

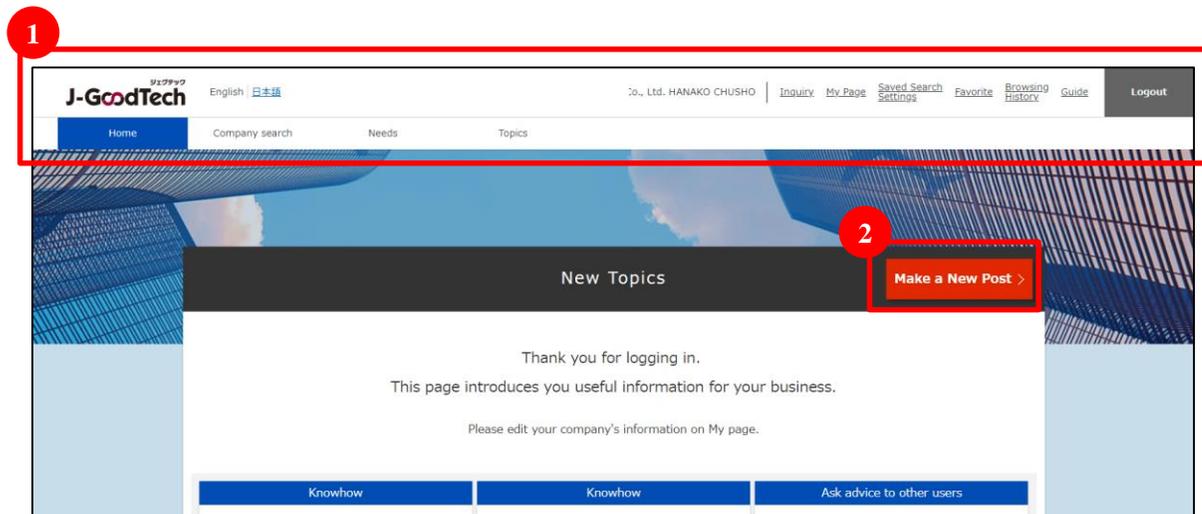
# J-GoodTech 操作指南

Ver 1.1

# 前言

感謝您使用**J-GoodTech**服務。  
本指南為**J-GoodTech**使用上必要功能的操作方法說明。

## 登錄後的首頁畫面



關於各項功能的操作，請於登入後點選上方的標籤 **1** 及各畫面中的按鈕 **2**。

企業資訊等各類資訊的輸入，僅使用英語或日語方可正確輸入，敬請見諒。

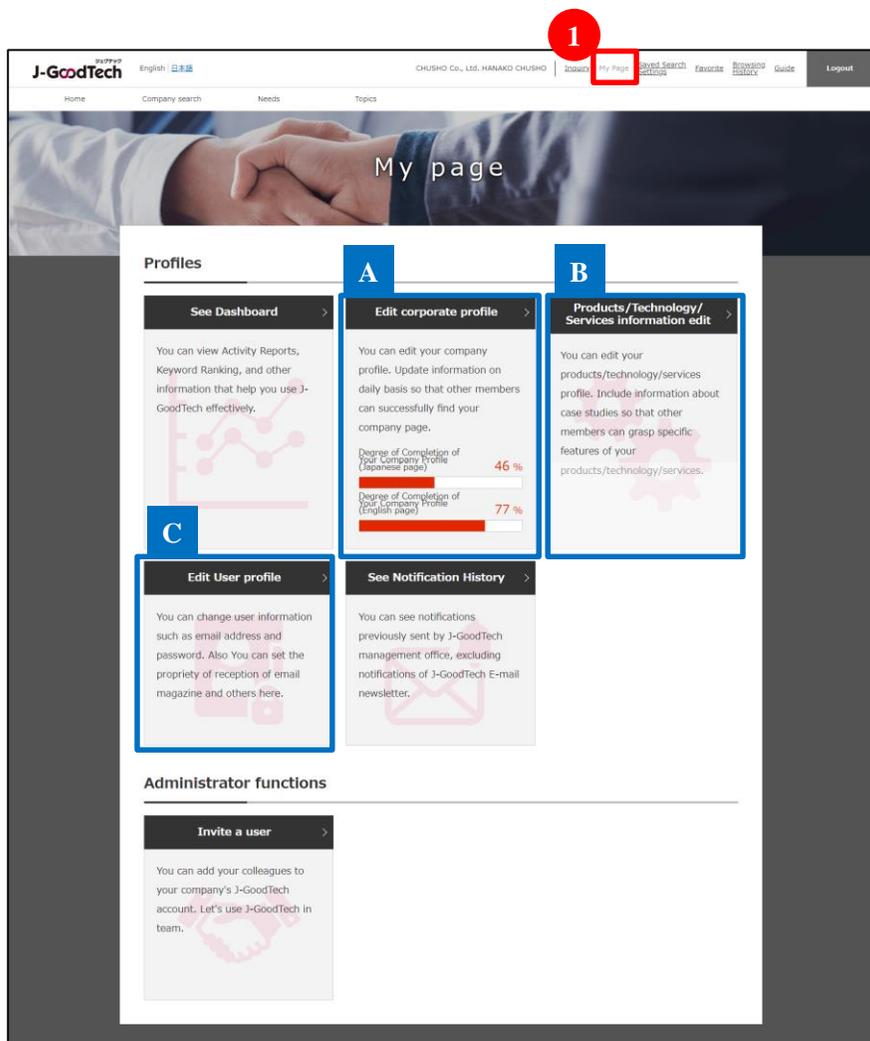
# 目錄

---

Chapter 1. 介紹您的公司	．．． 向他人介紹貴公司的資訊、產品、技術、服務。	P4
Chapter 2. 尋找商業夥伴	．．． 從註冊的企業中尋找可以合作的企業。	P23
Chapter 3. 使用「Needs」功能	．．． 了解企業的「Needs」，由貴公司提出方案。	P27
Chapter 4. 使用「Topics」功能	．．． 會員間互相交換資訊，促進通路的開發或問題的解決。	P41
Chapter 5. 使用訊息功能	．．． 可按各項分類確認寄給貴公司的訊息。	P46
Chapter 6. 管理用戶資訊	．．． 可管理貴公司的用戶資訊、邀請用戶。	P49
Chapter 7. 其他便利功能	．．． 介紹可運用於商機媒合的便利功能。	P59

## Chapter 1. 介紹您的公司

可以刊登貴公司的資訊及產品、技術、服務，  
請在此宣傳貴公司引以為傲的產品、技術、服務。



## 1 點選「My page」

在「My page」中可以編輯貴公司的資訊與用戶資訊。下一頁開始將說明各項功能。

### A 「Edit corporate profile」

P6

企業資訊為貴公司專用的網頁。

登錄的資訊越多，他人搜尋企業時將越容易符合搜尋條件。

### B 「Products/Technology/Services information edit」

P17

可以刊登貴公司的產品、技術、服務，請在此宣傳貴公司引以為傲的產品、技術、服務。

### C 「Edit User profile」

P49

可以變用戶資訊，也可訂閱或取消電子報，及辦理J-GoodTech退會手續。

Set up corporate profile

CHUSHO Co., Ltd.

Available languages for updates

Japanese Released English Released

1

User list

Set publication/Set overseas related matters.

English has been published at present.

Edit company profile

Contact Person Information

Edit

Contact Person Information

Corporate info1

Corporate info2

Client & Business location info

Promo Info

External link

Tag

Strong point

Image & File management

About Products/Technology/Services

Edit

Edit product/technology info

Setting display order of Products/Technology/Services

See currently published page

Preview

Publish all drafts

## 1 選擇編輯項目的語言

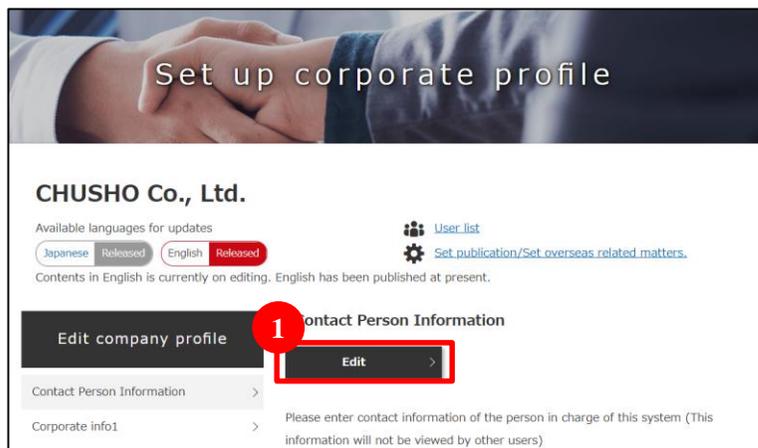
法人資訊提供英語及日語2種型態的畫面。

請從中選擇欲編輯的畫面。

紅色框標示的部分便是編輯中的語言。

若要新增語言，可從公開設定與海外相關設定進行操作。

（此處為英語編輯的操作說明，與日語的編輯方法完全相同。）



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

GETOP

Cancel Draft Save

## 1 點選「Edit」按鈕

若要編輯各項目的內容，請點選「Edit」。

## 2 有「※」標記處為必填欄位

有「※」標記者為必填項目，如未輸入則無法註冊。

## 常見問題

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="...@..."/>
Phone Number *	Enter including the area code. Country Code: <input type="text" value="Japan(Country Code:81)"/> Phone Number: <input type="text" value="03..."/>

PAGETOP

**Q** 何謂「Contact Person Information」？

**A** 「Contact Person Information」為 J-GoodTech 管理處聯絡貴公司時使用的資訊，請輸入貴公司內部使用 J-GoodTech 的窗口承辦人連絡方式。

如因異動或退職等而有窗口承辦人變更的情形，J-GoodTech 管理處將無法與貴公司聯絡，請務必變更承辦人資料。

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

About  
Products/Technology/Services

Edit

Edit product/technology info >

Setting display order of  
Products/Technology/Services >

See currently published page >

Preview >

**Publish all drafts >**

## 1 「Draft」

暫時儲存於本畫面中輸入的內容。

編輯中草稿的內容不會公開。

請於中斷輸入作業等場合時使用。

## 2 (現在編輯中畫面的) 「Save」

儲存本畫面中輸入的內容。

儲存的內容將會公開。

## 3 「publish all drafts」

一次儲存編輯中草稿的所有內容。

儲存的內容將會公開。

變更數筆資訊時，可以分別以「Draft」功能儲存，

再點選「publish all drafts」按鈕彙整公開。

## 常見問題

Set up corporate profile

CHUSHO Co., Ltd.

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 **Draft**

Contact Person Information >

Corporate info1 >

Corporate info2 >

Client & Business location info >

Promo Info **Draft** >

External link >

Tag >

Strong point >

Image & File management >

About Products/Technology/Services

Edit product/technology info >

Setting display order of Products/Technology/Services >

See currently published page >

**1** Preview >

**2** Publish all drafts >

Please introduce your company.

Please describe your company in a short sentence.

Catch phrase: Fast delivery of ultra precision machining with advanced process design force

What are the biggest strengths about your company?

Lead phrase: We are developing business with electronic board mounting and assembly processing of high density electronic devices as the core.

Others (Comments): At our company, "Quality depends on the people", and we are actively working on nurturing employees. For example...

Sales Pitch1

What is the field of your main products/ technology/ services?

Title: We can handle with small lot production of precision machining

## Q 確認編輯中草稿內容的方法

A 編輯中草稿的項目將會顯示 **Draft**。

若要確認編輯中草稿的內容，需點選 **1** 「Preview」。

如點選 **2** 「publish all drafts」，本畫面中出現 **Draft** 的所有編輯中草稿項目將會全部公開。

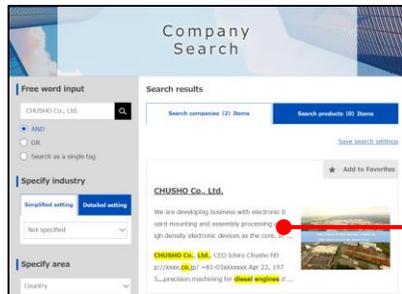
### Point 從預覽畫面公開的步驟



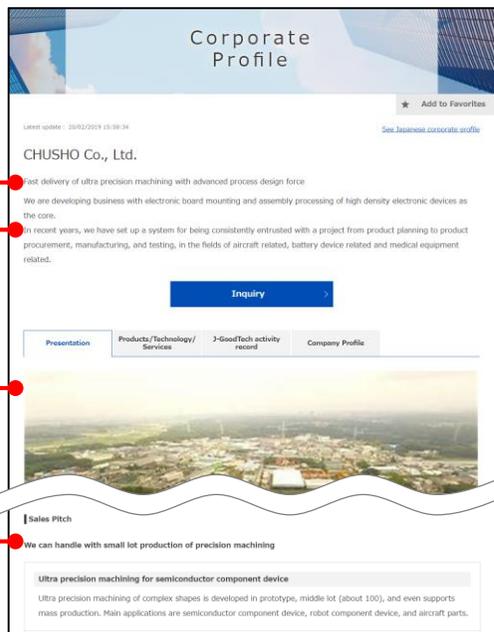
從「Editing draft」中點選「Publish」，亦可公開編輯中草稿的項目。

點選「See currently published page」後，現在公開中的頁面將會顯示在新畫面（新分頁）中，故可與編輯中草稿的頁面互相比較。

## 常見問題



前導文



宣傳文

前導文

置頂圖像

宣傳重點

## Q 何謂「Promo Info」？

A 「Promo Info」為簡短介紹貴公司或介紹產品及技術相關特色資訊等的頁面，以下將就各項目進行說明：

「Catch phrase」顯示於法人資訊上方。

「Lead phrase」搜尋企業資訊者首先會映入眼簾的資訊。

「Sales Pitch」了解產品技術的特色及可因應何種需求時的必要資訊。

## 常見問題

Set up corporate profile

CHUSHO Co., Ltd.

