Entry Form for Usage Reports

「TSUMUGI」 Operational Manual

Ver.1.02

SARTRAS

Table of Contents

How to use this manual

This manual explains how to use the TSUMUGI entry form for usage reports.

When reading this manual in PDF form, you can click on the information you wish to access in the table of contents to go directly to that section. You can also search by keyword to find the information you need.

＜Please use the most recent version of this manual＞

Changes and upgrades will be made to the TSUMUGI entry form in the future. This will also necessitate changes to this manual, so please make sure that you have the most recent version at hand.

You can access the latest version on the TSUMUGI menu, under "Related materials."

1 How to log in

1 - 1 Types of log-in accounts

Usage reports will be compiled by educational institutions participating in a sample survey (hereafter referred to as "participating institutions"), and submitted to SARTRAS by those institutions' founding organizations, including boards of education and school corporations (hereafter referred to as "founding organizations").

◆Filer's account

This type of account is for teachers and other personnel at participating institutions to file usage reports and submit them to educational institutions.

Each participating institution will be issued one filer's account that can be used by as many people as desired. Please see "Preparations for report filers (user settings)" on page 8 for details regarding user settings.

Main procedures:

| File reports | Submit | User settings |

◆Account for educational institution

Participating institutions that compile usage reports submitted by filers will use this type of account to confirm and approve those reports, and then submit them in turn to the founding organizations described in the next section. (It is also possible to file new usage reports from this type of account and submit them to founding organizations.)

One account will be issued to each participating institution, to be used by the relevant personnel. (This type of account does not have a user settings function like a filer's account.)

Main procedures:

| File reports | Export to Excel | Approve (Submit) | Return | User management |

◆Account for founding organization

Founding organizations that compile usage reports submitted by participating institutions will use this type of account to confirm and approve those reports, and ultimately submit them to SARTRAS. (It is also possible to file new usage reports from this type of account and submit them to SARTRAS.)

One account will be issued to each founding organization, to be used by the relevant personnel. (This type of account does not have a user settings function like a filer's account.)

Main procedures:
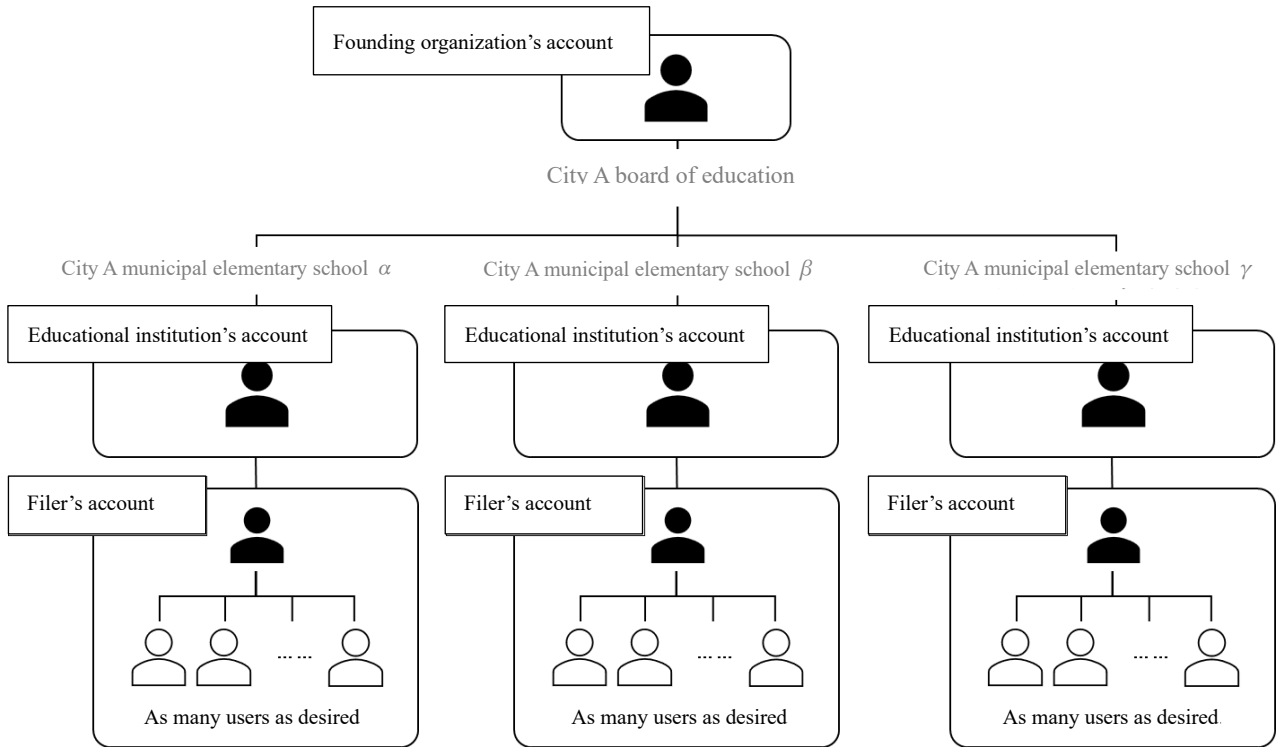
| File reports | Export to Excel | Approve (Submit) | Return |

Figure 1-1　Relationship between different log-in accounts

※After logging in to a filer's account, you can configure user settings for each person who will use the account.

