.

## Frequently Asked Question

### Needs



The screenshot shows the 'Needs List' page on the J-GoodTech platform. At the top, there's a navigation bar with 'Home', 'Company search', 'Needs', and 'Topics'. Below this is a header image with the text 'Needs List'. A search bar with a 'Search' button is present. The main content area is titled 'Searching "Needs"' and contains several filters: 'Needs ID' (text input), 'Status' (dropdown menu), 'Requesting company' (checkbox for 'Non-SMEs (JGT Partners)'), and 'Type' (dropdown menu). At the bottom of the filters, there's a 'Refine Search' section with a '50' dropdown, a 'Your Previous Proposals' button, a 'Favorites' button, and a 'Latest Needs' button. A prominent red button at the bottom says 'Click to Register Needs'.

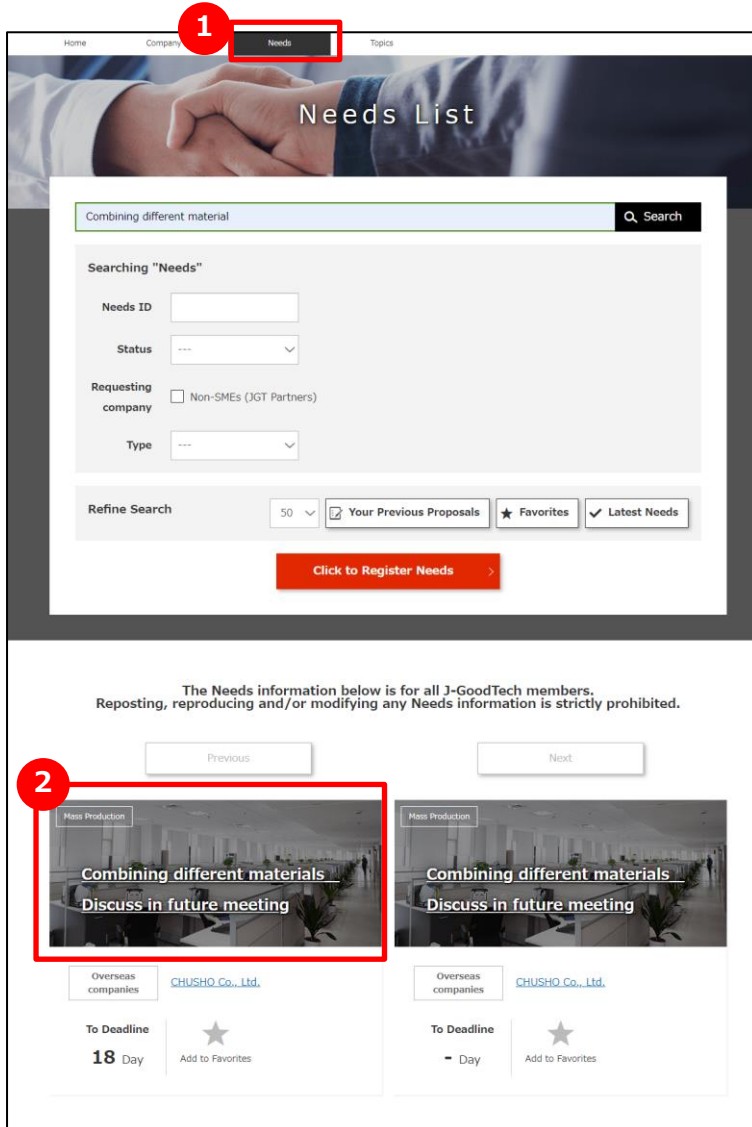
### Q What is the Needs function?

**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.

Needs &gt; 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.

Needs &gt; Needs List &gt; Details of Needs

The screenshot shows the 'Details of Needs' page. At the top, there's a progress bar with six steps: Offering, Creating proposal, Proposal already submitted, Proposal under confirmation, Notifying result, and End. Below this, the offer period is shown as 28/07/2021 ~ 31/07/2021. The main text says 'We are looking for prototypes of molds.' and 'Research and Development' is selected in a dropdown. A 'To Deadline 4 Day' badge is present. A red box labeled '1' highlights the 'Needs profile' section, which contains a table with details about the need. Below this, 'Supplementary materials' is shown. At the bottom, there are three buttons: 'Back to Needs List', 'Create proposal' (labeled '2'), and 'Cancel the Proposal' (labeled '3'). A dark bar at the very bottom contains 'Support area for proposal preparation' and a 'Need Help?' button (labeled '4').

**Details of Needs**

Offering → Creating proposal → Proposal already submitted → Proposal under confirmation → Notifying result → End

Offer period :28/07/2021 ~ 31/07/2021

We are looking for prototypes of molds.

Research and Development To Deadline 4 Day

**1** Needs profile

Poster	Small and medium enterprises <a href="#">MIRAI CO.,LTD.</a>
Category	Research and Development
Title	We are looking for prototypes of molds.
Overview	We are looking for prototypes of molds. The size is free.
Region	Japan
Spec	The size is free.

Supplementary materials

Others

< Back to Needs List **2** Create proposal >

**3** Cancel the Proposal

Support area for proposal preparation **4** Need Help? >

## 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.

## Chapter 3.

### Using the Needs Function

# Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs >  
Proposal preparation

The screenshot shows the 'Proposal preparation' page. At the top, there's a header 'Proposal preparation' with a background image of hands shaking. Below it, the main heading is 'Submit proposal, start business talks'. A subtext says: 'After you submit a proposal, poster of needs will evaluate your proposal and contact you for exchanging more information.' Below this is a flowchart titled 'You can have them done on J-GoodTech.' with four steps: 1. You (Proposal), 2. Poster of needs (Evaluation), 3. You & Poster of needs (Communication), and 4. You & Poster of needs (Business meeting). Each step has a description and a 'See instruction in the box below to complete your proposal.' link. Below the flowchart is a section titled 'Instruction for creating proposal' with a subtext: 'There are 4 steps for creating proposal starting from the next page. Content of proposal can be saved as draft and revised later.' Below this is a 4-step process diagram: 1. Proposal consent screen, 2. Proposal preparation screen, 3. Proposal preparation confirmation screen, and 4. Proposal preparation completion screen. At the bottom, there are two buttons: 'Back to Needs detail Page' and 'Create proposal' (highlighted with a red box and a red circle with the number 1).

## 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.

## Chapter 3.

### Using the Needs Function

# Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs >  
Proposal preparation

The screenshot displays the 'Proposal preparation' interface. At the top, a header image shows hands clasped with the text 'Proposal preparation'. Below this is a progress bar with four steps: STEP 1 (Proposal consent screen), STEP 2 (Proposal preparation screen), STEP 3 (Proposal preparation confirmation screen), and STEP 4 (Proposal preparation completion screen). The current screen is the 'Proposal consent screen'. It contains a section titled 'Needs information' with the text 'You are submitting this proposal to the Need information below.' and a table with the following details:

Poster	<a href="#">CHUSHO Co., Ltd.</a>
Title	Combining different materials

Below the table is a section titled 'See the terms of use' with the text 'Please confirm the terms of use below.' and a scrollable area containing the 'Terms of Use' text, dated October 27, 2014. At the bottom, there are two buttons: 'Back' and 'Agree to the terms of use'. The 'Agree to the terms of use' button is highlighted with a red box and a red circle with the number 1.

## 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.

## Chapter 3.

### Using the Needs Function

# Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs >  
Proposal preparation

The screenshot shows the 'Proposal preparation' screen. At the top, there's a header with the title 'Proposal preparation' and a progress bar with four steps: 1. Proposal consent screen, 2. Proposal preparation screen (current), 3. Proposal preparation confirmation screen, and 4. Proposal preparation completion screen. Below the progress bar, the screen is divided into sections. The 'Needs information' section shows the poster 'CHUSHO Co., Ltd.' and the title 'Combining different materials'. The 'Content of proposal' section has three main input areas: 1. 'Please enter your proposal' with a text area and a 'Preview needs information' button. 2. 'Achievement of similar case' with a text area. 3. 'Additional Remarks' with a text area. At the bottom, there are three buttons: 'Back', 'Save as Draft', and 'To the confirmation Page' (highlighted with a red box and a red circle with the number 5). Red boxes and numbers 1-5 are used to highlight the key elements: 1. The 'Please enter your proposal' text area. 2. The 'Attach files' button. 3. The 'Achievement of similar case' text area. 4. The 'Additional Remarks' text area. 5. The 'To the confirmation Page' button.