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 >

Tag >

Strong point >

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 Fast delivery of ultra precision machining with advanced process design force

What are the biggest strengths about your company?

Lead phrase We are developing business with electronic board mounting and assembly processing of high density electronic devices as the core. In recent years, we have set up a system for being consistently entrusted with a project from product planning to product procurement, manufacturing, and testing, in the fields of aircraft related, battery device related and medical equipment related.

Others (Comments) At our company, "Quality depends on the people", and we are actively working on nurturing employees. For example---

Sales Pitch1

What is the field of your main products/ technology/ services?

Title We can handle with small lot production of precision machining

**Q** 充實「Promo Info」內容將獲得什麼結果？

**A** 藉由充實「Promo Info」內容，企業進行搜尋等操作時，貴公司符合搜尋條件的比率將會提高，更容易獲得其他公司瀏覽的機會。

為了獲取更多洽詢機會，請積極輸入資訊，向更多的企業宣傳。

## 常見問題

**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	Preview >
English	CHUSHO Co., Ltd.	<input checked="" type="radio"/> Release <input type="radio"/> Private	Preview >

**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 企業資訊可以設定為不公開嗎？

A 在法人資訊設定的公開設定、海外相關設定頁面中，能夠進行「Release / Private」的設定。

「Overall Setting」頁面可將整個企業頁面設定為公開或不公開，

「Group Setting」頁面可選擇公開範圍。

公開範圍的相關說明如下：

「Non disclosable」．．．．．不會向其他用戶公開。

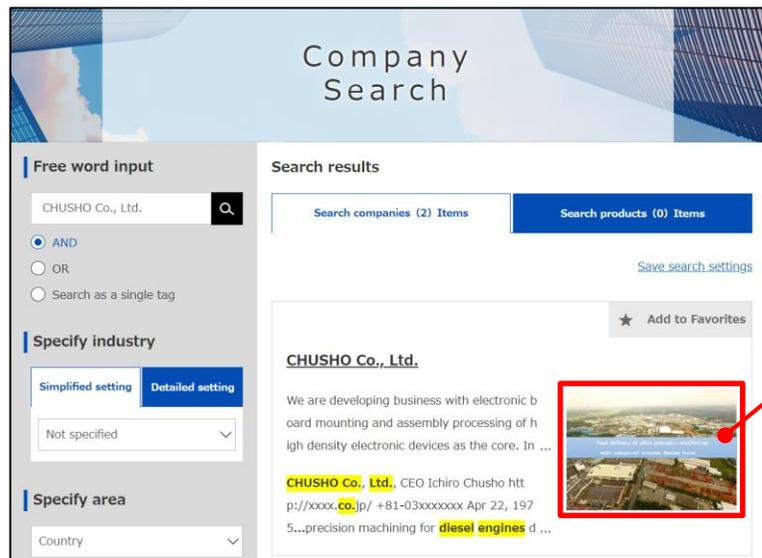
「Viewed by Members Only」．．．僅向已登入的用戶公開。

「Viewed by Public」．．．．．亦向未登入者公開。

設定後請點選「Save」按鈕以儲存。

## 編輯與管理法入資訊

貴公司頁面完成示意圖。以下將說明可充實貴公司頁面的圖像：



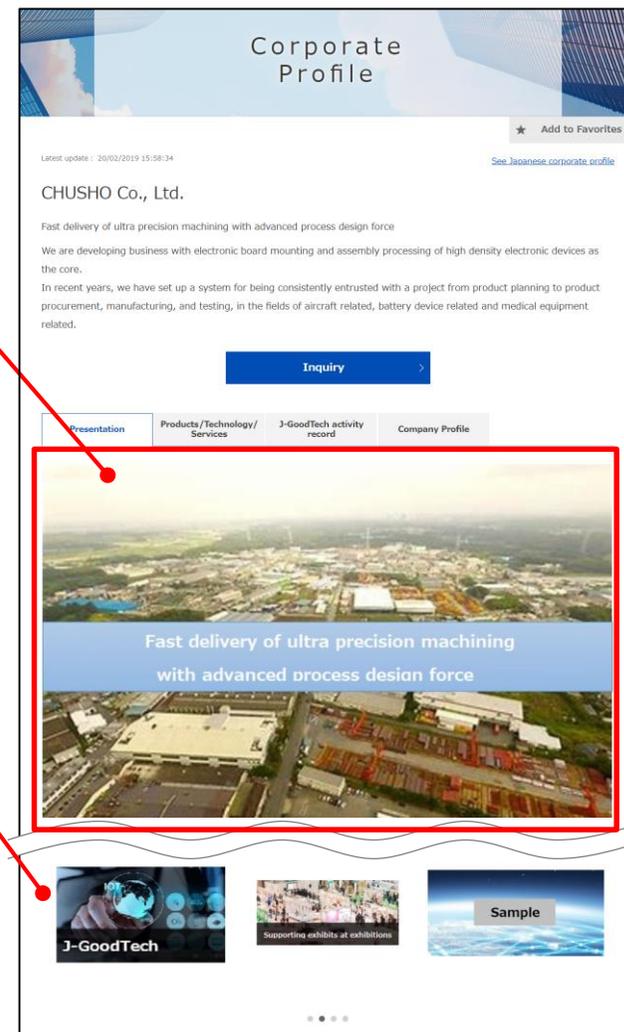
### 「Main image」

為貴公司頁面的主要圖像，即搜尋時將會顯示的圖像。

「Main image」僅能設定一張，請選擇最適合宣傳貴公司的圖像。

### 「Supplementary image」

可以設定「Main image」之外與貴公司相關的圖像。

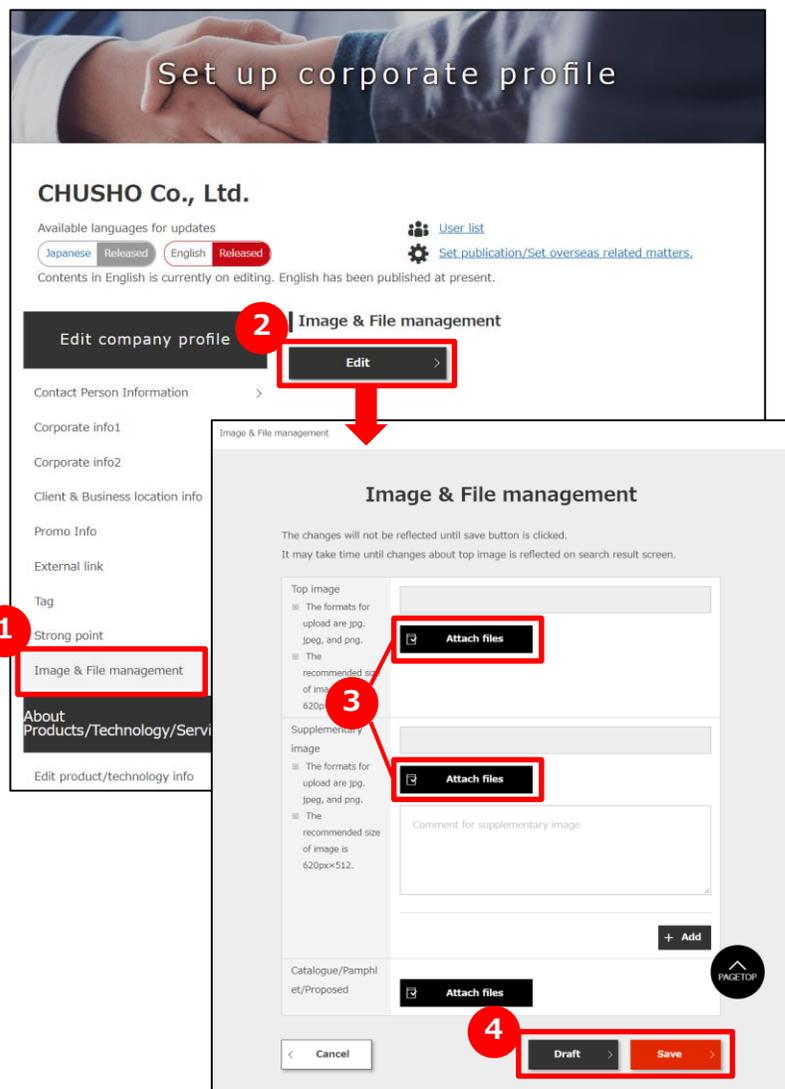


#### Point 請設定「Main image」

如未設定「Main image」，搜尋結果中將一律顯示「No Picture」。

請設定「Main image」，完成具有充實內容的企業頁面。

圖像的設定方法請參閱下一頁以後的說明。



## 1 點選「Image & File management」

點選畫面左側的「Image & File management」。

## 2 點選「Edit」按鈕

點選「Edit」按鈕以顯示編輯畫面的彈出式視窗。

## 3 選擇圖像與檔案

點選「Attach files」按鈕，選擇貴公司的相關圖像檔案。

## 4 點選「Draft」或「Save」按鈕

點選「Draft」或「Save」按鈕，儲存狀態。

**Point** 「Add」按鈕可以新增圖像。

可以新增詳細的圖像。

若要新增，請點選「Add」按鈕。

**Set up corporate profile**

**CHUSHO Co., Ltd.**

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 >
- External link >
- Tag >
- Strong point >
- Image & File management >

**Contact Person Information**

Edit >

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

Title	The person in charge
Name	HANAKO CHUSHO
Email address	.....@.....
Phone Number	Country Code: 81 Phone Number: 03.....

**About Products/Technology/Services**

**1** Edit product/technology info >

Setting display order of Products/Technology/Services >

See currently published page >

Preview >

Publish all drafts >

**My page**

**Profiles**

- See Dashboard >
- Edit corporate profile >
- 2** 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.

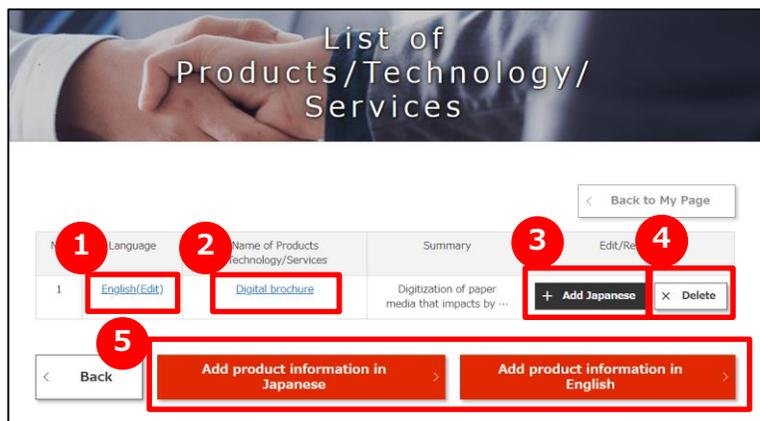
Degree of Completion of Your Company Profile (Japanese page)	46 %
Degree of Completion of Your Company Profile (English page)	50 %

## 1 點選「Edit product/technology info」

點選「Edit product/technology info」，前往設定畫面。

點選「My Page」中 **2** 「Products/Technology/Services information edit」也可前往設定畫面。

## 編輯產品、技術、服務資訊

**1 編輯登錄中的資訊**

請點選已登錄資訊的「English（「Edit」）」按鈕，編輯資訊。

**2 確認公開中的產品資訊**

點選已登錄資訊的「Products/Technology/Services」，確認公開中的內容。

**3 新增英語資訊或日語資訊**

如有日語資訊，請點選「Add Japanese」按鈕，新增語言資訊。

**4 刪除產品資訊**

若要刪除已登錄的資訊，請點選「Delete」按鈕。

**5 新增資訊**

若要新增資訊，請點選「Add product information in English」按鈕或「Add product information in Japanese」按鈕。

## 編輯產品、技術、服務資訊

Products/Technology/  
Services information  
(in English) edit

< Back to list

Products/Technology/Services information edit

**1**

Name of Products  
/Technology/Services

Digital brochure

Summary  
This information will appear on  
product search results.

