![광주과학기술원 전자연구노트 로고]

전자연구노트 시스템

사용자

Electronic Laboratory Notebook

INDEX

01

Project

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Research projects

Project | **My Note** | **Display Page** | **Inspect Page** | **Board** | **APPROVAL LIST** | **APPROVAL REQUEST** | **statistic** | **Translator** | **AIBOT**

광주과학기술원
전자연구노트

Please enter a search t | MyPage | Log out

Project ×

Add Project

Participating Project list

(Linked Project = Official Project)
Check your participating projects by
clicking on the project mode column.

Search   Project Name   Search   detail search

① Project Submit   Total : 2   View b

Number	Project start date	Project end date	Detailed Research Project No.	Project Name	Project participant	Completion	project mode
2	2025-02-03	2025-02-07	02030001	공람테스트 과제 3	test01	Run	Free Project
1	2025-01-01	2025-12-31	public project1	연계과제 예시1	test01	Run	Official Project

Check sub projects by clicking on the detailed research project number.

	Project start date	Project end date	Detailed Research Sub Project No.	Sub Project Name	Sub Project participant	Completion
☐	2025-01-01	2025-12-31	public project sub1	연계과제 예시1 (세부과제)	test01	Run

- **Linked Project**: Linked according to user information in the research management system. Linked projects are automatically registered to the user's account, so there is **no need for a separate registration process**.

- **Free Project**: Free to add if there are no participating research projects other than linked projects and you wish to add research notes.

Project Info

Detailed Research Project No.	public project1
Project Name	연계과제 예시1
Project period	2025-01-01 ~ 2025-12-31
Project participant	test01
Main-project Researcher participating	test02 test03
Project summary	연계과제 예시1
Completion	Run

Owner agent

- Admin: Authority to approve or deny inspection requests from participating researchers. (Admin can also add pages, in which case they approve or deny themselves.)
- Participant: Authority to add pages and request inspections.

If the admin is absent, one of the participating researchers can be appointed as admin.

- If it is a linked official project, data will be updated daily, so modifications are not allowed.
- If you wish to make modifications, you need to edit the registered project information and check the linked data the next day.

sub project list

Search Sub Project Name Search

Total : 1 View by 10

Number	Project start date	Project end date	Detailed Research Sub Project No.	Sub Project Name	Participating Researcher	Sub Project participant	Completion	project mode	refuse desc
1	2025-01-01	2025-12-31	public project sub1	연계과제 예시1 (세부과제)	1 persons other than test02	test01	Run	sub project	

- Able to check the sub project list under the master project.
- Clicking on the sub project name will take you to the detailed sub project info.

Project – Sub Project

Detailed sub project information

Project Info   Project list

Detailed Master Project No	public project1
Project Name	연계과제 예시1
Detailed Research Sub Project No.	public project sub1
Sub Project Name	연계과제 예시1 (세부과제)
Project period	2025-01-01 ~ 2025-12-31
Sub Project participant	test01
Sub-project Researcher participating	test02 test03
Project summary	연계과제 예시1
Completion	Run

Owner agent

Note list

Search [Note Name ▼] [Search   ]

Add Note

📄 Total : 11   [View by 10 ▼]

Number	Process group	Note Name	Owner	No. of pages	Date Modified	Modified by
11	1	test01	테스터01	0	2025-01-23 11:11:55	운영관리자
10	1	test02	테스터01	1	2025-01-23 11:11:55	운영관리자
9	1	test003	테스터02	0	2025-01-23 11:11:55	운영관리자

- Check sub project info and add notes
- Able to only view detailed info of notes added by you.
- Unable to view notes not added by you. (Check the display page.)