1‐2 Access TSUMUGI

You can access the TSUMUGI guidance page in any of the following ways.

1）Via the SARTRAS official website

Search online for SARTRAS, and access the official website. From either the "For founding organizations" or "For teaching personnel" tab on the menu, choose "TSUMUGI usage report form."

2）Directly via URL

You can access TSUMUGI via the URL below. Clicking on the link in the PDF version of this manual will also take you to the site.

https://sartras.or.jp/tsumugi/

3）Via QR code

If using a tablet or other device capable of reading QR codes, you can access the site via the code below.

1‐3 Log in

1. Upon accessing the TSUMUGI guidance page, you will see the screen illustrated in Figure 1-2. Click on the type of account SARTRAS has issued to you, and proceed to the log-in page.
   ※Note: You cannot log in to your account from the wrong type of log-in page.

2. Upon proceeding to the log-in page, you will see the screen illustrated in Figure 1-3. Enter the ID and password you received from SARTRAS to log in.

Figure 1-2　Log-in guidance screen

Teachers, other personnel at participating institutions who are filing usage reports should log in here.

Participating institutions compiling submitted usage reports should log in here.

Founding organizations (boards of education, school corporations, etc.) should log in here.

Figure 1-3　Log-in page

2 Procedures

2-1 Preparations for report filers (user settings)

Please refer to the following when preparing a usage report regarding the public transmission of copyrighted material in class.

When teachers and other personnel log in to this system, there is one account for each participating educational institution (in the case of universities, one account for each department). However, simple user settings can be established for each individual filer on the screen after log-in.

This user account will be your personal input account, but creating such a user account is optional. It is therefore also possible for multiple people to share the "default user (デフォルトユーザー)" registered in the initial settings.

※When sharing a user setting (including the default user), be aware that the content you input will also be visible to the other people using that setting.

◆What can be done in user settings
・Registered usage reports cannot be viewed by other users.
・When educational institutions view usage reports that have been submitted to them, they can see which user submitted which reports **(users' information will not be conveyed to founding organizations, SARTRAS or other parties).**

◆Create new user
1. On the screen that appears immediately after you log in to your account (Figure 2-1), click "Create new user (新規ユーザー作成)" at the upper left.
2. Fill in the relevant information on the user information screen (Figure 2-2) and click "Create new user (新規作成)"
    ●**User name (ユーザー名)** … This name will be visible only to the personnel compiling usage reports at each participating institution **(it cannot be seen by other users, founding organizations or SARTRAS)**. As this information will be used to manage usage reports, it is assumed that users will enter their real names here.
    ●**Display name (表示名)** … This is the name that will be visible to all report filers on the user selection screen, so choose a name that you are willing to have displayed (select a name that will distinguish you from other users).
    ●**Password (パスワード)** … You have the option of setting your own password. If you do, make sure the toggle button (switch) is on.
3. Finished（The newly created user will be added to the user selection screen.【Figure 2-3】

Figure 2-1　Screen displayed immediately after log-in (user selection screen)