Digitization of paper media that impacts by motion and sound

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.

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

Image

Delete

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

< Back **2** Confirm >

**1** 輸入資訊

請輸入產品、技術、服務相關資訊。

**2** 點選「Confirm」按鈕

輸入所有必要內容後，點選「Confirm」按鈕。

**Point** 可以附加產品、技術、服務相關圖像及提案資料。

產品資訊中可以附加圖像及提案資料。

(出現「Add」按鈕者，可以登錄複數檔案。)

藉由附加產品圖像及提案資料，使貴公司產品、技術、服務資訊的  
瀏覽者更容易理解頁面的內容。

## 編輯產品、技術、服務資訊

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	<input type="radio"/> diesel <input type="radio"/> engines
-----	--

**2** Back Register

**1** 確認登錄的資訊

畫面將會顯示與產品、技術、服務相關的輸入資訊。

在輸入畫面選擇的圖像亦將顯示在畫面中，請一併確認。

**2** 點選「Register (「Update」)」按鈕

確認內容之後，點選「Register」（編輯內容時，則點選「Update」）按鈕。

完成示意圖請參閱下一頁以後的內容。

**Point** 若要公開已登錄的產品、技術、服務資訊，必須進行顯示順序的設定。

產品、技術、服務資訊如未設定為公開，將不會對外公開。

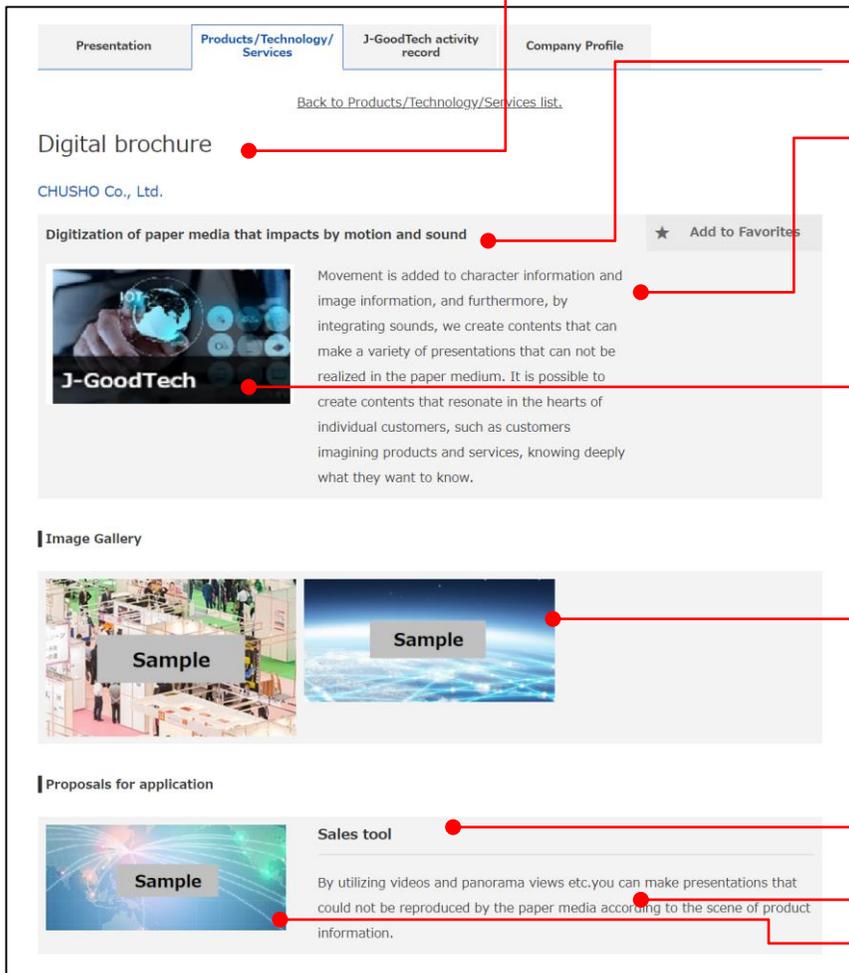
登錄資訊後，請務必在「Setting display order of Products/Technology/Services」中進行公開設定（顯示順序設定）的操作。

關於產品、技術、服務的顯示順序設定，請參閱第22頁。

# 編輯產品、技術、服務資訊

## Point 產品、技術資訊的編輯與完成示意圖的關係①

### 完成示意圖



產品、技術、服務名稱

產品、技術、服務概要

產品、技術、服務說明內容

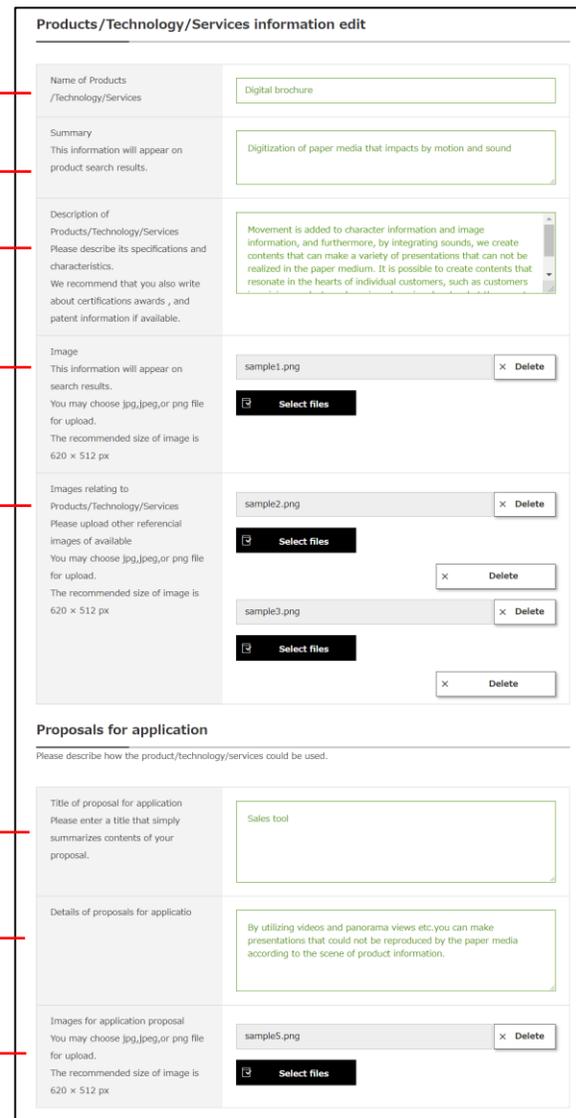
產品、技術、服務的介紹圖像

產品、技術、服務相關圖像

用途提案的標題

用途提案的細節

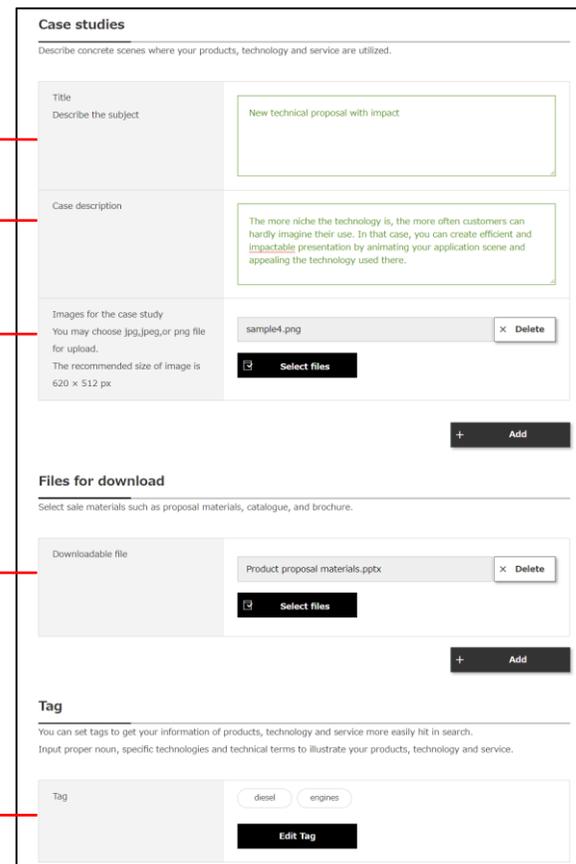
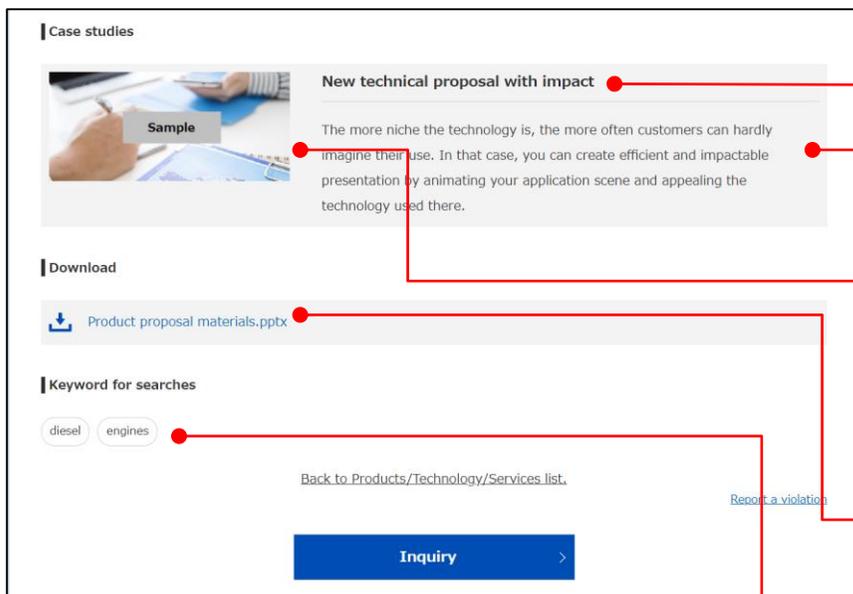
用途提案的圖像