## 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.

## Chapter 3.

### Using the Needs Function

# Submit a Proposal in Response to a Need

Needs > Needs List > Details of Needs >  
Proposal preparation

The image shows a two-part screenshot of a web application. The top part is the 'Proposal preparation confirmation screen' (Step 3). It features a progress bar at the top with four steps: 1 (Proposal consent screen), 2 (Proposal preparation screen), 3 (Proposal preparation confirmation screen), and 4 (Proposal preparation completion screen). Step 3 is currently active. Below the progress bar, the screen is titled 'Proposal preparation confirmation screen'. It contains two main sections: 'Needs information' and 'Content of proposal'. The 'Needs information' section has a table with 'Poster' (CHUSHO Co., Ltd.) and 'Title' (Combining different materials). The 'Content of proposal' section has a table with 'Please enter your proposal' (a paragraph about friction-pressure welding technology), 'Achievement of similar cases' (Development of joint prototype with sports equipment maker), and 'Additional Remarks' (This technology was developed over 2 years by grant of development subsidized by OO prefecture and has received excellent engineering development awards from OO prefecture). At the bottom of this screen are two buttons: 'Back' and 'Submit a proposal'. A red circle with the number '1' is placed over the 'Submit a proposal' button. A red arrow points from this button to the bottom screenshot. The bottom screenshot is the 'Proposal preparation completion screen' (Step 4). It is titled 'Proposal preparation completion screen' and contains the text: 'Thank you for submitting your proposal. Poster of needs will check your proposal and inform you.' At the bottom of this screen is a button labeled 'Back to Needs detail Page'. A red circle with the number '2' is placed over this button.

Needs information	
Poster	CHUSHO Co., Ltd.
Title	Combining different materials

Content of proposal	
Please enter your proposal	Our company is a professional manufacturer with friction-pressure welding technology and contributes to a wide range of industrial fields regarding bonding of different metals with each other. In addition, we have established friction stirring technology and succeeded in developing the bonding technology of metal and resin. At present, it is at the development trial stage, and we continue to develop the technology aiming for the mass production.
Achievement of similar cases	Development of joint prototype with sports equipment maker
Additional Remarks:	This technology was developed over 2 years by grant of development subsidized by OO prefecture and has received excellent engineering development awards from OO prefecture.

Back Submit a proposal

Proposal preparation completion screen

Thank you for submitting your proposal.  
Poster of needs will check your proposal and inform you.

Back to Needs detail Page

## 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.

## Frequently Asked Question

Needs > Details of Needs

The screenshot shows the 'Details of Needs' page with a progress bar indicating the status of a proposal: Offering, Creating proposal, Proposal already submitted, Proposal under confirmation, Notifying result, and End. Below the progress bar, there is a section titled 'Combining different materials' with a 'Mass production' button and a 'To Deadline 37 Day' indicator. At the bottom of the page, there is a 'Comments History' section with a 'Make a New Comment' button highlighted by a red box. A red arrow points from this button to a 'Comments' modal window. The modal window has a text box for entering a comment and a 'Make a New Comment' button at the bottom right, also highlighted by a red box.

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.

Needs &gt; Needs List &gt; Details of Needs

The screenshot shows the 'Details of Needs' screen. At the top, there's a header 'Details of Needs' with a background image of hands shaking. Below the header is a progress bar with six steps: Offering, Creating proposal, Proposal already submitted, Proposal under confirmation, Notifying result, and End. The 'Proposal already submitted' step is currently active. Below the progress bar, there's a notification: 'There is a notification about your submitted proposal.' Underneath, the 'Proposal status' section shows a message from 'MIRAI CO.,LTD.' requesting a business meeting. A red box labeled '1' highlights the 'Request Business Meeting' button. Below this, there's a 'See Comments History' link. Further down, there's a section for 'Additional Remarks' and 'Attached files'. At the bottom, the 'Choose your action' section has two buttons: 'Decline Business Meeting' and 'Continue Business Meeting'. A red box labeled '2' highlights these two buttons. At the very bottom, there's a 'Back to Needs List' button.

## 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

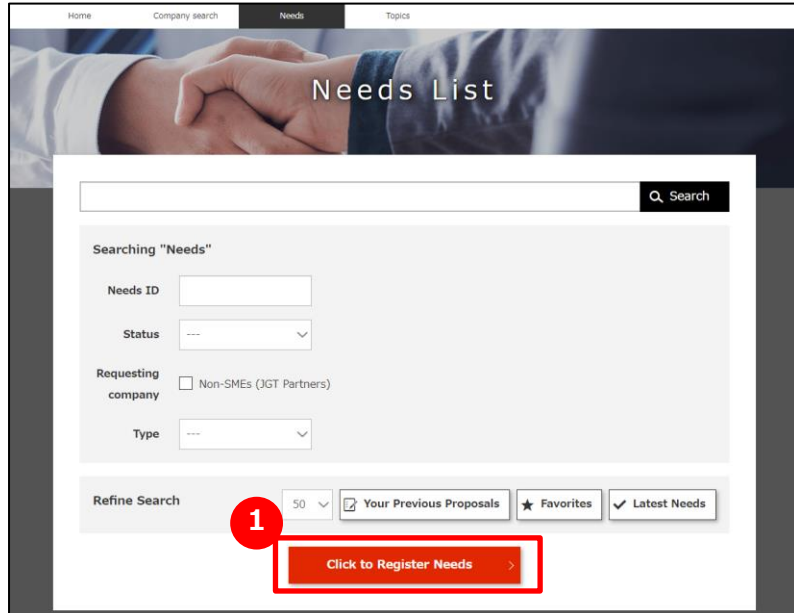
The Need poster checks the proposal details and replies to the proposer with either "Request Business Meeting", "Send Back Proposal", or "Decline Business Meeting". In the case of "Send Back Proposal", you can revise your offer and resubmit it.

## Chapter 3.

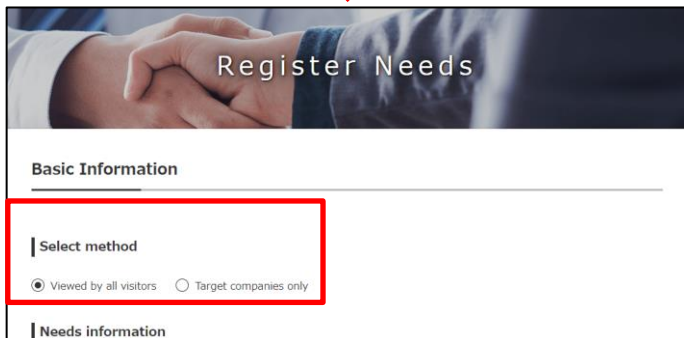
### Using the Needs Function

# Posting a New Need

Needs > Needs List



The screenshot shows the 'Needs List' page. At the top, there's a navigation bar with 'Home', 'Company search', 'Needs', and 'Topics'. Below the navigation bar is a header image with the text 'Needs List'. A search bar is present with a 'Search' button. Below the search bar, there's a section titled 'Searching "Needs"' with input fields for 'Needs ID', 'Status', 'Requesting company' (with a checkbox for 'Non-SMEs (JGT Partners)'), and 'Type'. At the bottom, there's a 'Refine Search' section with a dropdown set to '50', buttons for 'Your Previous Proposals', 'Favorites', and 'Latest Needs', and a red button labeled 'Click to Register Needs' with a right arrow. A red circle with the number '1' is placed over the 'Click to Register Needs' button.