Click "Create new user (新規ユーザー作成)"
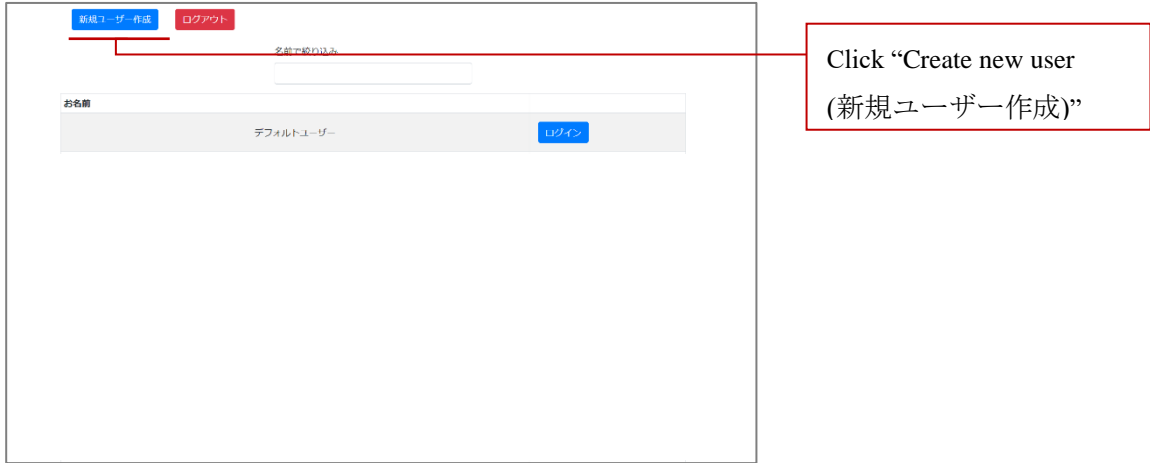
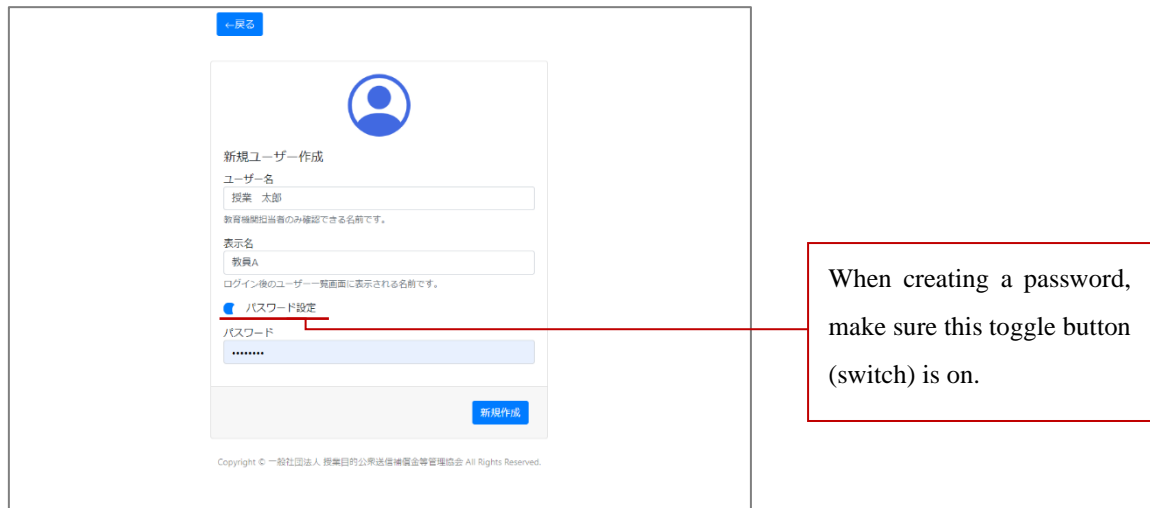Figure 2-2　Create new user screen

When creating a password, make sure this toggle button (switch) is on.

Figure 2-3　User selection screen after creating new user

You can use this filter to limit the number of users displayed (partial matches)
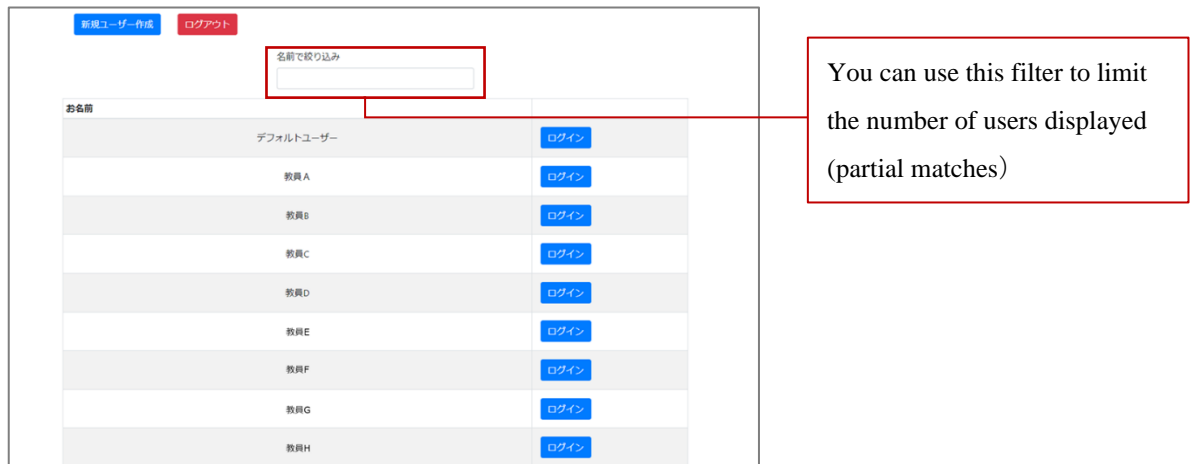
☞ 「**I forgot my user password**」

Once a report filer sets their password, they cannot delete it on their own.
Password settings can be removed by your educational institution, via the "User management (ユーザー管理)" screen of its account, so please convey your request to the appropriate personnel.
Educational institutions should refer to "User management for filer's accounts" on page 28 for the procedures involved.

☞ 「**I want to delete a user**」

Once created, a user cannot be deleted from a filer's account.
Educational institutions can remove a user from the "User management (ユーザー管理)" screen of their accounts if a user has no registered or submitted usage reports. Please convey your request to the relevant educational institution if you wish to have a user deleted.

　※If reports have already been registered or submitted, all the reports will need to be deleted in order to remove the user.

Educational institutions should refer to "User management for filer's accounts" on page 28 for the procedures involved.