# 編輯產品、技術、服務資訊

## Point 產品、技術資訊的編輯與完成示意圖的關係②

### 完成示意圖



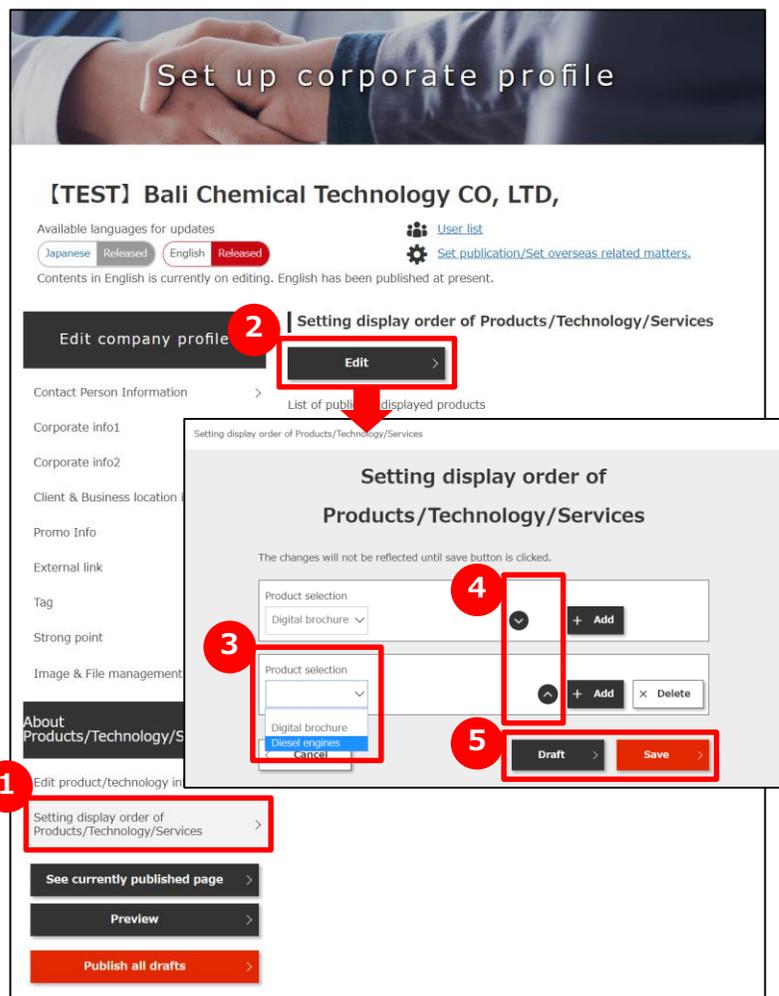
運用案例的標題

運用案例說明內容

運用案例圖像

下載檔案

搜尋用關鍵字



## 1 點選「Setting display order of Products/Technology/Service」按鈕

點選產品、技術、服務的「Setting display order of Products/Technology/Service」按鈕。

## 2 點選「Edit」按鈕

點選「Edit」按鈕。

## 3 選擇已登錄的產品

畫面將會顯示已登錄的產品清單，請選擇希望公開的產品。

## 4 決定公開畫面的顯示順序

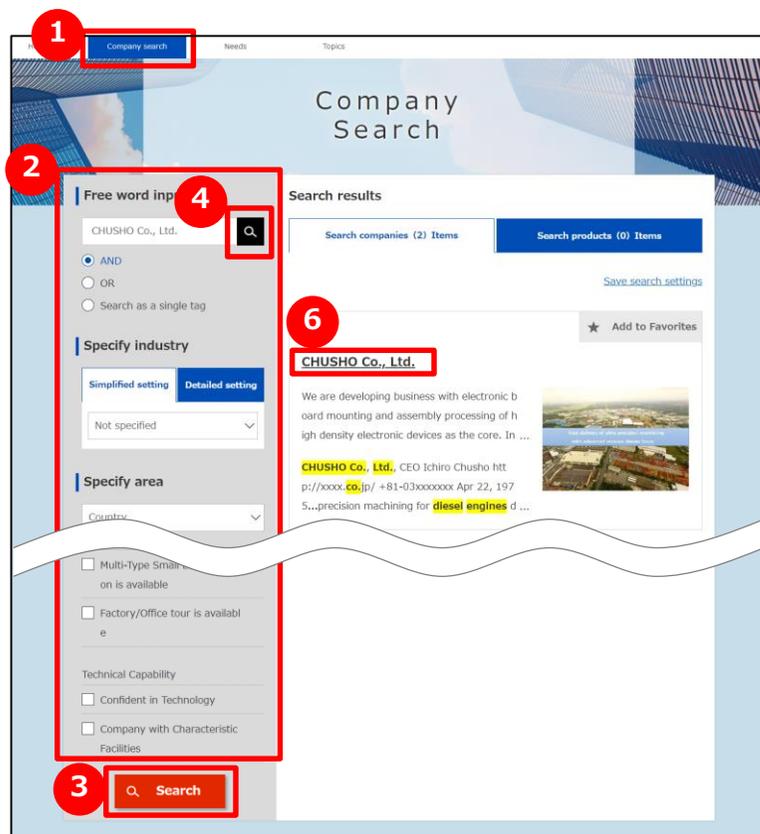
使用「Add」按鈕即可新增欲公開的資訊。並且也可使用   按鈕重新排列顯示順序。

## 5 點選「Draft」或「Save」按鈕

點選「Draft」或「Save」按鈕，儲存狀態。

## Chapter 2. 搜尋商業夥伴

可以搜尋符合貴公司產品與技術資訊推廣、企業「Needs」的  
企業資訊及產品資訊。



## 1 顯示搜尋企業的畫面

點選「Company Search」，以顯示企業搜尋畫面。

## 2 輸入搜尋條件

於畫面左側的搜尋條件中以任意字詞進行搜尋，輸入國家、員工人數等資訊，進行篩選。

## 3 顯示搜尋結果清單

點選「Search」按鈕以顯示搜尋結果清單。

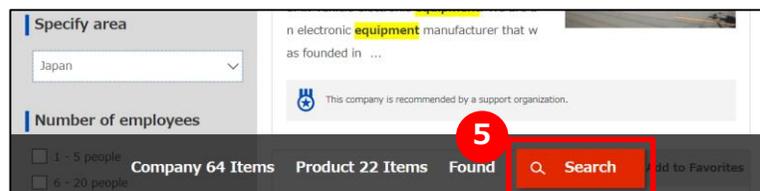
使用 **4** **5** 的按鈕亦可顯示搜尋結果清單。

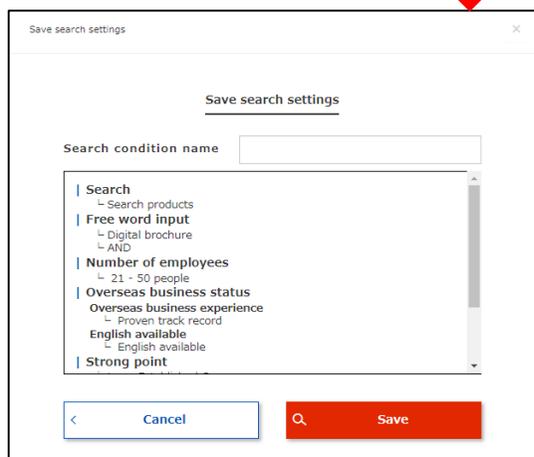
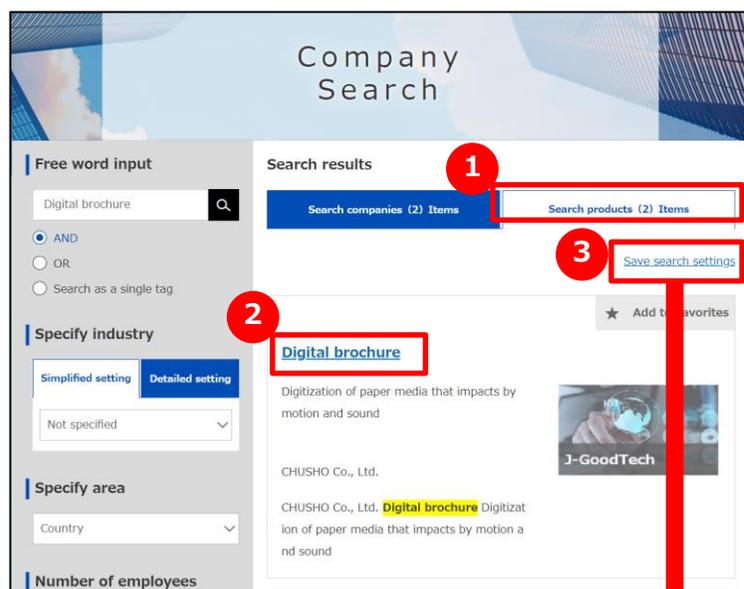
僅以任意字詞搜尋企業資訊時，使用 **4** 較為便利。

若有搜尋結果的件數眾多等情況，只要選擇區域及員工人數，畫面下半部將顯示搜尋項目的件數，因此使用 **5** 會較為便利。

## 6 顯示搜尋的法人資訊

若要在搜尋結果清單中顯示法人的資訊，請點選法人名稱。





## 1 切換至「Search Product」標籤

如欲搜尋產品資訊，請點選並切換至「Search Product」標籤。  
搜尋方法與搜尋法人資訊時相同。

產品資訊為J-GoodTech會員限定的功能，故未登入時將不會顯示，敬請注意。

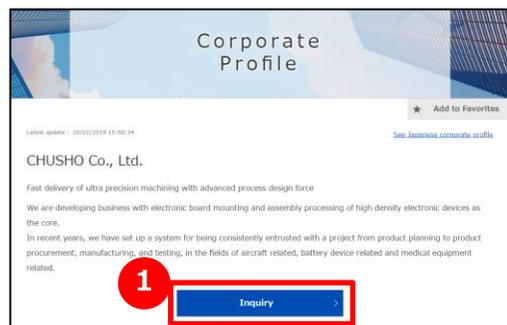
## 2 顯示產品資訊

欲顯示搜尋結果清單中的產品資訊時，請點選產品名稱。

## 3 儲存搜尋條件

如欲以相同條件搜尋，可事先儲存搜尋條件。搜尋之後，點選「Save search settings」，輸入名稱進行儲存。儲存後的搜尋條件可從畫面上方的「Saved search settings」中選擇。  
搜尋條件的儲存功能在法人資訊搜尋中亦相同。

# 向法人進行洽詢



Inquiry

STEP 1 → STEP 2 → STEP 3  
Enter inquiry → Confirm entered content → Transmission complete

Enter inquiry

You will now communicate directly with the recipient  
SME Support, JAPAN may contact you upon reviewing the conversation

Original poster	XXXXXXXX Co., Ltd. poster name
Contact information	CHUSHO Co., Ltd.
Inquiry type	(Inquiry) CHUSHO Co., Ltd.
Title	
Content of inquiry	Editing area
Attachment(s)	Select files

Back **3** Confirm

## 1 向法人洽詢

可向曾在法人資訊中參閱之法人提出洽詢，請點選法人資訊畫面中的「Inquiry」按鈕。

## 2 輸入內容

輸入欲洽詢的內容。

## 3 前往確認畫面

點選「Confirm」按鈕，在確認畫面中檢查輸入的內容，點選「Send」按鈕。

通知將會傳送至洽詢對象企業的承辦人處。

## Chapter 3. 使用「Needs」功能

註冊的海外企業會員可將貴公司需求的技術與服務等視為「Needs information」對外發布，同時，海外企業會員也可對於「Needs information」提出技術與服務的方案。

# 確認已登錄的「Needs」

The screenshot shows the 'Needs List' page. At the top, a navigation bar has a 'Needs' tab highlighted with a red box and the number '1'. Below the navigation bar is a search bar with a 'Search' button. Underneath the search bar are search settings: 'Needs ID' (text input), 'Status' (dropdown), 'Requesting company' (checkbox for 'Business partners only'), and 'Type' (dropdown). Below these are filters for 'Search by narrowing down' with a dropdown set to '50/Itemsdisplay' and three buttons: 'Needs you submitted proposal', 'Favorites', and 'Posted this week'. A red button labeled 'New Registration of a Need' is at the bottom of the search settings. Below the search settings, a message states 'This needs information was posted to all members.' and 'Showing 1 - 50 of 134 results.' Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are present. A red box labeled '2' highlights a search result card for 'Combining different materials' by CHUSHO Co., Ltd. The card includes a star icon for 'Add to Favorites' and a '37 Day' deadline.

## 1 瀏覽「Needs」清單

點選「Needs」標籤。

## 2 確認已登錄的「Needs」

畫面下方的「Needs」將以磚塊形式顯示。

可從畫面中確認「Needs」類別、「Needs」標題、委託方、截止日。

如欲了解需求細節，請點選需求名稱。

**Point** 「Add to favorites」

如有感興趣的需求，請點選「Add to favorites」，方便日後搜尋。

## 確認已登錄的「Needs」

Details of Needs

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

Offer period: 21/02/2019 ~ 29/03/2019

★ Add to Favorites

Combining different materials

Mass production To Deadline 37 Day

**1**

### Needs profile

Poster	Overseas companies <a href="#">CHUSHO Co., Ltd.</a>
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.

### Supplementary materials

Others

< Back to Needs List Create proposal >

Refuse to Submit Proposal

Support area for proposal preparation Need Help? >

**1** 確認「Needs」的細節

「Needs」詳細畫面中可以確認「Needs」的內容。

# 針對「Needs」提案

Proposal preparation

**Submit proposal, start business talks**

After you submit a proposal, poster of needs will evaluate your proposal and contact you for exchanging more information.

You can have them done on 3-GoodTech.

You	Poster of needs	You & Poster of needs	You & Poster of needs
<b>Proposal</b>	<b>Evaluation</b>	<b>Communication</b>	<b>Business meeting</b>
Start creating proposal from the next page.	Your proposal will be evaluated by poster of needs.	Poster of needs will contact you for exchanging more information if they are interested in the content of your proposal.	Please proceed to business meeting.
See instruction in the box below to complete your proposal.	Please wait for hearing back from the poster.	Please adjust time for business meeting and so on.	Congratulations! Wish you the best of luck on your business.

**Instruction for creating proposal**

There are 4 steps for creating proposal starting from the next page.  
Content of proposal can be saved as draft and revised later.

When you complete creating your proposal, your information such as name, corporate name, phone number, and email address will be sent to the poster of this Needs information.

STEP 1 → STEP 2 → STEP 3 → STEP 4

Proposal consent screen → Proposal preparation screen → Proposal preparation confirmation screen → Proposal preparation completion screen

**1** Create proposal

## 1 提案前的確認事項

確認「Needs」細節後，如貴公司希望提案，請點選「Create proposal」按鈕，

首先螢幕將會顯示可確認從提案到商務洽談為止的一連串流程之畫面。

**Point** 請確認商務洽談前的流程。

提案後未必會收到回覆或獲得商務洽談的機會，敬請見諒。

The image shows a screenshot of a web application interface for proposal preparation. At the top, there is a header with the text 'Proposal preparation' and a background image of hands shaking. Below the header 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 the following information:

**Needs information**  
You are submitting this proposal to the Need information below.

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

**See the terms of use**  
Please confirm the terms of use below.

Terms of Use  
October 27, 2014

The Organization for Small & Medium Enterprises and Regional Innovation, Japan (hereinafter referred to as the "Organization") has established the terms of use (hereinafter referred to as the "Terms of Use") for the use of "J"-GoodTech (<https://jgoodtech.jp/>) (hereinafter referred to as the "Website"), which is operated by the Organization,

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' next to it.