The screenshot shows the 'Register Needs' page. At the top, there's a header image with the text 'Register Needs'. Below the header is a section titled 'Basic Information'. Under 'Basic Information', there's a red box containing the text 'Select method' and two radio buttons: 'Viewed by all visitors' (selected) and 'Target companies only'. Below the red box is a section titled 'Needs information'.

## 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.

Needs &gt; Needs List &gt; Register Needs

The screenshot shows the 'Register Needs' form. The title 'Register Needs' is at the top. Below it is the 'Basic Information' section. Step 1 points to the 'Select method' section, which has two radio buttons: 'Viewed by all visitors' (selected) and 'Target companies only'. Step 2 points to the 'Needs category' dropdown menu. Step 3 points to the 'Title' text input field. Step 4 points to the 'Overview' text area. Step 5 points to the 'Region' dropdown menu. Step 6 points to the 'Specs' text area. Step 7 points to the 'Offer starting date' and 'Offer ending date' input fields.

**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.

Needs &gt; Needs List &gt; Register Needs

The screenshot shows the 'Register Needs' form with the following sections and callouts:

- 8 Attachments:** A red box highlights the 'Attach files' button.
- 9 Sharing Setting:** A red box highlights the 'Add' button in the 'Share this Needs information with:' section.
- 10 Recipients Filtering:** A red box highlights the 'Add Companies' button.
- 11 Save as Draft:** A red box highlights the 'Save as Draft' button.
- 12 To the confirmation Page:** A red box highlights the 'To the confirmation Page' button.

## 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.

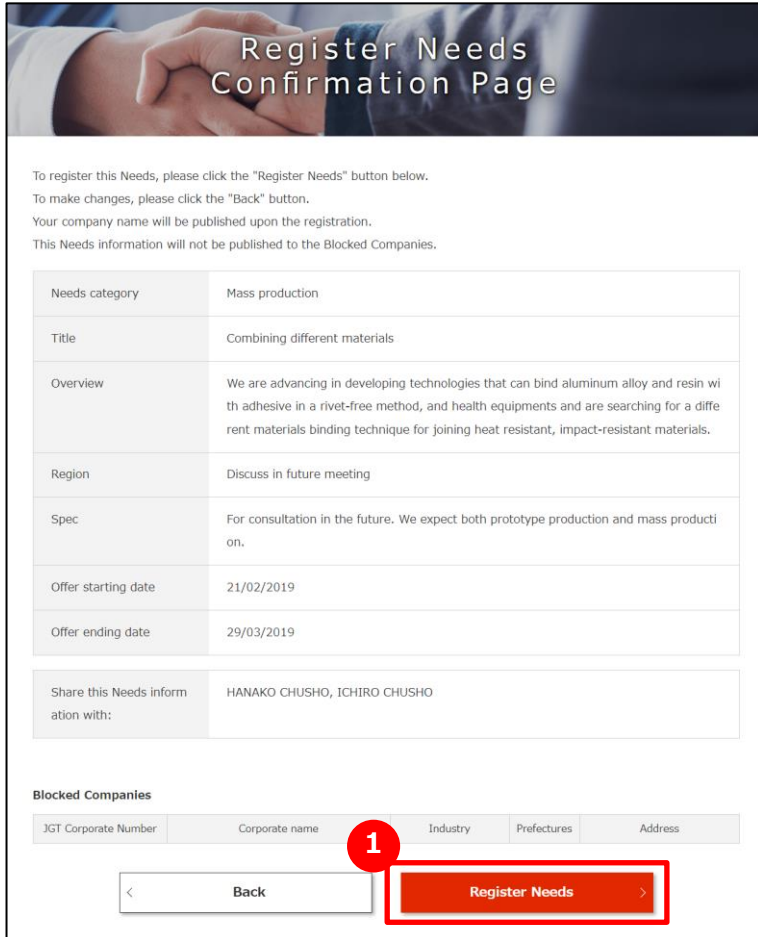
## 11 Save entered information temporarily

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.

Needs &gt; Needs List &gt; Register Needs &gt; Confirmation Page



The screenshot shows the 'Register Needs Confirmation Page'. At the top, there's a header image with the text 'Register Needs Confirmation Page'. Below this, there are instructions: 'To register this Needs, please click the "Register Needs" button below.', 'To make changes, please click the "Back" button.', 'Your company name will be published upon the registration.', and 'This Needs information will not be published to the Blocked Companies.' The main content is a table with the following details:

Needs category	Mass production
Title	Combining different materials
Overview	We are advancing in developing technologies that can bind aluminum alloy and resin with adhesive in a rivet-free method, and health equipments and are searching for a different materials binding technique for joining heat resistant, impact-resistant materials.
Region	Discuss in future meeting
Spec	For consultation in the future. We expect both prototype production and mass production.
Offer starting date	21/02/2019
Offer ending date	29/03/2019
Share this Needs information with:	HANAKO CHUSHO, ICHIRO CHUSHO

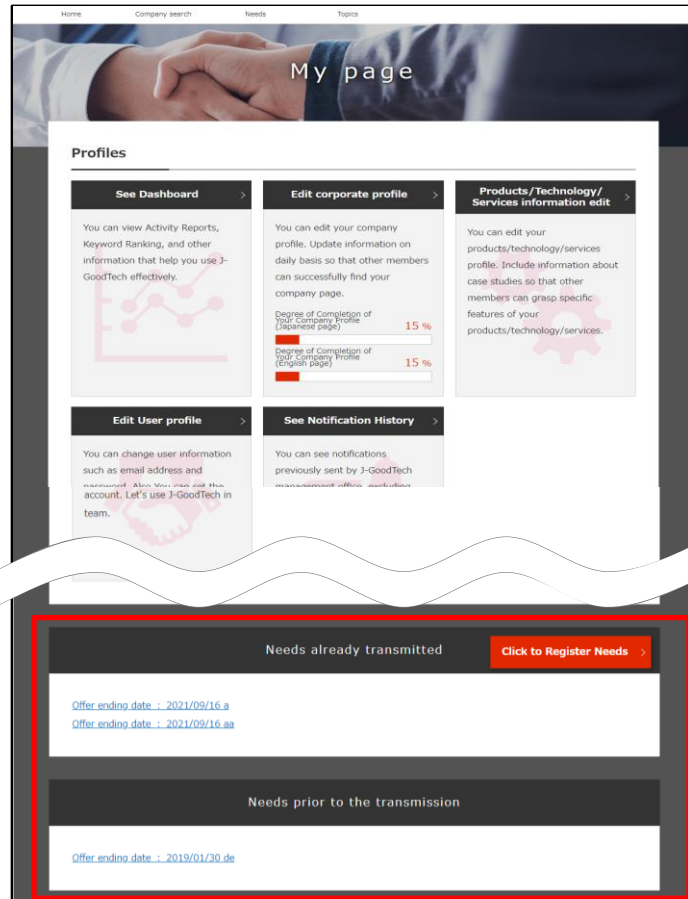
Below the table, there's a section for 'Blocked Companies' with a table of columns: JGT Corporate Number, Corporate name, Industry, Prefectures, and Address. At the bottom, there are two buttons: 'Back' and 'Register Needs'. The 'Register Needs' button is highlighted with a red box and a red circle with the number '1' next to it.