２-２ Procedures for usage report filers

２-２-１ Register new usage report

On the user selection screen (Figure 2-4) seen immediately after logging in, chose the user who is filing the report. You will then be taken to the top screen in Figure 2-5. Click on "Register new report (新規登録)" from the menu at the top of the screen to begin filing your report.

There are three main steps to entering your information, which you will perform in the following order.

Step 1　Basic information on the class for which you transmitted copyrighted material

Step 2　Information on where you obtained the copyrighted material

Step 3　Information specifying the copyrighted material you transmitted

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Enter the relevant information, following the instructions on the screen. You can also refer to the guide displayed on the right side of the screen, which includes explanations of each item.

◆Step 1　Basic information on the class for which you transmitted copyrighted material
【Figure 2-6】
　Enter the following information about the class for which you transmitted the material
　・Subject, class name, etc. (教科、授業科目等名)
　・Class year (学年)
　・Number of registered students, others. (履修者等の人数)

☞ **Number of registered students**
　If copyrighted material was transmitted for multiple classes, please enter the total number of students.
　Example：If the same material is transmitted to 30 students in the No. 1 first-year class, and to 35 students in the No. 2 first-year class, please enter 65 for the number of students.

Figure 2-4   User selection screen

Click the "Log in (ログイン)" button for the appropriate user.

Figure 2-5   Top screen

Click on "Register new report (新規登録)."

Figure 2-6   Step 1 screen

Enter information about the class and click "Next (次へ)."

◆Step 2　Information on where you obtained the copyrighted material

Provide information on where you acquired the copyrighted material, in the following order.

1. Category【Figure 2-7】

    Choose from the following options and click "Next (次へ)."

    ・Book (書籍・本)　　　　　　　　　　・Magazine (雑誌)

    ・Newspaper (新聞)　　　　　　　　　　・Authorized textbook (検定教科書)

    ・Teacher's manual and accompanying teaching materials, digital textbook for instructors (教師用指導書及びその付属教材、指導者用デジタル教科書)　　　　　　・Teaching materials including supplementary readers and supplementary teaching materials (副読本,副教材等の教材)

    ・Copyrighted work, etc. on the internet (インターネット上の著作物等全般)　　・Music (音楽)

    ・Video DVD・Blu-ray, etc. (映像 DVD ・ブルーレイ等)　　・Broadcast (TV, radio) (放送 テレビ・ラジオ)

    ・Cable broadcast (Cable TV, cable radio) (有線放送 ケーブルテレビ・有線ラジオ)　　・Booklet, pamphlet, etc. (冊子、パンフレット等)

    ・Questions from past tests (過去の試験問題)

> ☞Regarding the transmission of teachers, students or others' real-time or recorded performances, including dancing, acting, playing musical instruments or singing, choose one of the orange-colored options at the very bottom.
> 　・Pre-existing choreography (Dance, etc.)　(既存の振り付け (ダンス等))
> 　・Pre-existing script (Acting, etc.)　(既存の台本（演劇等）)
> 　・Pre-existing music (Playing musical instruments, singing, etc.)
> 　 (既存の楽曲 (歌唱、演奏等))

2. Genre【Figure 2-8】

    Options relevant to the category you selected will be displayed. Choose the most appropriate option, and click "Next (次へ)."

3. Information to identify the source of the material【Figure 2-9】

    Items relevant to the genre selected in Step 2 will be displayed. Fill them in, using as a reference the guide displayed on the right side of the screen, which includes explanations of each item.

    When you have completed this section, click "Next (次へ)."

> ☞The information necessary to correctly identify copyrighted works that were publicly transmitted in class, as well as the rightsholders for those works, must be provided. **Please help us by also providing as much information as you can that is not mandatory.**

Step 2 screen

Figure 2-7　Select category（example）

Choose the appropriate category and click "Next (次へ)."

Figure 2-8　Select genre（Example: Broadcast (TV, radio)

Choose the genre and click "Next (次へ)." If there are multiple subdivisions of a genre, they will be displayed below it.

Figure 2-9　Information to specify source（Example: Broadcast (TV, radio)

Enter information specifying the source of the material and click "Next (次へ)."

☞ **Example involving book, magazine, etc. (ISBN code)**

If you enter the 13-digit ISBN code for books, magazines and other works (found in locations including the back cover), the relevant bibliographic information will be automatically entered. 【Figure 2-10】

ISBN codes are extremely useful for identifying copyrighted works, so please take advantage of this function.

☞**Example involving authorized textbook, teacher's manual, etc. (textbook number (教科書番号))**

If you enter the textbook number for an authorized textbook, teacher's manual or other material (found in locations including the cover and colophon), information about the book will be automatically entered. 【Figure 2-11】

Examples： 2　　東書　国語　101

104　数研　数II　030

7　　実教　数C　018

Figure 2-10　Example involving book, magazine or other published work（ISBN code）

Enter ISBN code and click "Search (検索)."

Bibliographic information is displayed automatically.