## 1 提案書的同意畫面

確認提案對象的「Needs」，閱讀並同意服務條款後，點選「Agree to the terms of use」按鈕。

# 針對「Needs」提案

**Proposal preparation**

STEP 1 → STEP 2 → STEP 3 → STEP 4

Proposal consent screen → Proposal preparation screen → Proposal preparation confirmation screen → Proposal preparation completion screen

**Proposal preparation screen**

**Needs information**

You are submitting this proposal to the Need information below.

Poster	CHUSHO Co., Ltd.
Title	Combining different materials

**Content of proposal**

Please enter your proposal \*

Describe your product/service/technology.  
Please do not include confidential information here.

Preview needs information

Attach files

Achievement of similar case

Please write about the detail.

Additional Remarks:

Back Save as Draft To the confirmation Page

## 1 提案書的編寫畫面

輸入「Please enter your proposal」的內容。

請盡量輸入詳細資訊，使內容能確實傳達給委託方。

## 2 附加提案資料

如有提案內容的補充資料，點選「Attach files」按鈕進行操作。

## 3 類似案件上的實績

如有類似提案內容的實績，請在「Achievement of similar cases」中輸入。

## 4 其他補充事項

如有其他希望傳達的內容，請在「Additional Remarks:」中輸入。

## 5 確認輸入的內容

點選「To the confirmation Page」按鈕。

## 針對「Needs」提案

The image shows two screenshots of a web application interface for proposal preparation. The top screenshot is the 'Proposal preparation confirmation screen' (Step 3), and the bottom screenshot is the 'Proposal preparation completion screen' (Step 4). A red circle with the number '1' highlights the 'Submit a proposal' button in the confirmation screen, and a red circle with the number '2' highlights the 'Back to Needs detail Page' button in the completion screen. A red arrow points from the 'Submit a proposal' button to the completion screen.

**Proposal preparation confirmation screen**

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.

Buttons: Back, Submit a proposal

**Proposal preparation completion screen**

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

Button: Back to Needs detail Page

**1** 提案書的確認畫面

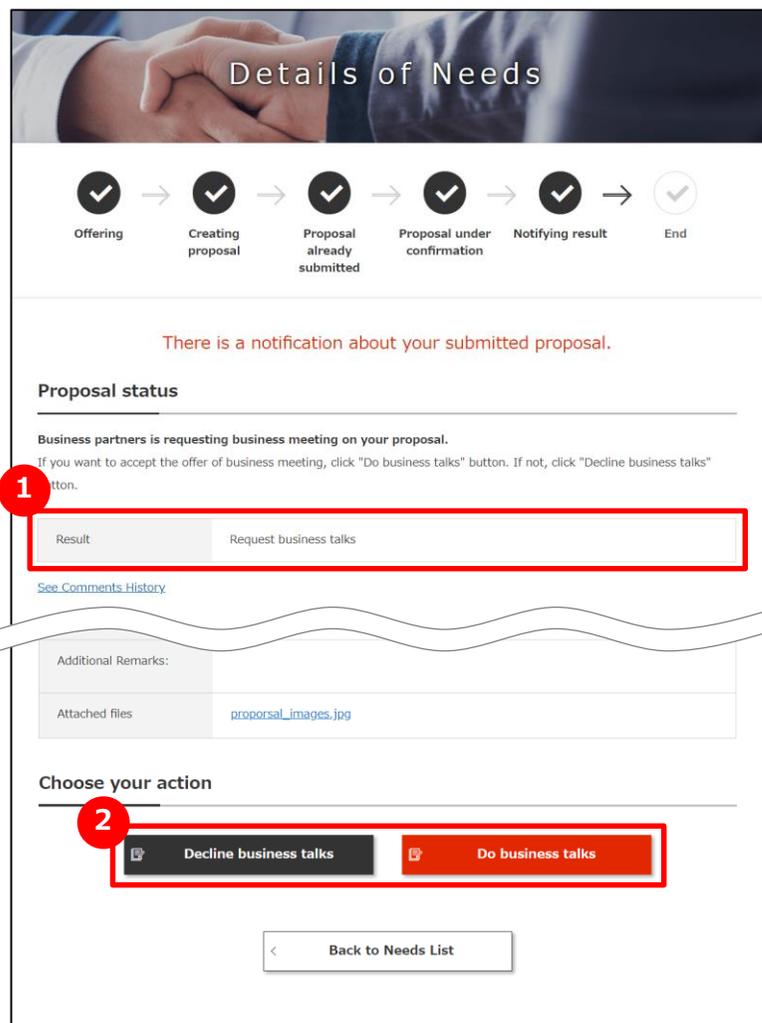
確認輸入的提案內容，點選「submit a proposal」按鈕。

**2** 提案書編寫完成的畫面

前往提案書編寫完成的畫面。

點選「Back to Needs detail Page」按鈕。

# 針對「Needs」提案



## 1 提案結果的確認畫面

若要確認貴公司的提案結果，選擇「Detail of Needs」，「Result」處將會顯示對方的回覆。

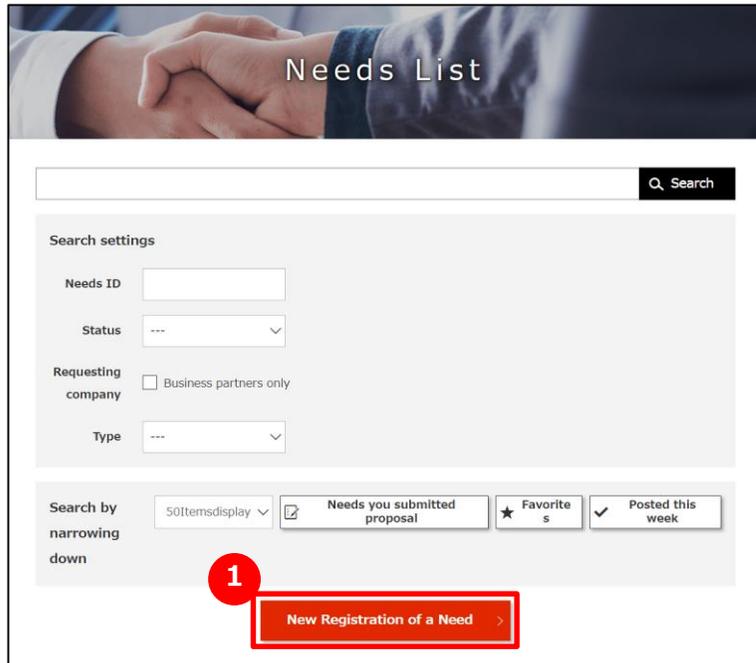
※左圖為獲得「Request business talks」通知的範例。

## 2 選擇接受或婉拒商務洽談

確認委託方的公司名稱及意見後，請選擇「Do business talks」或「Decline business talks」。

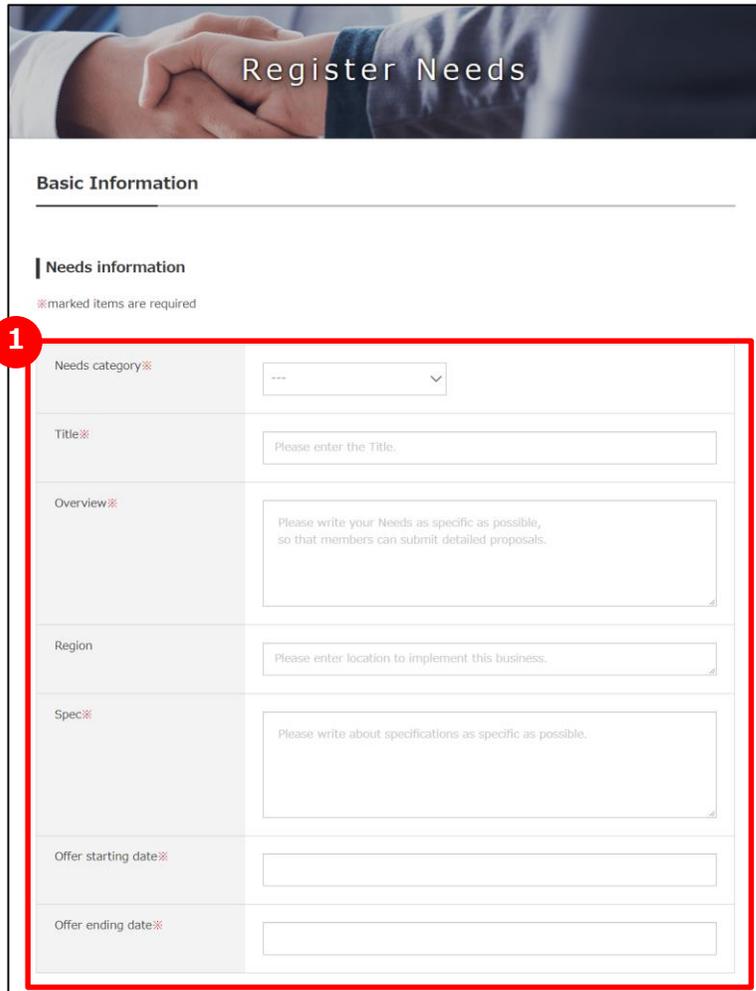
### Point 關於提案結果

委託方將會確認提案內容，向提案方發出「Request business talks」、「sending back the proposal」、「Dismiss」的通知。通知為「sending back」時，可修正提案內容，再度提案。



## 1 登錄新的「Needs」

點選瀏覽畫面中的「New Registration of a Need」按鈕。



Register Needs

**Basic Information**

**Needs information**

※marked items are required

1 Needs category※

Title※

Overview※

Region

Spec※

Offer starting date※

Offer ending date※

## 1 輸入「Needs」內容。

輸入「Needs」的所有內容。

## 登錄新的「Needs」

Register Needs

Basic Information

1 Save as Draft

2 To the confirmation Page

Register Needs Confirmation Page

To register this Needs, please click the "Register Needs" button below.  
To make changes, please click the "Back" button.  
Your company name will be published upon the registration.  
This Needs information will not be published to the Blocked Companies.

Offer starting date: 2019/03/01

Offer ending date: 29/03/2019

Share this Needs information with: HANAKO CHUSHO, ICHIRO CHUSHO

Blocked Companies

JGT Corporate Number	Corporate name	Industry	Prefectures	Address

3 Register Needs

## 1 「Save as Draft」

暫時儲存本畫面中輸入的內容。

儲存內容不會公開。

## 2 「To the confirmation Page」

前往輸入內容的確認畫面。

## 3 登錄「Needs」

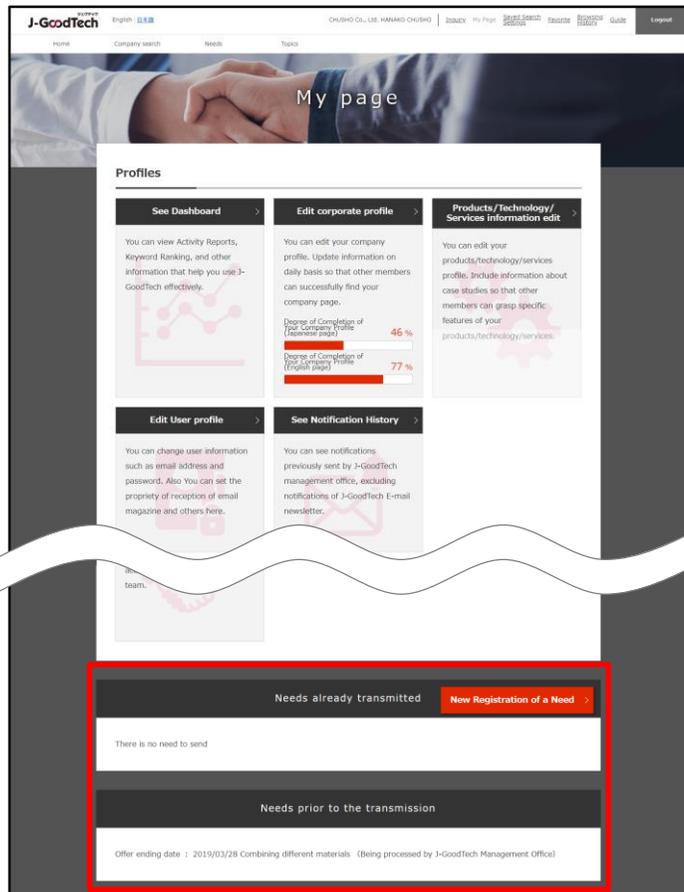
再度確認輸入內容，如正確無誤，點選「register needs」按鈕。

## Point 「Attach files」按鈕

可以新增詳細資訊的檔案、型錄及小冊子。

若要新增，請點選「Attach files」按鈕。

## 常見問題



**Q** 「Needs」登錄完畢後呢？

**A** 「Needs」的登錄完成之後，將會顯示在我的頁面下方、發布前的需求清單內。

關於貴公司登錄的「Needs」內容，公開之前將由 J-GoodTech 管理處進行確認。

「Needs」公開後，將會移動至已發布的「Needs」清單中。

Proposal detail content screen

Status	
Current status	Completed submission of the proposal

Needs information	
Control number	NE0000000000875
Title	Combining different materials
Submission date	21/02/2019 17:44:44