## 1 Register Needs

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

## 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**.

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

Proposal detail content screen

**Status**

Current status	Completed Confirmation of the Proposal
----------------	--

**Needs information**

Control number	NE0000000001062
Title	We are looking for prototypes of molds.
Offer period	28/07/2021 ~31/07/2021

**Content of proposal**

Proposer	株式会社株式会社
Please enter your proposal	The size is very large.
Achievement of similar cases	Nothing in particular.
Additional Remarks:	Nothing in particular.
Submission date	28/07/2021 09:19:01
File name	

[Download proposal](#)

**Choose your action**

[Send Back Proposal](#)
[Decline Business Meeting](#)
[Request Business Meeting](#)

## 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

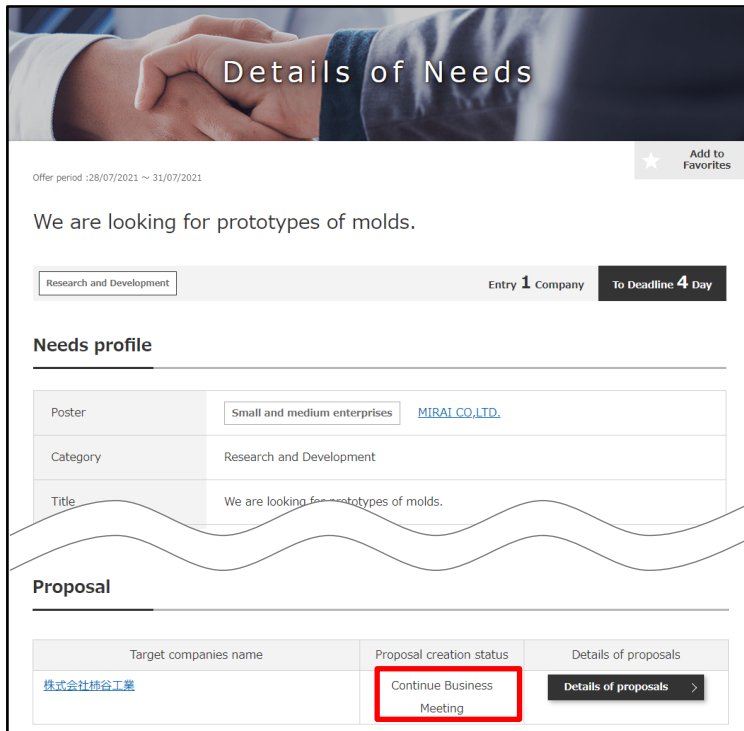
Select this option if you would like the proposal to be revised. Click the **Send Back Proposal** button, enter and send the reason for "Send Back Proposal", and ask for resubmission.

### ◆ 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.

## Frequently Asked Question

Needs> Needs List > Details of Needs



Details of Needs

Offer period : 28/07/2021 ~ 31/07/2021

Add to Favorites

We are looking for prototypes of molds.

Research and Development

Entry 1 Company

To Deadline 4 Day

### Needs profile

Poster	Small and medium enterprises	<a href="#">MIRAI CO.,LTD.</a>
Category	Research and Development	
Title	We are looking for prototypes of molds.	

### Proposal

Target companies name	Proposal creation status	Details of proposals
<a href="#">株式会社桃谷工業</a>	Continue Business Meeting	<a href="#">Details of proposals</a> >

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**.

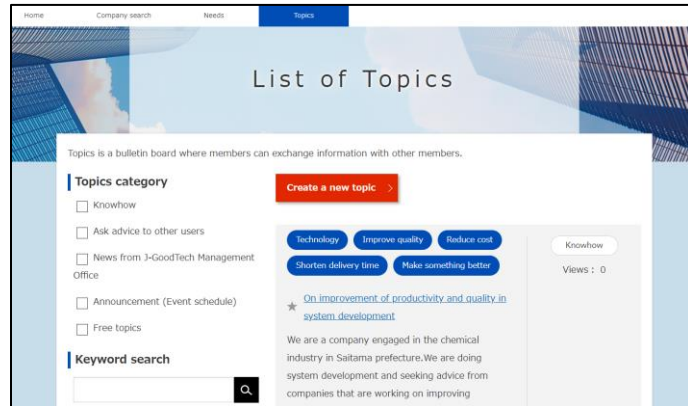
Next, please arrange a schedule and other details and proceed with specific business discussions.

## 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.

## 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.

## Chapter 4.

### Using the Topics Function

# Participating in a Topic

Topics > List of Topics

The screenshot shows the 'List of Topics' interface. At the top, a navigation bar includes 'Home', 'Company search', and a 'Topics' tab (callout 1). Below the navigation bar, a description states: 'Topics is a bulletin board where members can exchange information with other members.' A 'Topics category' section (callout 2) lists various categories with checkboxes: 'Knowhow', 'Ask advice to other users', 'News from J-GoodTech Management Office', 'Announcement (Event schedule)', and 'Free topics'. A 'Keyword search' section (callout 3) includes a search input field and checkboxes for 'Topics you are currently participating in', 'Favorite topics', and 'Topics for limited participants'. A 'Choose search keyword' section (callout 4) lists keywords: 'Equipment', 'Material', 'Human resource', 'Technology', and 'New product'. A 'Create a new topic' button is also visible. A specific topic is highlighted with a red box (callout 5): 'On improvement of productivity and quality in system development'. Below this, the 'Topic Details' page is shown (callout 6), featuring a 'Poster' section for 'CHUSHO Co., Ltd.', a 'Corporate Information' link, an 'Add to Favorites' button, and a 'Report a violation' link. The topic title is 'On improvement of productivity and quality in system development'. It shows 'Comments 0', 'Participants 1', and 'Views 2'. The latest update is '21/02/2019 09:21:58'. The description states: 'We are a company engaged in the chemical industry in Saitama prefecture. We are doing system development and seeking advice from companies that are working on improving productivity and quality in system construction. We look forward to your suggestions.' A 'Product proposal materials page' link is provided. At the bottom, there is a text box for comments (callout 6) and a 'Back' button.

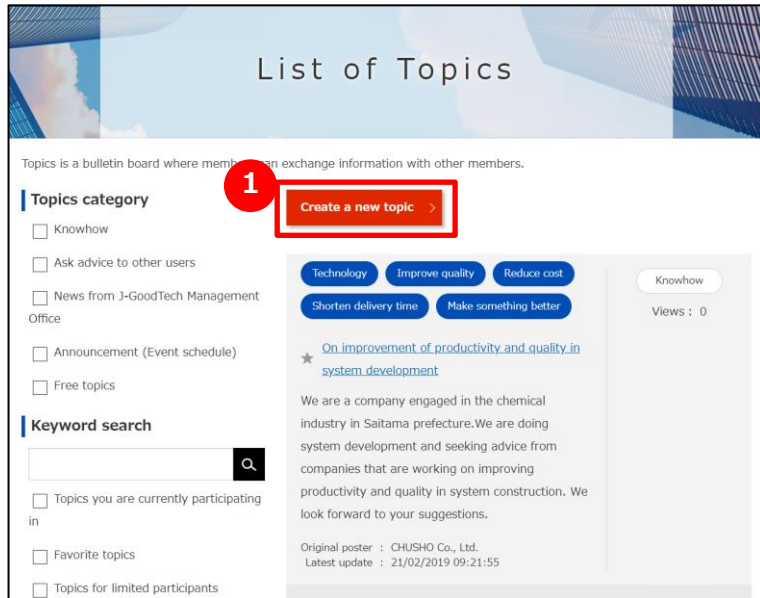
- 1 Display the List of Topics**  
Click **Topics** tab to view the List of Topics.
- 2 Select a Topics category and search the topics**  
To show topics from specific categories, click the appropriate category check boxes.
- 3 Keyword search**  
You can filter topics by entering keywords that contain 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.

## Chapter 4.

### Using the Topics Function

# Creating a New Topic

Topics > List of Topics

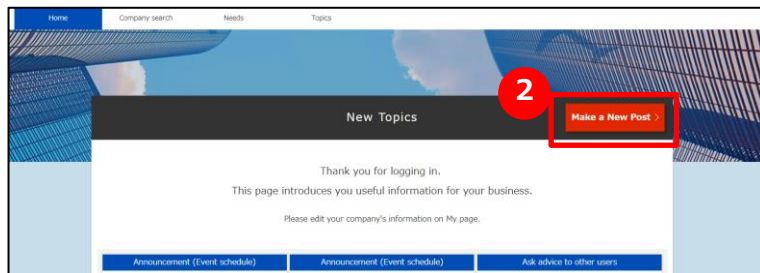


## 1 Create a new topic

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.