Figure 2-11　Example involving authorized textbook, teacher's manual, etc. (textbook number)

Enter textbook number (教科書番号) and click "Search (検索)."

Relevant information is displayed automatically.

◆Step 3　Information specifying the copyrighted material you transmitted

1.Fill in the information, following the guidance on the screen.【Figure 2-12】
　Use the guide displayed at the righthand side of the screen, which includes explanations
　of each item as a reference. When you are finished, click "Next (次へ)."

2. A confirmation screen will be displayed. After checking the accuracy of the information
　you have entered, click "Register (登録)" to complete the registration.

☞If you have used multiple copyrighted materials from the same source in the same class, you can report them all at once on this screen. Click "Add (追加)" at the bottom right of the screen to bring up the necessary boxes for entering information.　【Figure 2-12】

☞The information necessary to correctly identify copyrighted works that were publicly transmitted in class, as well as the rightsholders for those works, must be provided. **Please help us by also providing as much information as you can that is not mandatory.**

☞You can use the memo section at the end of this manual to keep track of the works that you publicly transmitted in class. This will be useful in such situations as filing multiple usage reports at a later date.

Step 3 Screen

Figure 2-12　Entering information on copyrighted works

Enter information on the copyrighted work and click "Next (次へ)."

※When entering information on multiple copyrighted works, click "Add (追加)" to display additional boxes.

※If you mistakenly add boxes, click "Remove (削除)" to delete them.

２‐２‐２ **Suspend registration of new usage report, resume at later time**

Beginning with the Step 2 screen to enter information regarding the source of copyrighted material, a "Save progress (書きかけ保存)" button will be displayed at the bottom right of the screen. Use this button when you need to stop entering information partway through.
　【Figure 2-13】
　　※Caution: Should you close a usage report screen or move to another screen without saving your progress, your input will be lost and the screen will reset.

To resume entering information, click on "Edit saved report (書きかけ編集)" in the menu in the upper part of the screen to bring up the data you have input so far. 【Figure 2-14】
　　※The Step 1 screen will be displayed, containing the information you saved. Click "Next (次へ)" to proceed to the information you have not yet entered.

Figure 2-13　Location of "Save progress (書きかけ保存)" button

On screens where the "Save progress (書きかけ保存)" button is displayed, you can save the information you have entered so far.

Figure 2-14　Resume inputting information

Click the "Edit saved report (書きかけ編集)" button to bring up the information you saved.

２‐２‐３ Confirm, edit, copy registered usage report

Registered usage reports can be confirmed from a list displayed on the top screen. 【Figure 2-15】

◆Confirm registered usage report

・The top screen displays a list of registered usage reports. 【Figure 2-15】

・Click on the "Confirm (確認)" button to the right of a particular usage report to confirm the details of that report.

・Up to 10 usage reports are listed at a time on the screen, with the newest coming first. To see older reports, click on the arrow at the bottom right to proceed to the next page of the list.

・Newly registered reports are created with the status of "Unsubmitted (未提出)," but once a report is submitted to an educational institution (see page 26), its status will change to "Submitted (提出済み)." Reports that have been submitted can be seen by choosing "Submitted" on the pull-down menu on the upper part of the screen (submitted usage reports cannot be edited).

◆Edit registered usage report

Click the "Edit (編集)" button to the right of a usage report to edit that report.

1. Clicking "Edit" will bring up the Step 1 screen for entering information about the relevant class. Click "Next (次へ)" to proceed to the screen you wish to edit and change the information as necessary.

   ※If you change such information as the category or genre of a copyrighted work on the Step 2 screen, the other information that you previously entered on the Step 2 and later screens will no longer be reflected there. If you are changing Step 2 information, please reenter other information as well from that point on.

2. After you have made all your changes, click "Register (登録)" on the final screen.

Figure 2-15　Top screen（Usage reports have been registered）

A list of registered usage reports is displayed.

You can display usage reports according to their status.

Confirm (確認)

Edit (編集)

Use as original (コピー元として利用)

◆ Copy registered usage report

You can copy part of a registered usage report and use it to create another report.

① Register use of exactly the same copyrighted material in different class
   1. Check the relevant box to select the usage report you want to copy (multiple reports can be selected at once). Then click on "Edit class information and copy (授業情報を編集してコピー)" at the bottom right of the screen.
   2. Enter the relevant information about the class on the screen that is displayed. 【Figure 2-16】
   3. Click on "Copy and create (コピーして作成)" to register a new report.

② Register new report regarding use of different source and different copyrighted material for the same class
   1. Click on "Use as original (コピー元として利用)" to bring up the screen to select how much of a report you will copy (multiple reports cannot be copied at the same time). 【Figure 2-17】
   2. Choose "Copy Step 1" on the lefthand side of the screen and click "Go to input screen (入力画面へ)."
   3. The class information will be copied, and you will input new information from Step 2.