Content of proposal	
Proposer	<a href="#">xxxxxxx SYSTEM SERVICE CO.,LTD.</a>
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 ○○ prefecture and has received excellent engineering development awards from ○○ prefecture.
Submission date	21/02/2019 17:44:44
File name	

[Download proposal](#)

Choose your action		
<a href="#">Send Back Proposal</a>	<a href="#">Decline Business Talks</a>	<a href="#">Request Business Talks</a>

## 1 回覆來自其他公司的提案

已經發布的「Needs」將會收到來自其他公司的提案。

「Needs」發布者可確認提案內容，判斷是否進行商務洽談，並以「Choose your action」功能回覆提案方。

- ◆請求商務洽談  
接受提案，欲進行具體商務洽談時選擇本項目。  
點選「Request business talks」按鈕，輸入並傳送請求內容。
- ◆退回提案書  
提案內容有須修正處時選擇本項目。  
點選「Reply proposal」按鈕，輸入並傳送退回理由。
- ◆婉拒商務洽談  
貴公司需求與提案內容不符時選擇本項目。  
點選「Decline business talks」按鈕，輸入並傳送婉拒的訊息。

## 常見問題

Details of Needs

Offer period :21/02/2019 ~ 29/03/2019 ★ Add to Favorites

Combining different materials

Mass production Entry 4 Company To Deadline 37 Day

**Needs profile**

Poster	Overseas companies	CHUSHO Co., Ltd.
Category	Mass production	
Title	Combining different materials	

**Proposal**

Target companies name	Proposal creation status	Details of proposals
<a href="#">xxxxx Engineering CO., LTD.</a>	Sending back the proposal	<a href="#">Details of proposals</a>
<a href="#">xxxxx MOTOR MAINTENANCE CO., LTD.</a>	Refuse to Request Business Talks	<a href="#">Details of proposals</a>
<a href="#">xxxxx STEEL, CO., LTD.</a>	Completed confirmation of the proposal	<a href="#">Details of proposals</a>
<a href="#">xxxxx CHEMICAL CO., LTD.</a>	Refuse to Submit Proposal	<a href="#">Details of proposals</a>
<a href="#">xxxxx SYSTEM SERVICE CO., LTD.</a>	Do business talks	<a href="#">Details of proposals</a>

[Edit](#) [Back to Needs List](#)

**Q** 要求商務洽談之後呢？

**A** 對於貴公司的商務洽談要求，提案方將會回覆「Do business talks」或「Decline business talks」。

如對方接受商務洽談，該需求內的提案書編寫狀態將會變更為「Do business talks」。

之後請協調日期進行具體的商務洽談。

## Chapter 4. 使用「Topics」功能

「Topic」係與J-GoodTech的註冊企業透過布告欄方式互相交換資訊的工具。  
可望經由發布貴公司銷售通路開發與課題解決所需的話題，與各種企業相互認識。

# 參加已登錄的「Topic」

The screenshot illustrates the process of participating in a topic. It is divided into two main sections: 'List of Topics' and 'Topic Details'.

**List of Topics:**

- 1:** The 'Topics' menu item is highlighted in the top navigation bar.
- 2:** The 'Topics category' dropdown menu is shown, with various categories like 'Knowhow', 'Ask advice to other users', etc., listed.
- 3:** The 'Keyword search' input field is highlighted.
- 4:** A specific topic title, 'On improvement of productivity and quality in system development', is highlighted.

**Topic Details:**

- 5:** The 'Exchange information' section at the bottom of the topic page is highlighted, showing a text input field for comments.

## 1 顯示「Topics」清單

點選「Topics」，以顯示清單。

## 2 「Topics」的類別

希望以類別篩選時，點選該類別的核取方塊。

## 3 任意字詞搜尋

輸入關鍵字後便能篩選出含有該文字列的「Topics」。

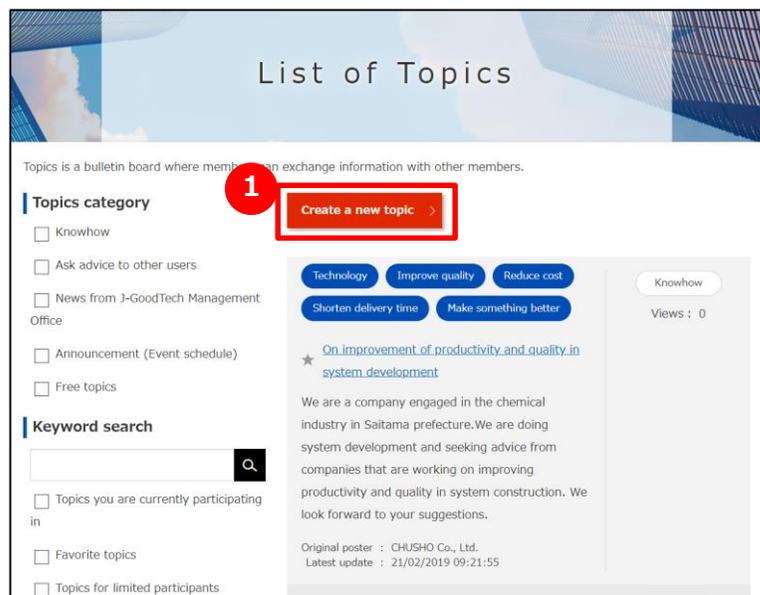
## 4 顯示「Topic」

找到希望參加的「Topic」後，點選標題。

## 5 參加「Topic」

在「Exchange information」下方的文字框中填寫留言，點選「Register」按鈕。

## 新增「Topic」

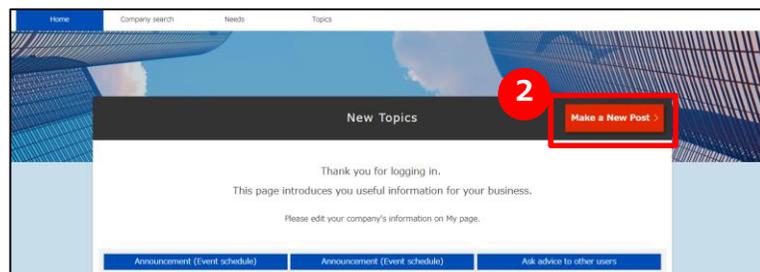


## 1 點選「Create a new topic」

點選後將會顯示新增「Topic」的畫面。

使用登入後首頁畫面的 2 「make a new post」按鈕也可顯示該畫面。

## Home



## 新增「Topic」

The screenshot shows a three-step process for creating a new topic. Step 1 is 'Enter topic content', which is the current screen. Step 2 is 'Confirm the topic content', and Step 3 is 'Topic request completed'. The form includes a 'Topics category' dropdown (1), radio buttons for content types like 'Knowhow', 'Ask advice to other users', etc. (2), a 'Search keyword' field and 'Choose search keyword' button (2), a 'Title' field (3), a 'Text' field (4), an 'Attachment(s)' field and 'Select files' button (5), and a 'Confirm' button (6) at the bottom right.

**1 選擇類別**

從5個類別中點選符合的項目。

**2 搜尋用關鍵字**

登錄他人容易搜尋到貴公司建立之「Topic」的關鍵字。

點選「Choose search keyword」按鈕，登錄用語。

**3 輸入標題**

輸入簡潔易懂的內容。

**4 內文**

輸入概要。

**5 附加資料**

如有內容的補充資料，點選「Select files」按鈕，附加檔案。

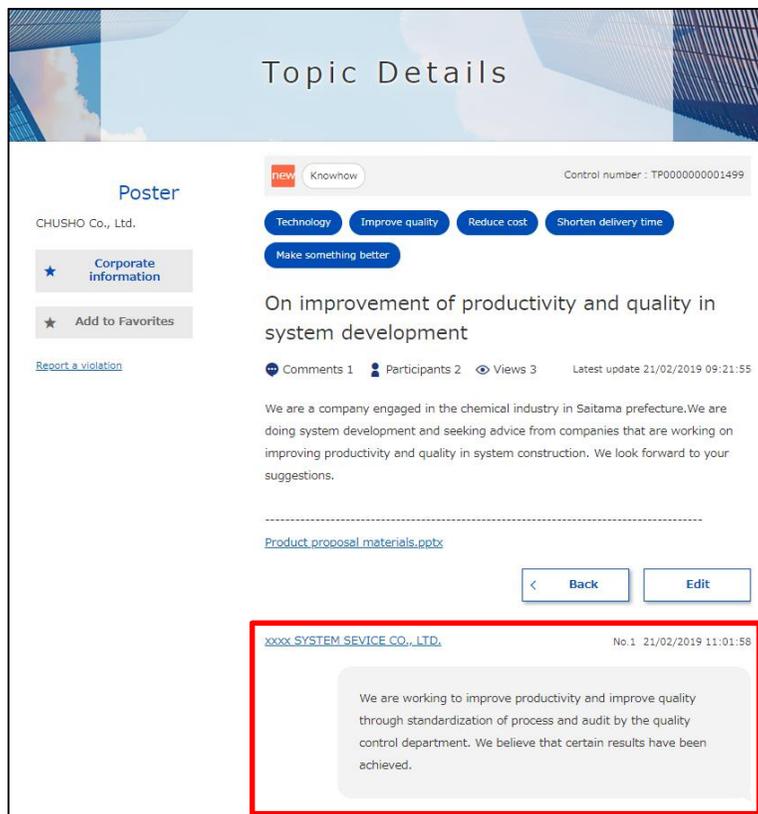
**6 確認按鈕**

前往輸入內容的確認畫面。

**Point** 「Select files」按鈕

可新增詳細資訊的檔案、型錄或小冊子等。

## 常見問題



**Q** 如有參加者針對自己建立的「Topic」留言時？

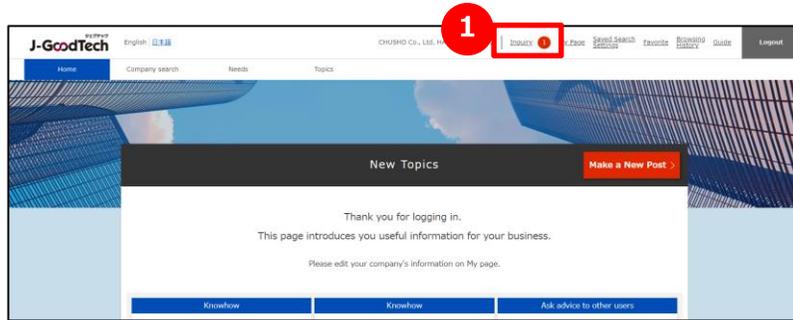
**A** 如有針對貴公司建立之「Topic」的留言，通知留言的訊息將會傳送到登錄的電子信箱，請登入「J-GoodTech」確認訊息。