Home



## Chapter 4.

### Using the Topics Function

# Creating a New Topic

Topics > List of Topics > Create a new topic

The screenshot shows the 'Create a new topic' interface. At the top, a progress bar indicates three steps: STEP 1 (Enter topic content), STEP 2 (Confirm the topic content), and STEP 3 (Topic request completed). Below this, a dark header bar contains the text 'Enter topic content' and a 'Back to List of Topics' link. The main form area is divided into two columns. The left column contains a 'Topics category' dropdown (marked with a red 1), a 'Search keyword' input field (marked with a red 2), a 'Title' input field (marked with a red 3), a 'Text' input field (marked with a red 4), and an 'Attachment(s)' input field (marked with a red 5). The right column contains radio buttons for 'Knowhow', 'Ask advice to other users', 'News from J-GoodTech Management Office', 'Announcement (Event schedule)', and 'Free topics'. Below the radio buttons is a 'Choose search keyword' button. At the bottom of the form, there is a 'Select files' button and a 'Confirm' button (marked with a red 6). A 'Cancel' button is also present at the bottom left. A note at the top left of the form states '\* marked items are required'.

**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.

## Frequently Asked Question

Topics &gt; Topic Details

Topic Details

Poster

CHUSHO Co., Ltd.

Corporate information

Add to Favorites

Report a violation

new Knowhow Control number : TP000000001499

Technology Improve quality Reduce cost Shorten delivery time

Make something better

On improvement of productivity and quality in system development

Comments 1 Participants 2 Views 3 Latest update 21/02/2019 09:21:55

We are a company engaged in the chemical industry in Saitama prefecture. We are doing system development and seeking advice from companies that are working on improving productivity and quality in system construction. We look forward to your suggestions.

Product proposal materials.pptx

Back Edit

xxx SYSTEM SERVICE CO.,LTD. No.1 21/02/2019 11:01:58

We are working to improve productivity and improve quality through standardization of process and audit by the quality control department. We believe that certain results have been achieved.

**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.

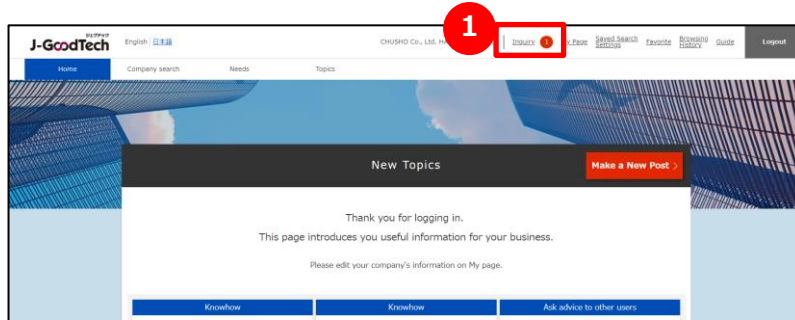
**Point Private communications**

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.

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.

Home > Inquiry

The screenshot shows the 'Inquiry' page. At the top, there's a header with the word 'Inquiry'. Below it, a red circle with the number '1' highlights the search section. This section includes an 'Inquiry search' input field with a magnifying glass icon, and three checkboxes: 'Inquiry', 'Support for proposal preparation', and 'Needs/proposal content'. To the right of these checkboxes is a 'Narrow down requirement' button with a dropdown arrow. Below the search section, there's a list of inquiries. One inquiry is highlighted with a red circle and the number '2'. This inquiry is from 'xxxxxx SYSTEM SERVICE CO., LTD.' and says 'Let me check regarding xx'. Below the inquiry, there's a comment field with the placeholder text 'Please enter a comment here.' and a red arrow pointing to it. At the bottom, there's a 'Send' button.

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.

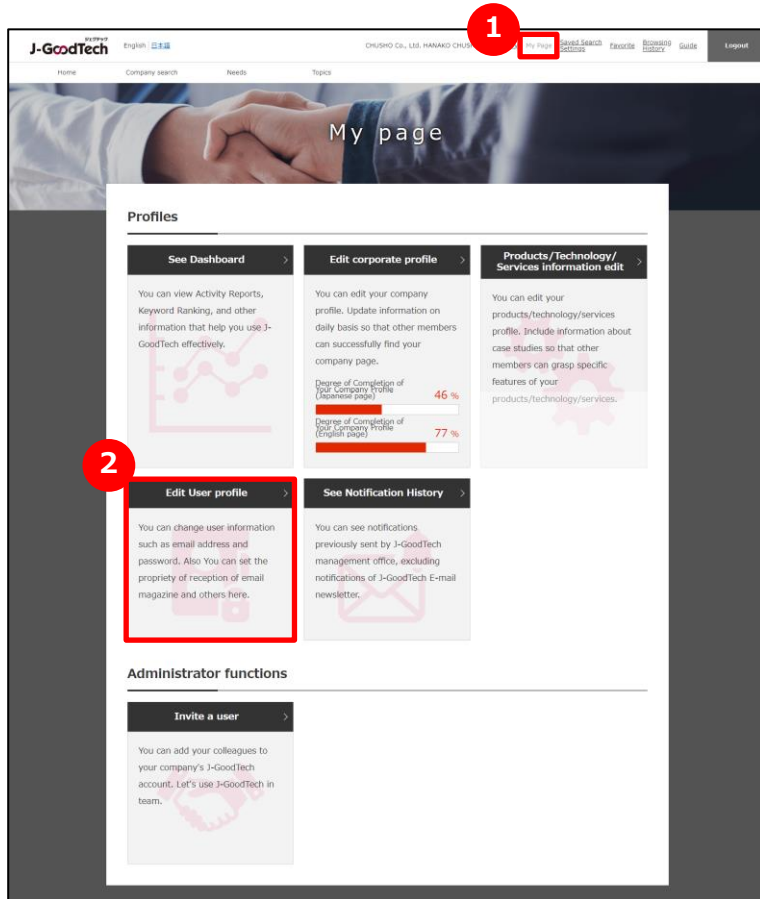
2 Reply to an inquiry

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.

## My Page

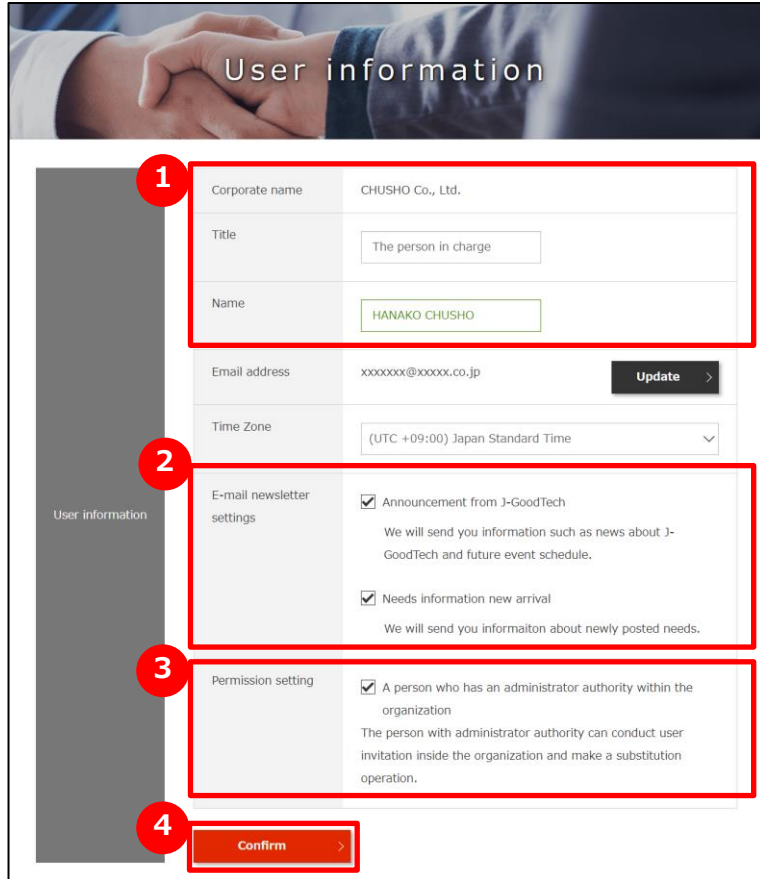
**1 Go to My Page**

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.