③Register new report regarding use of different copyrighted material for same class and from same source
   1. Click on "Use as original "コピー元として利用)" to bring up the screen to select how much of the report you will copy (multiple reports cannot be copied at the same time). 【Figure 2-17】
   2. Choose "Copy Step 1 and Step 2" at the righthand side of the screen and click "Go to input screen (入力画面へ)."
   3. Class information and information on the source of the copyrighted material will be copied, and you will enter new information from Step 3.

※**The features described in ② and ③ cannot be utilized for the transmission of copyrighted material to a different class.**

Figure 2-16　Screen to edit class information and copy

Figure 2-17　Screen to select which information to copy

Class information will be copied; input new information from Step 2.

Class information and information on the source of the copyrighted material will be copied; enter new information from Step 3.

２-２-４ Submit usage report to educational institution

Once you have finished registering a usage report, submit it to your educational institution for confirmation.

◆Submission procedures

1. Chose report to be submitted

Clicking on the checkbox at top left will allow you to select all your usage reports, even those not displayed on the current screen. To select specific reports, click the checkbox to the left of each report. 【Figure 2-18】

2. Click "Submit (提出)" at the bottom right of the screen.

A confirmation screen will be displayed; click "Submit" to complete this procedure.

◆After submission

Once you have submitted a report, its status will change to "Awaiting confirmation by educational institution (教育機関担当者確認中)." Following the report's approval by the institution, it will be submitted to a founding organization and then to SARTRAS.

If a report is returned by an educational institution for some reason, its status will change to "Unsubmitted (未提出)."

※If the educational institution enters the reason why a report was returned, it will be displayed in the "Reason for return (差戻理由)" column.【Figure 2-19】

※The TSUMUGI system does not send notices when a usage report is returned. If you receive a message from the educational institution, please confirm the report's status.

Figure 2-18　Select usage report（checkboxes）

Select all

Checkboxes for separate reports

Figure 2-19　Reason for return

If an educational institution enters information about why a report was returned, it will be displayed here.

２-３ Procedures for educational institutions

２-３-１ User management for filer's accounts

The user settings created in a filer's account can be managed from the "User management (ユーザー管理)" screen of an educational institution's account. For information on user settings in a filer's account, refer to "Preparations for report filers (user settings)" on page 8.

◆Delete a user's password

Educational institutions can delete user passwords by following the steps below. Please use this procedure when a user's password has been lost.

1. Select "User management (ユーザー管理)" from the menu at the top of the screen 【Figure 2-20】

2. On the "User management" screen 【Figure 2-21】, click the "Delete password (パスワード削除)" button to the right of the relevant user's name.

◆Delete a user

Once a user has been created, they cannot be deleted via a filer's account.
Educational institutions can remove a user from the "User management (ユーザー管理)" screen of their accounts if a user has no registered or submitted usage reports. In that case, follow the steps below.

※If reports have already been registered or submitted, all the reports will need to be deleted in order to remove the user.

1.Select "User management (ユーザー管理)" from the menu at the top of the screen 【Figure 2-20】

2. On the "User management" screen 【Figure 2-21】, click the "Delete user (ユーザー削除)" button to the right of the relevant user's name.

Figure 2-20　　Top screen

Click "User management (ユーザー管理)"

Figure 2-21　　User management screen

Delete user (ユーザー削除)

Delete password (パスワード削除)

２-３-２ Confirm submitted usage reports

・A list of submitted usage reports will be displayed on the top screen.【Figure 2-23】
　（If no reports have been submitted, nothing will be displayed【Figure 2-22】）
・Clicking on the "Confirm (確認)" button to the right of each usage report will allow you to
　confirm the registered content of each report.
・Click on the "Edit (編集)" button to the right of each usage report to make changes in the
　registered content of each report (see "Procedures for usage report filers" on page 12 for the
　specific procedures involved).
・Up to 10 usage reports are listed at a time on the screen, with the newest coming first. To see
　older reports, click on the arrow at the bottom right to proceed to the next page of the list.

☞ **Export usage report data as Excel-compatible file**
　Click on the "Export as Excel file (Excel ファイルで出力)" button at the bottom left of
　the top screen【Figure 2-23】to export a file viewable in Excel. If you discover that
　changes need to be made to a usage report, you can take advantage of the serial code
　search function described in the next section.
　　※TSUMUGI does not have a function to load changes to such exported files into
　　　usage reports.

　☞ **Serial code search**
　　Each usage report is assigned a unique serial code.
　　You can use the "Serial code search (シリアルコード検索)" button at the upper
　　right【Figure 2-23】to display only reports with certain codes【Figure 2-24】
　　　※To search for multiple serial codes at the same time, hit "Enter" after each
　　　　code to input them on separate lines.

Figure 2-22　Top screen (no usage reports have been submitted)

Figure 2-23　Top screen（usage reports have been submitted）

Serial code search (シリアルコード検索) button

You can display reports according to such parameters as status and the users who submitted them.

Export as Excel file (Excel ファイル)

Approve (承認) and Return (差戻)

Figure 2-24　Serial code search (シリアルコード検索)

Enter a serial code and click on "Search (検索)" to bring up the corresponding report.

To search for multiple serial codes at once, hit "Enter" after each code to input them on separate lines.