**Point** 關於個別聯絡

「Topic」中的留言亦會向他人公開。  
希望與「Topic」的編寫者及留言會員個別聯絡時，請利用「Inquiry」功能。

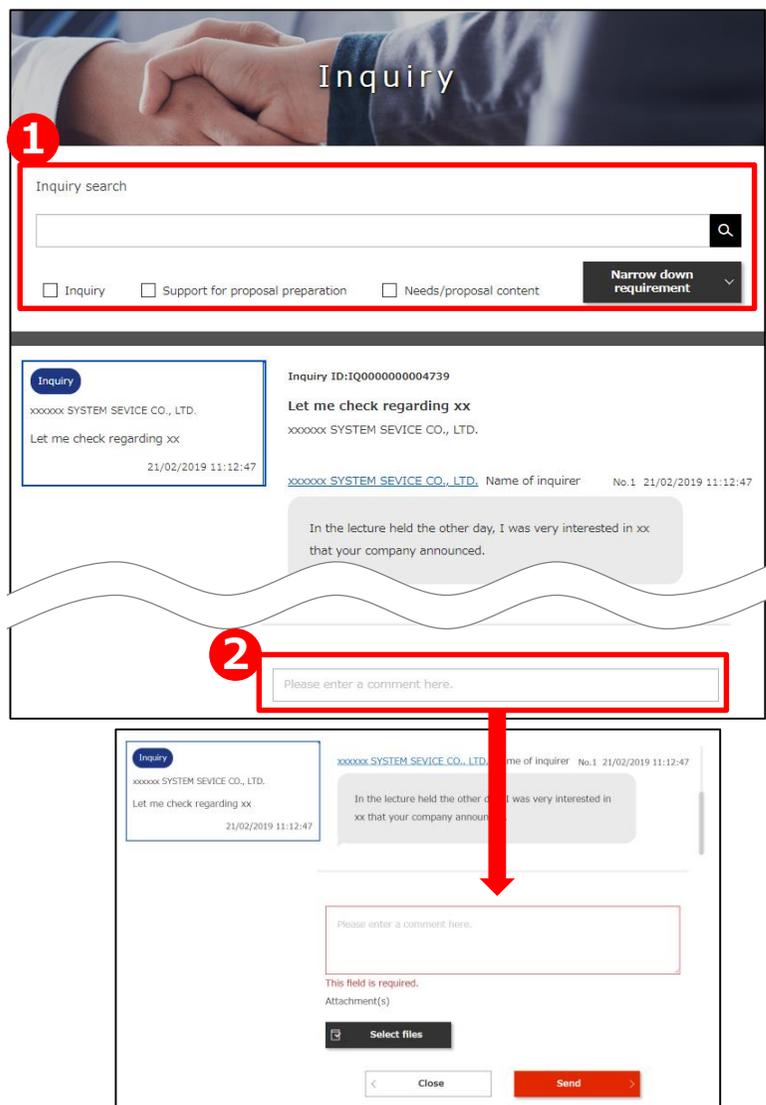
## Chapter 5. 使用訊息功能

貴公司的需求、來自其他企業的洽詢、對於提案的回覆等經由整合管理與搜尋後，即可快速應對處理。



## 1 確認訊息的內容

接獲來自其他公司的洽詢時，首頁畫面上方的訊息旁將出現紅色字體，顯示未讀訊息的件數。  
點選訊息後，便會顯示訊息清單。



## 1 搜尋訊息

點選訊息後，便會顯示貴公司收到的訊息清單。  
訊息可以透過5個條件搜尋與篩選。

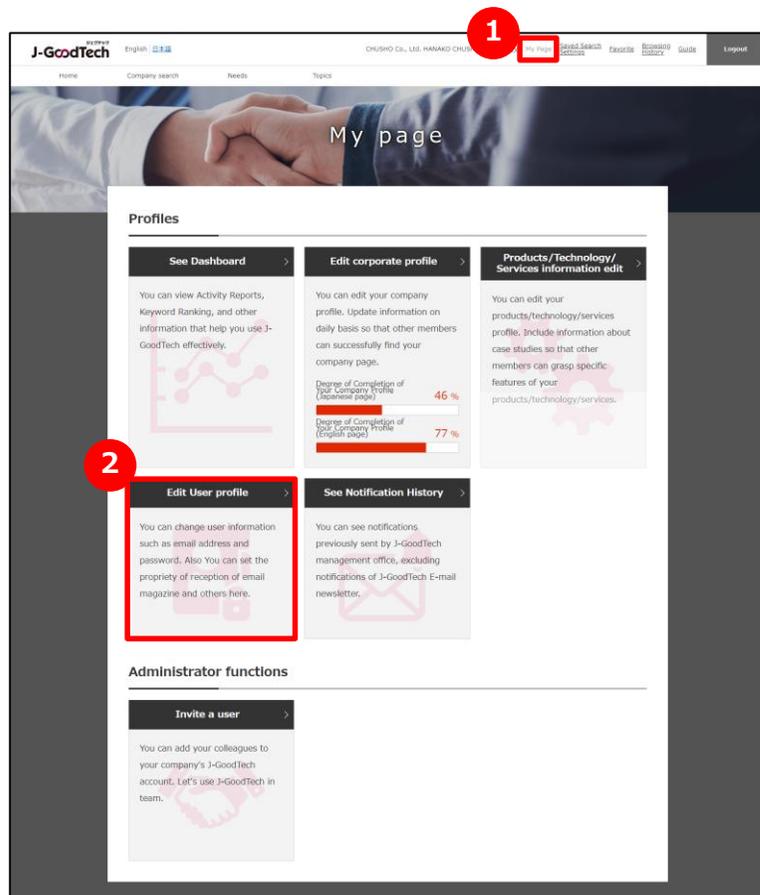
「Inquiry search」	在搜尋框格中輸入關鍵字，點選搜尋按鈕。
「Inquiry」	可以單獨篩選出對貴公司的提問及訊息。
「support for proposal preparation」	可以篩選出中小機構專家對貴公司提案書提供建議的訊息。
「needs/proposal content」	可以篩選出對貴公司需求的洽詢或對提案內容的回覆等。
「narrow down requirement」	點選後，將會出現「Display only inquiries between companies」名稱的選單。選擇後，支援機構及中小機構專家的訊息即不再顯示。

## 2 對訊息留言

欲回覆其他公司傳送的訊息時，點選留言欄後，即會顯示輸入留言的欄位，輸入後即可傳送。

## Chapter 6. 管理用戶資訊

可編輯貴公司的用戶資訊，  
或新增公司內部的J-GoodTech使用者。  
請增加成員，全公司一起有效利用J-GoodTech。



## 1 點選「My page」

從畫面上方的選單中點選「My page」。

## 2 點選「Edit User profile」。

點選「Edit User profile」後，便會前往設定畫面。

The screenshot shows a 'User information' form with the following fields and options:

- 1** Corporate name: CHUSHO Co., Ltd.
- Title: The person in charge
- Name: HANAKO CHUSHO
- Email address: xxxxxxx@xxxx.co.jp (with an Update button)
- Time Zone: (UTC +09:00) Japan Standard Time
- 2** E-mail newsletter settings:
  - Announcement from J-GoodTech (We will send you information such as news about J-GoodTech and future event schedule.)
  - Needs information new arrival (We will send you information about newly posted needs.)
- 3** Permission setting:
  - A person who has an administrator authority within the organization (The person with administrator authority can conduct user invitation inside the organization and make a substitution operation.)
- 4** Confirm button

## 1 設定姓名及職稱

請輸入用戶的職稱、姓名。

## 2 設定電子報的訂閱

可以設定電子報的訂閱。

若要訂閱，請打勾。 . . . . .

若不訂閱，請取消打勾。 . . . . .

**Point** 訂閱設定的變更反映

電子報的訂閱設定從進行變更到實際反映變更，最長可能須等候1個月左右的時間。

如有急切需要，請聯絡J-GoodTech管理處。

## 3 設定權限

如有管理員權限，便能使用邀請功能新增貴公司內部可登入J-GoodTech的用戶，或是對其他用戶的姓名等使用編輯功能。

給予管理員權限時，請打勾。 . . . . .

不需要管理員權限時，請取消打勾。 . . . . .

## 4 反映變更後的設定

若要反映變更後的設定項目，請點選「Confirm」按鈕。

User information	Name	HANAKO CHUSHO	5
	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...	
			Update >

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

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: xxxxxxx@xxxxx.co.jp

Back    Send confirmation email.

## 5 變更電子信箱

點選用戶資訊中電子信箱欄位內的「Update」按鈕。

## 6 輸入新的電子信箱

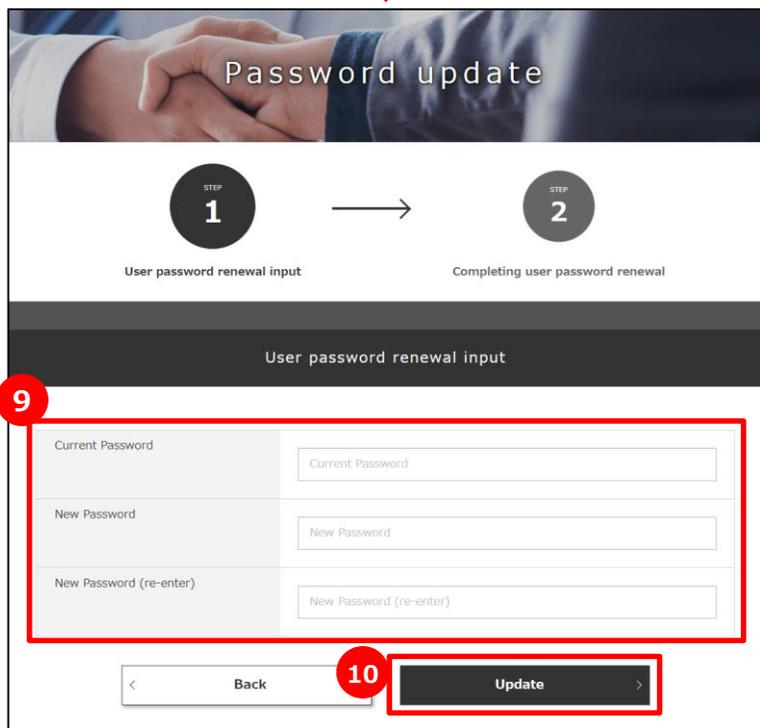
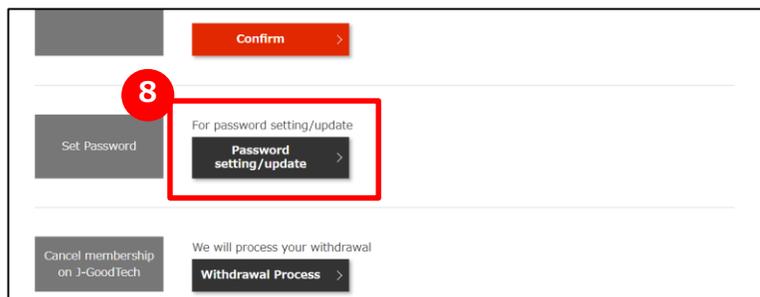
輸入欲變更的電子信箱，點選「Confirm email address of addressee.」按鈕。

## 7 確認輸入的電子信箱

確認已輸入的電子信箱，點選「Send confirmation email.」按鈕。

**Point** 電子信箱將作為登入時的ID使用。

在此登錄的電子信箱將會成為登入時的ID。  
變更後即無法使用變更前的電子信箱登入。



## 8 變更密碼

點選「Password setting/update」，進行設定。

## 9 輸入密碼

請輸入目前的密碼與新密碼（2次）。

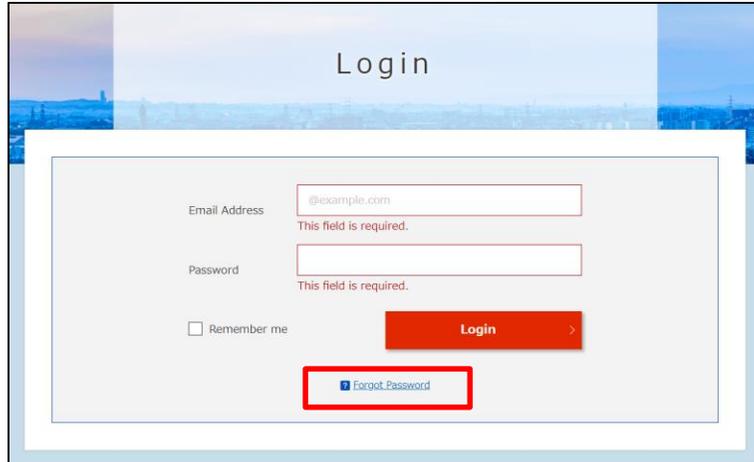
## 10 確定變更

密碼輸入完畢後，請點選「Update」按鈕。

**Point** 設定密碼時可使用的字數

密碼請使用半形英數字，並設定為8~16字以內的字數。此外，J-GoodTech管理處亦無法查詢您的密碼，請謹慎管理。

## 常見問題



The image shows a login form titled "Login" with a background image of a city skyline. The form contains the following elements:

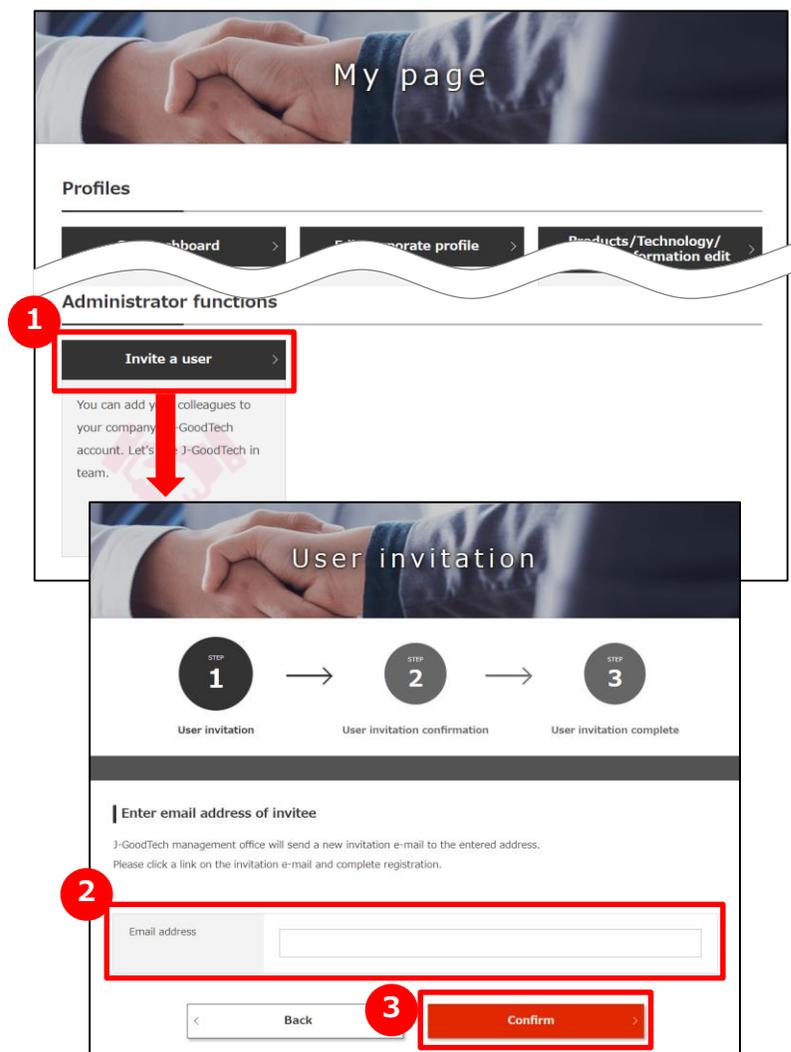
- Email Address:** A text input field containing "@example.com" with a red border and the error message "This field is required." below it.
- Password:** A text input field with a red border and the error message "This field is required." below it.
- Remember me:** A checkbox labeled "Remember me" which is currently unchecked.
- Login Button:** A red button labeled "Login" with a right-pointing arrow.
- Forgot Password Link:** A blue link labeled "Forgot Password" with a right-pointing arrow, which is highlighted with a red rectangular box.