My Page &gt; User information



The screenshot shows the 'User information' update interface. It features a sidebar with 'User information' and a main content area with the following sections:

- 1** Basic information: Corporate name (CHUSHO Co., Ltd.), Title (The person in charge), and Name (HANAKO CHUSHO).
- 2** E-mail newsletter settings: Includes checkboxes for 'Announcement from J-GoodTech' and 'Needs information new arrival', both of which are checked.
- 3** Permission setting: Includes a checkbox for 'A person who has an administrator authority within the organization', which is checked.
- 4** Confirm button: A red button labeled 'Confirm' at the bottom.

## 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.

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

Name	HANAKO CHUSHO
Email address	xxxxxxx@xxxxx.co.jp
Time Zone	(UTC +09:00) Japan Standard Time
E-mail newsletter settings	<input checked="" type="checkbox"/> Announcement from J-GoodTech We will send you information such as news about...

## 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.

Update user's e-mail address

STEP 1 → STEP 2 → STEP 3

Changing user email address Confirmation of email address of addressee 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

Back Confirm email address of addressee.

Confirmation of email address of addressee

STEP 1 → STEP 2 → STEP 3

Changing user email address Confirmation of email address of addressee Sending of update confirmation email complete

Confirmation of email address of addressee

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

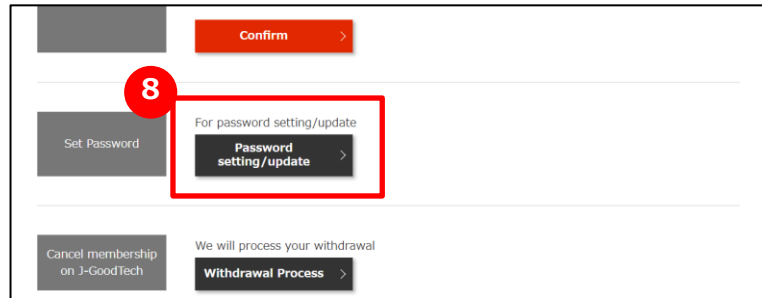
New user e-mail address: xxxxxx@xxxxx.co.jp

Back Send confirmation email.

### 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.

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).

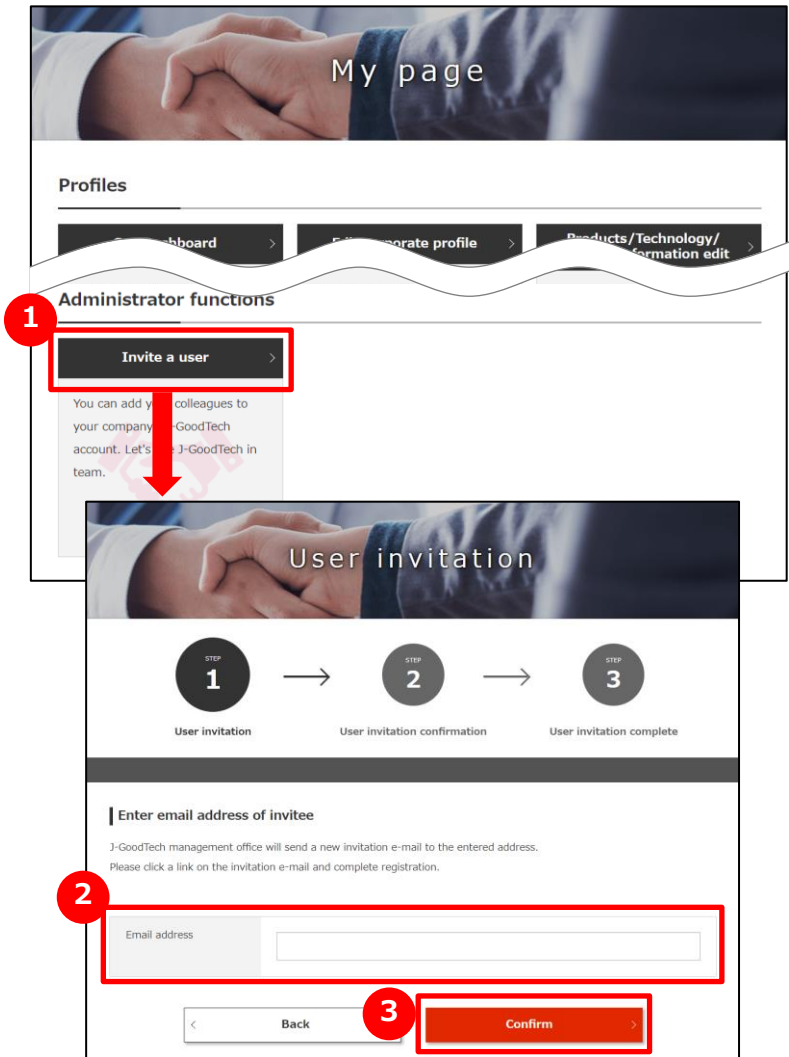
## 10 Confirm change

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.

My Page &gt; User invitation



## 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

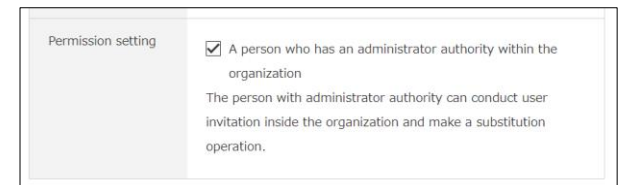
Enter the email address of the person you want to invite.

## 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.



## Frequently Asked Questions

### User registration

User registration

STEP 1 → STEP 2 → STEP 3

Enter user information → Confirm information → User registration complete

Enter user information

Enter user information

You can change user information even after your registration is complete.

Name

Alphabet

Email address

Password

xxxxxxx@xxxxxx.co.jp

Privacy Policy

Privacy Policy

This privacy policy is established in order to protect the privacy of Users of "J-GoodTech (https://jgoodtech.jp/)."

<Basic Concept>

In the operation of "J-GoodTech (https://jgoodtech.jp/)" (hereinafter referred to as "the Website"), the

☐ Agree to the Terms of Use and Privacy policy

Confirm

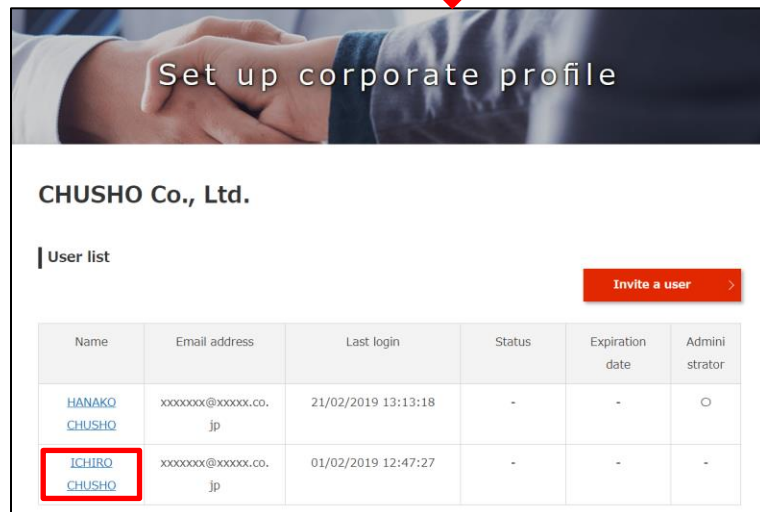
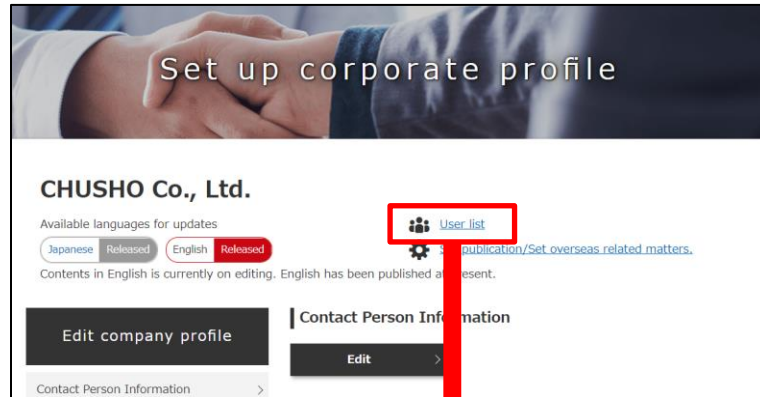
### Q After receiving the invitation email?