２‐３‐３ **Approve, return submitted usage reports**

Please confirm and approve usage reports that have been submitted.

◆Approve a submitted usage report

Usage reports submitted by filers are displayed with the status of "Awaiting approval by educational institution (教育機関担当者確認中)." Once approved through the following procedures, their status will change to "Awaiting approval by founding organization (教育機関設置者確認中)." Choose "Awaiting approval by founding organization" from the pull-down menu under "Status (ステータス)" at the top of the screen to display reports approved by educational institutions.

1. Select report(s) to be approved.

    Clicking on the checkbox at top left will allow you to select all usage reports, even those not displayed on the current screen. To select specific reports, click the checkbox to the left of each report. 【Figure 2-25】

2. Click "Approve (承認)" at the bottom right of the screen.

    Click "Approve" again on the approval screen that appears to complete the process.

◆Return a submitted report

If a report is deficient in some way, you can return it to the filer and request changes.

1.Choose the report to be returned.

    Select the report to be returned by clicking the checkbox to the left of the report. 【Figure 2-25】（Clicking on the checkbox at the top left will allow you to select all usage reports, even those not displayed on the current screen.）

2. Click "Return (差戻)" at the bottom right of the screen.

    A confirmation screen will appear; click the "Return" button.

    ※The person who submitted the report will NOT receive a notice from TSUMUGI that the report has been returned, so please inform them of the fact.

Figure 2-25　Select report（checkboxes）

Select all

Checkboxes for separate reports

	ユーザー名	授業情報	入手・掲載元種別	入手・掲載元の名称	著作物の分類	差戻理由		シリアルコード
☐	スクリーンショット取得用	知的財産法基礎 I 1学年 25...	音楽	ワン・レイニーナイト・イン・ト...	音楽（ミュージックビデオを含む...		確認 編集 コピー元として利用	649527a1aee74ff2b571fb99
☐	スクリーンショット取得用	実地演習 2学年 25人	新聞	赤城新聞	記事の全体を送信		確認 編集 コピー元として利用	649526d8aee74ff2b571fb39
☐	スクリーンショット取得用	著作権法概論 3,2学年 10...	書籍・本	著作権法コンメンタール2　［第...	文字・文章		確認 編集 コピー元として利用	6495261faee74ff2b571fade

◆Other procedures

Educational institutions can also perform such tasks as registering new usage reports, and copying and editing reports. **Refer to "Procedures for usage report filers" on page 12 for the specific steps involved.**

◆After approval

Once approval procedures are completed, reports' status will change to "Awaiting approval by founding organization (教育機関設置者担当者確認中)." Following approval by the founding organization, reports will be submitted to SARTRAS.

Should a founding organization return a report, its status will revert to "Awaiting approval by educational institution (教育機関担当者確認中)."

　※If a founding organization inputs the reason why a report was returned, it will be displayed in the "Reason for return (差戻理由)" column.【Figure 2-26】

　※The TSUMUGI system does NOT send notifications when reports are returned. If you receive a message from the founding organization, please confirm the report's status.

Figure 2-26　Display of returned reports

If information was input about why a report was returned, it will be displayed here.

２‐４ Procedures for founding organizations

２‐４‐１ Confirm submitted usage reports

・A list of usage reports submitted by educational institutions will be displayed on the top
screen.【Figure 2-23】（If no reports have been submitted, nothing will be displayed
【Figure 2-22】)
・Click on the "Confirm (確認)" button to the right of each usage report to confirm the
registered content of each report.
・Click on the "Edit (編集)" button to the right of each usage report to make changes in the
registered content of each report (see "Procedures for usage report filers" on page 12 for the
specific procedures involved).
・Up to 10 usage reports are listed at a time on the screen, with the newest coming first. To see
older reports, click on the arrow at the bottom right to proceed to the next page of the list.

☞ **Export usage report data as Excel-compatible file**
Click on the "Export as Excel file (Excel ファイルで出力)" button at the bottom left of
the top screen【Figure 2-28】to export a file viewable in Excel. If you discover that
changes need to be made to a usage report, you can take advantage of the serial code
search function described in the next section.
　※TSUMUGI does not have a function to load changes to such exported files into
　　usage reports.

☞ **Serial code search**
Each usage report is assigned a unique serial code.
You can use the "Serial code search (シリアルコード検索)" button at the upper
right【Figure 2-28】to display only reports with certain codes.【Figure 2-29】
　※To search for multiple serial codes at the same time, hit "Enter" after each
　　code to input them on separate lines.

Figure 2-27 Top screen (no usage reports have been submitted)

Figure 2-28 Top screen (usage reports have been submitted)

Serial code search (シリアルコード検索) button

You can display reports according to such parameters as status and the users who submitted them.

Export as Excel file (Excel ファイル)

Approve (承認) and Return (差戻)

Figure 2-29 Serial code search

Enter a serial code and click on "Search (検索)" to bring up the corresponding report.
To search for multiple serial codes at once, hit "Enter" after each code to input them on separate lines.