**Q** 忘記密碼時怎麼辦？

**A** 請點選登入畫面下方的重設密碼。

輸入J-GoodTech會員登錄的電子信箱即可重新設定。

# 新增公司內部的用戶



## 1 邀請公司內部的用戶

若要新增可以登入J-GoodTech 的成員，點選「My Page」中的管理員功能「Invite a user」。

## 2 輸入電子信箱

輸入欲邀請的用戶電子信箱。

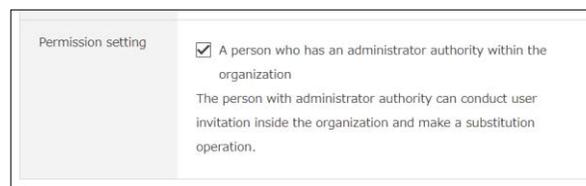
## 3 確認輸入內容

點選「Confirm」按鈕，在確認畫面中點選「Invite」按鈕後，系統將會寄發邀請信至輸入的電子信箱中。

受邀者請依照通知郵件中的步驟設定姓名等資訊後登入。

**Point** 僅有具備管理員權限的人可邀請用戶

邀請功能僅限具備管理員權限的人使用。管理員權限可於我的頁面中「Edit User profile」確認。



## 常見問題

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    xxxxxxx@xxxxx.co.jp

Password

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

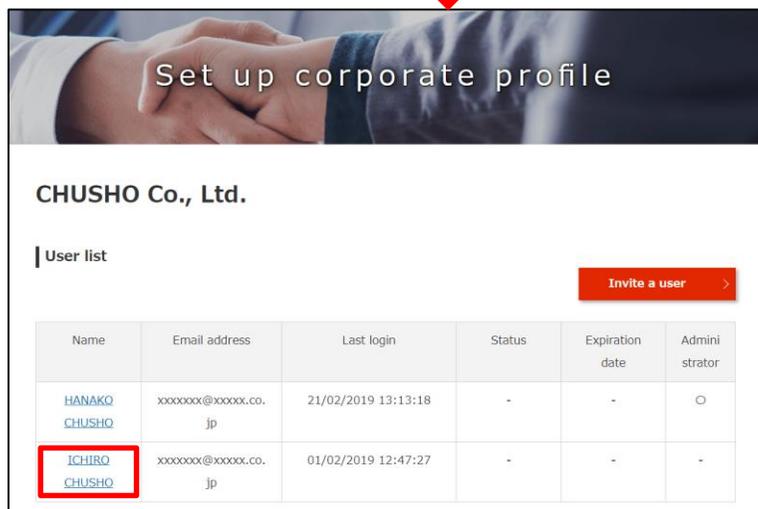
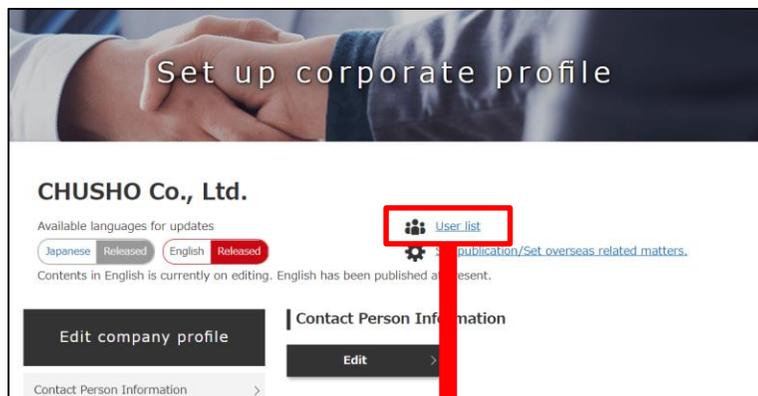
收到邀請信後怎麼辦？

A

管理員使用「My Page」的用戶邀請功能，邀請可以登入 J-GoodTech 的成員後，受邀者就會收到郵件。

受邀者只要使用郵件中記載的會員邀請登錄網址開啟用戶登錄畫面，輸入姓名、密碼等必要資訊，確認服務條款及隱私權政策後，點選「Confirm」按鈕完成用戶登錄，即可開始使用 J-GoodTech。

## 常見問題



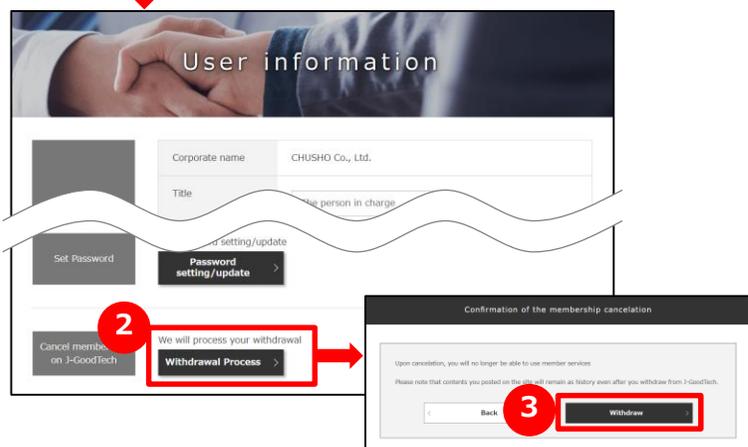
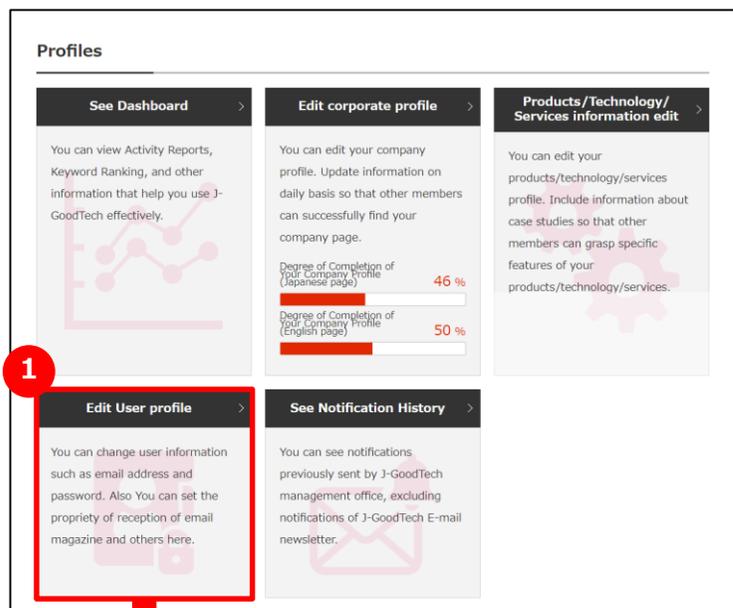
## Q 何謂代理操作？

A 管理員可以變更邀請的用戶等其他用戶的資訊。

從我的頁面中點選「Edit corporate profile」，點選後續頁面上方的「User list」，再點選欲編輯的用戶名稱後，就會前往用戶資訊頁面。

可操作的內容包含職稱及電子報訂閱的設定、權限設定、刪除用戶（退會）等項目。

# 從J-GoodTech退會



## 1 編輯用戶資訊

若要刪除（退會）用戶，從「My Page」中點選「Edit User profile」。

## 2 從J-GoodTech退會

點選編輯畫面下方的「Withdrawal Process」。

## 3 確認退會

確認項目後，點選「Withdraw」。

### Point 關於退會時的確認事項

退會後將無法使用會員專用的服務。即使已退會，曾經在J-GoodTech發布的內容仍會留存在紀錄中，敬請見諒。此外，即使所有用戶均已退會，企業資訊仍會留存，如希望連同所有企業資訊一併刪除，請聯絡J-GoodTech管理處。

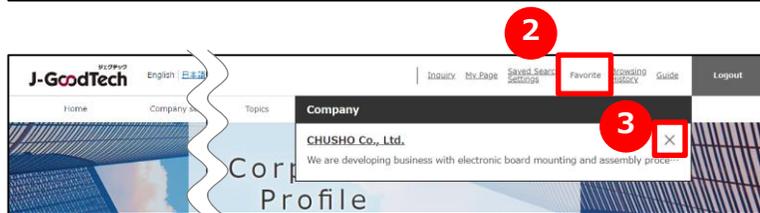
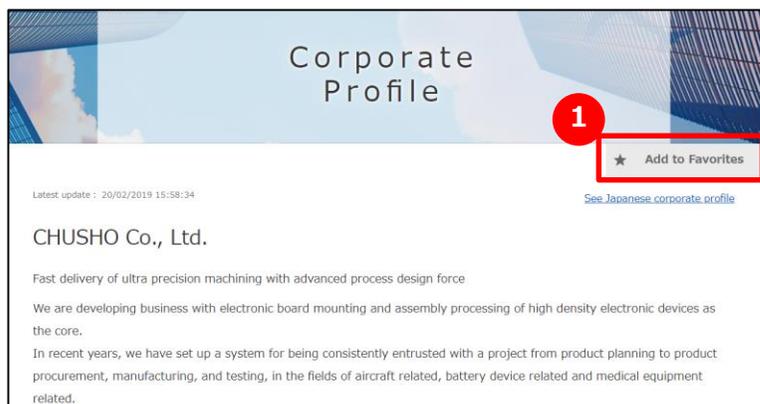
### Point 由管理員辦理用戶的退會手續

管理員可以代理用戶進行退會的操作。

## Chapter 7. 其他便利功能

介紹如有效利用會十分便利的功能。

# 加入我的最愛



## 1 加入我的最愛

點選企業頁面、產品頁面右上方的「add to favorites」。

## 2 瀏覽我的最愛

點選畫面上方選單中的「Favorites」後，將會顯示已登錄的企業及產品。

## 3 移除我的最愛

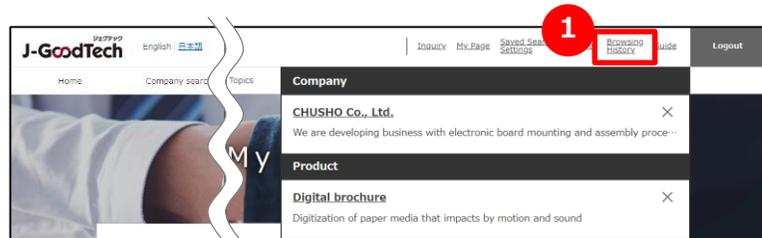
點選畫面上方選單中的我的最愛，點選欲移除的企業及產品右側的「x」，

或點選企業頁面、產品頁面右上方的 4 「cancel this favorite」。

**Point** 需求與話題也可加入我的最愛。

不僅企業資訊及產品、技術、服務資訊，需求及話題也可加入我的最愛，日後便能迅速瀏覽目標資訊。

# 閱覽最近瀏覽的頁面



## 1 閱覽最近瀏覽的頁面

點選畫面上方選單中的「Recently viewed pages」，即可閱覽最近曾瀏覽之企業頁面、產品頁面的紀錄。點選企業名稱及產品名稱後，將會前往該頁面。

ジエグテック

**J-GoodTech**