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.

## Frequently Asked Questions

My Page > Set up corporate profile > User list



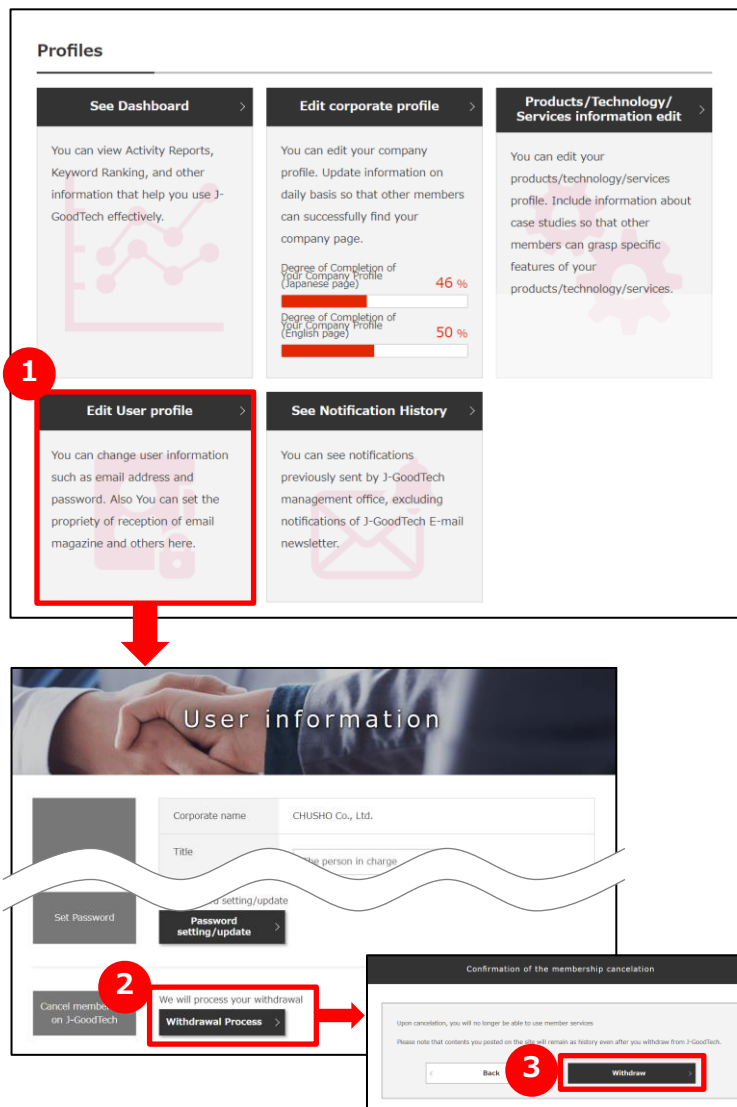
### Q What are proxy operations?

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.

My Page &gt; 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

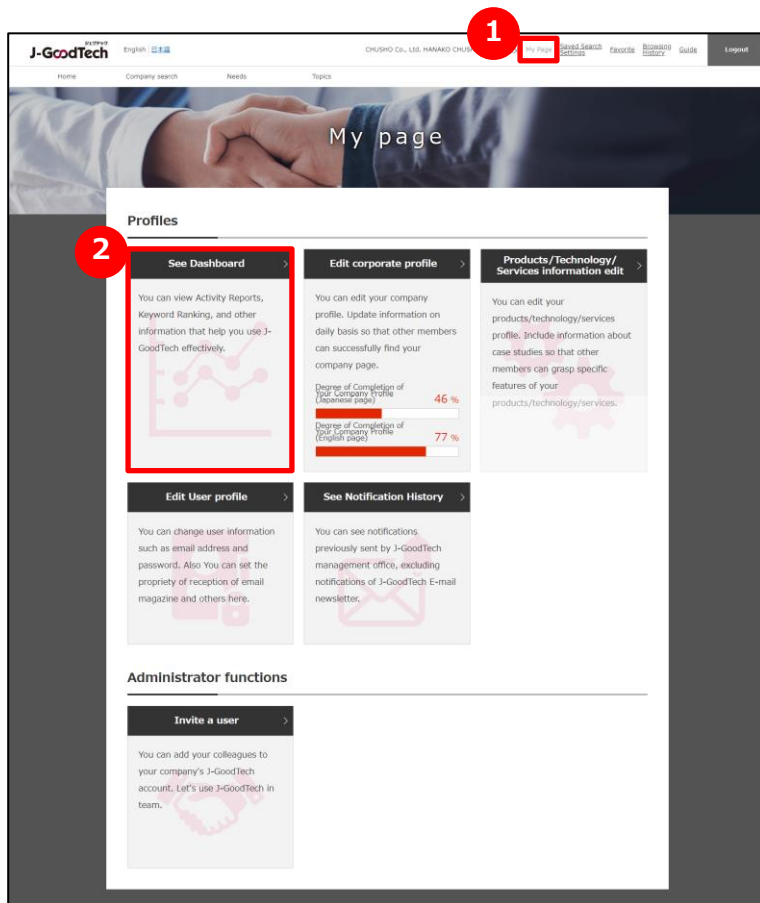
You can see how your company's corporate information page is being viewed and how J-GoodTech is being used through the Dashboard function.

## Chapter 7.

### Review Your Activity

# Use the Dashboard Function

#### My Page



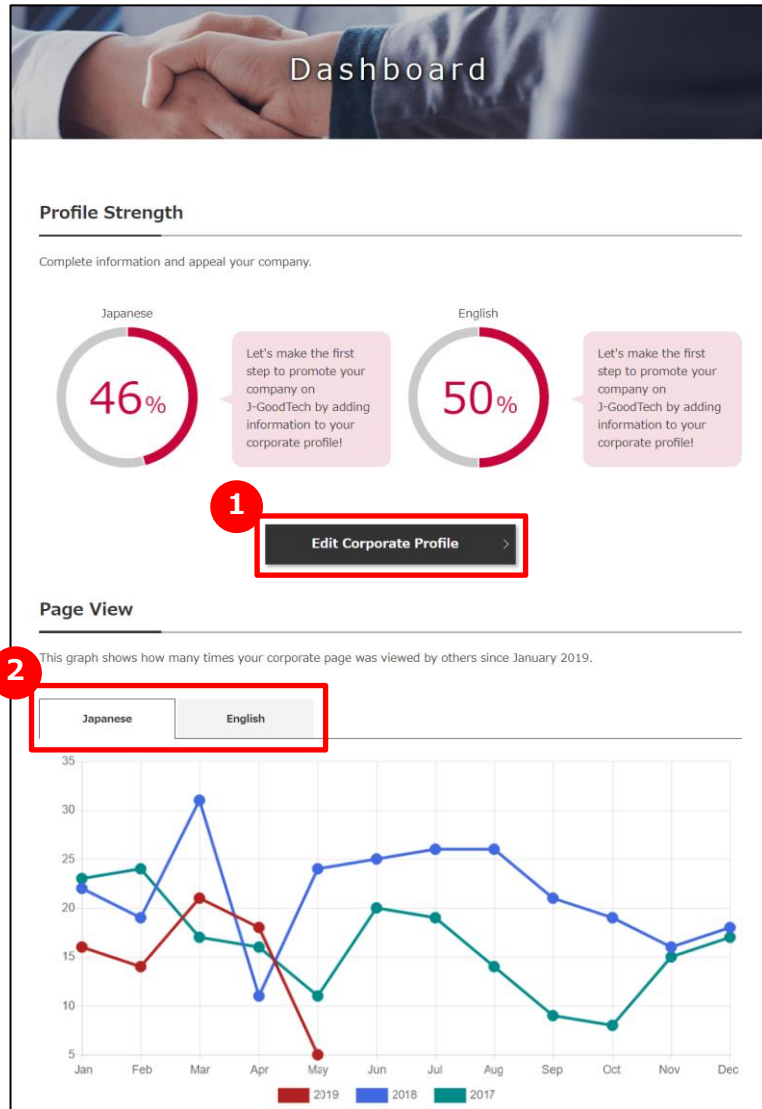
### 1 Go to My Page

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.