２‐４‐２ **Approve, return submitted usage reports**

Please confirm and approve usage reports that have been submitted.

◆Approve submitted usage reports

Usage reports submitted by educational institutions are displayed with the status of "Awaiting approval by founding organization (教育機関設置者確認中)." Once approved through the following procedures, their status will change to "Awaiting approval by SARTRAS (SARTRAS 確認中)." Choose "Awaiting approval by SARTRAS" from the pull-down menu under "Status (ステータス)" at the top of the screen to display such reports.

1. Select report(s) to be approved.

Clicking on the checkbox at top left will allow you to select all usage reports, even those not displayed on the current screen. To select specific reports, click the checkbox to the left of each report. 【Figure 2-30】

2.Click on "Approve (承認)" at the bottom right of the screen.

An approval screen will appear; click "Approve" again to complete the process.

◆Return submitted reports

If a report is deficient in some way, you can return it to the educational institution and request changes.

1. Choose the report to be returned.

Select the report to be returned by clicking the checkbox to the left of the report. 【Figure 2-30】（Clicking on the checkbox at top left will allow you to select all usage reports, even those not displayed on the current screen.）

2. Click "Return (差戻)" at the bottom right of the screen.

A confirmation screen will appear; click the "Return" button again.

※The educational institution that submitted the report will NOT receive a notice from TSUMUGI that the report has been returned, so please inform them.

Figure 2-30　Choose usage report（checkboxes）

Select all

	授業情報	入手・掲載元種別	入手・掲載元の名称	著作物の分類	差戻理由				シリアルコード▲
☐	知的財産法基礎I 1学年 25...	音楽	ワン・レイニーナイト・イン・ト...	音楽（ミュージックビデオを含む...		確認	編集	コピー元として利用	649527a1aee74ff2b571fb99
☐	実地演習 2学年 25人	新聞	夜瓜新聞	図表（地図を含む）【1点】		確認	編集	コピー元として利用	64952732aee74ff2b571fb66
☐	実地演習 2学年 25人	新聞	赤城新聞	記事の全体を送信		確認	編集	コピー元として利用	649526d8aee74ff2b571fb39
☐	著作権法概論 3,2学年 10...	書籍・本	著作権法コンメンタール2 〔第...	文字・文章		確認	編集	コピー元として利用	6495261faee74ff2b571fade

Checkboxes for separate reports

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◆Other procedures

Founding organizations can also perform such tasks as registering new usage reports, and copying and editing reports. **Refer to "Procedures for usage report filers" on page 12 for the specific steps involved.**

◆After approval

Once a report is approved, its status will change to "Approved by SARTRAS (SARTRAS 確認済み)" and its submission to SARTRAS will be complete.

Changes to TSUMUGI system

Date	Changes
2023/5/17	【Filer's accounts】
	・Function to limit users added to user selection screen.
	・Display format changed on user selection screen.
2023/8/31	【All accounts】
	・Sort function added to screen displaying list of usage reports
	・Display format changed on screen displaying list of usage reports
	・Entry format changed for some items.
	【Accounts for educational institutions】
	・Functions to export files to Excel and search via serial code added to screen displaying list of usage reports
	・User management screen added, ability to delete users and user passwords added.
	【Accounts for founding organizations】
	・Functions to export files to Excel and search via serial code added to screen displaying list of usage reports.

Changes to Operational Manual

Date   Version・Key changes

2023/5/15   Ver.1.01
・【2-1-1】 With the addition of the function to limit the users displayed on the user selection screen of a filer's account, there have been changes to the images on the screen and some of the text.
・【Other】 Typos corrected, and some formatting adjusted.

2023/8/29   Ver.1.02
・【1-1】 Due to the addition of various functions, some text has been added.
・【2-1】 Due to the addition of the user management function, some text has been added.
・【2-3-1】 Due to the addition of the user management function, this section has been added.
・【2-3-2】【2-4-1】 Due to the addition of the export to Excel function, this section has been added.
・【Other】 Changes made to images and part of the text.

Appendix：Notes for Usage Reports　　※**When filing a report, please have the materials you used at hand whenever possible.**

No.	① Information on the source of the material	② Information on the copyrighted material	Information on the class
1		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
2		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
3		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
4		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
5		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
6		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
7		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to

■　　　Inquiries　　　■

Please contact the organization below with any questions you may have about filing
 a usage report or other matters. In some cases, you may be asked to speak with your
 educational institution regarding the content of your report.

【Contractor】　　Public Opinion Research Center

　　　　　　　　〒160-0004　5F, Kawabe Shinjuku Gyoenmae Building,
　　　　　　　　　　　　　　4-16-3 Yotsuya, Shinjuku-ku, Tokyo

　　　　　　　　Phone: 0120-551-346（Toll-free）

　　　　　　　　Open weekdays 9:30～17:00（Closed weekends and holidays）

　　　　　　　　Email: jugyomokuteki@yoron-kagaku.or.jp
　　　　　　　　Website: https://www.yoron-kagaku.or.jp