My Page &gt; 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.

My Page > Dashboard

3

### Most Viewed Companies Ranking

This is a ranking of companies most frequently viewed last month. The views are counted at the end of every month. Please note that this ranking started January 2019.

Ranking (Last Month)	Views (Last Month)	Views (Two Months Ago)
4 ↑	58	0

4

1~10 ▾

Ranking	Corporate Name	Last Month	Two Months Ago
1 →	Engineering Co., Ltd.	175	164
2 ↑	Industries, Ltd.	89	70
3 ↑	Manufactureing Co., Ltd.	71	65
4 ↑	Technology Corp.	58	0
5 ↓	Co., Ltd.	33	102
6 ↑	System Kougyou Co., Ltd.	25	20
7 →	corporation	24	5
8 ↑	Co., Ltd.	22	2
8 ↑	Manufactureing Co., Ltd.	22	0
10 ↓	Co., Ltd.	21	31

5

You can download ranking data of J-GoodTech.

Download CSV

- 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.

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

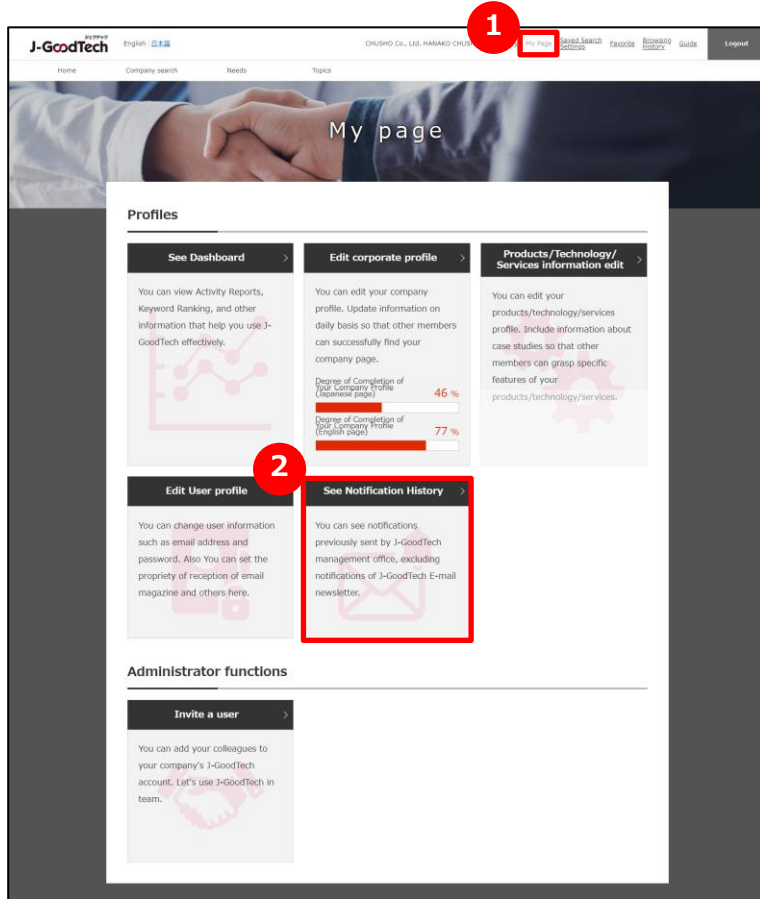
This is a monthly summary of your activity on J-GoodTech. Data is available for up to past three years. The following six types of information can be viewed for performance. Click on a tab to switch the graph.

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.

## 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.

My Page &gt; Notification History

Notification History

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**User Information**

Corporate Name	CHUSHO Co., Ltd.
User Name	HANAKO CHUSHO
Email Address	xxxxxxx@xxxxx.co.jp

**Notification History**

1 If you change your email address, notification sent to your previous email address will no longer be displayed.

Received date	Subject
21/02/2019 13:01:	[J-GoodTech] Notification of new comment on topic you created or added to favorite
21/02/2019 11:12:47	2 [J-GoodTech] Notification of a new inquiry
21/02/2019 09:21:55	[J-GoodTech] The topic you requested was approved

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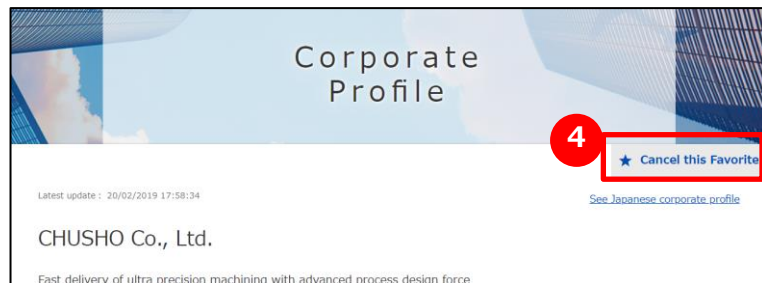
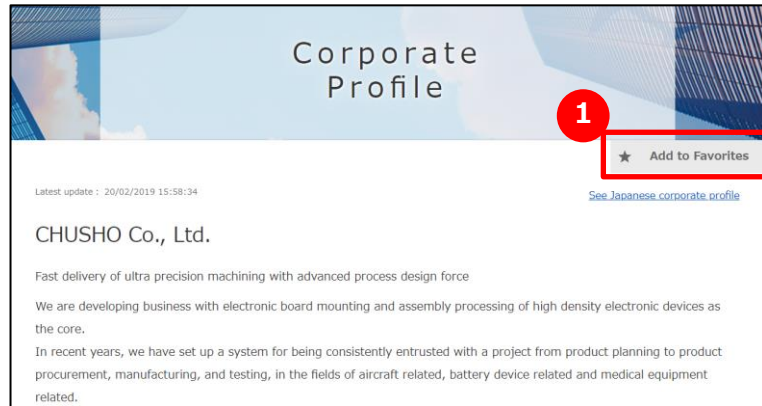
## 1 See Notification History

Check inquiries you have received in the past three months.

## 2 Check contents

Click on a title of inquiry to see contents.

Company search &gt; 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

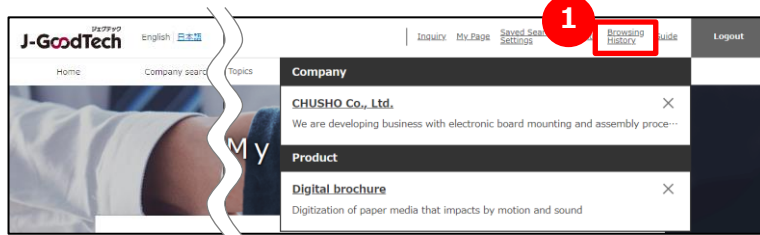
Click the **Favorite** tab at the top of any page and click the **x** button to the right of the company or product you want to delete.

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.

#### 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.

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**J-GoodTech**