02

Notes

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Add notes as admin or participant
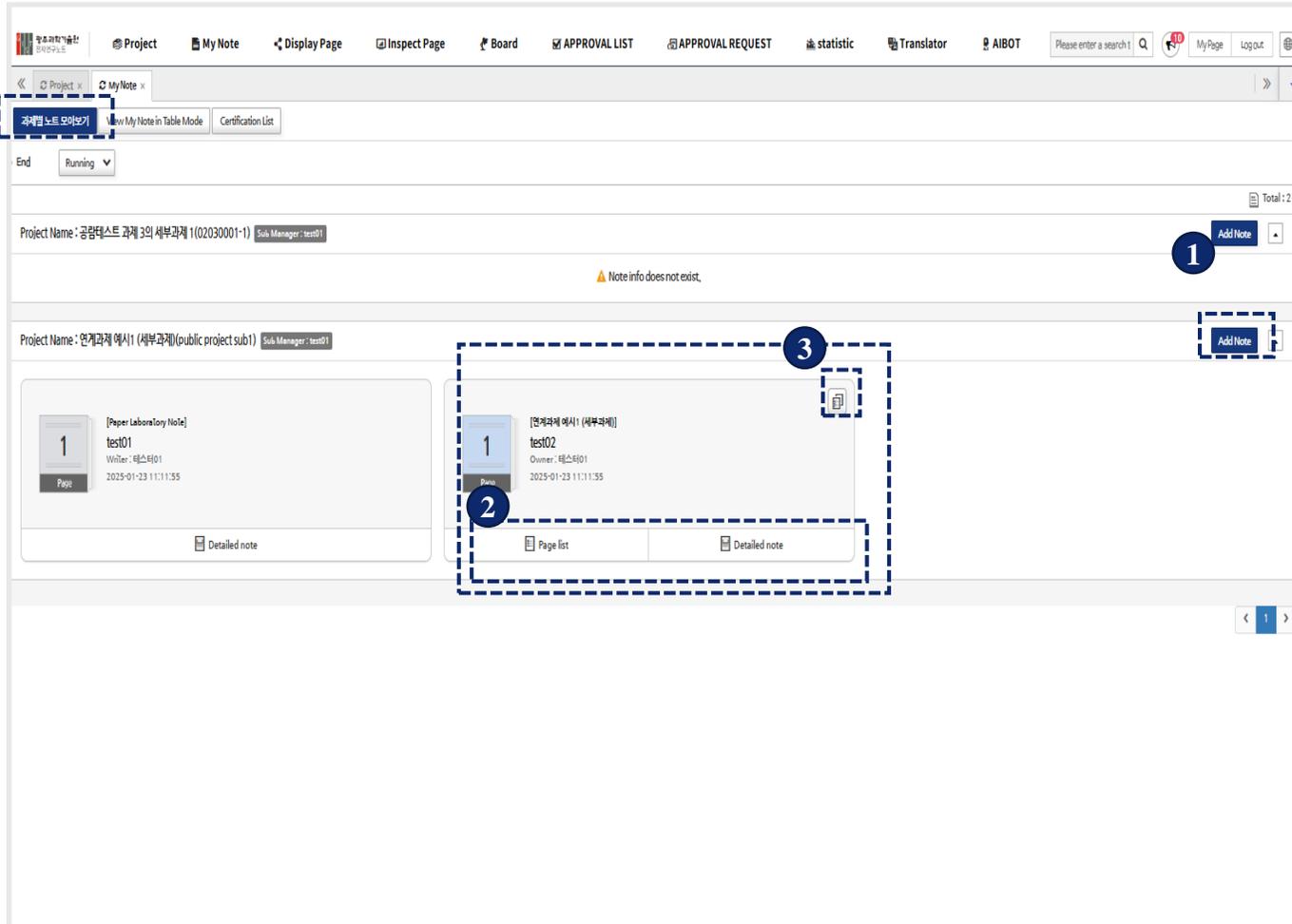
1 Add note

Click to add a note.
Notes for linked projects must be approved by the sub project admin to be added.

2 Page list / Detailed note

Page list: Able to view the page list of the corresponding note.
Detailed note: Able to modify the information of the corresponding note.
Also able to transfer the corresponding note to another project.

3 Merge

Displays a list of inspected pages to merge into a single file.

① Approval

* When adding a sub note for a linked project, a note approval request is sent to the sub project admin.

* The approver can check the approval list to approve or deny the corresponding note.

* By clicking on the note details, you can view the information of the corresponding note and the project to which the note belongs.

* When approving notes, the request type is indicated as '*Add Note*.'

03

Note Page

Add pages such as editor and file pages
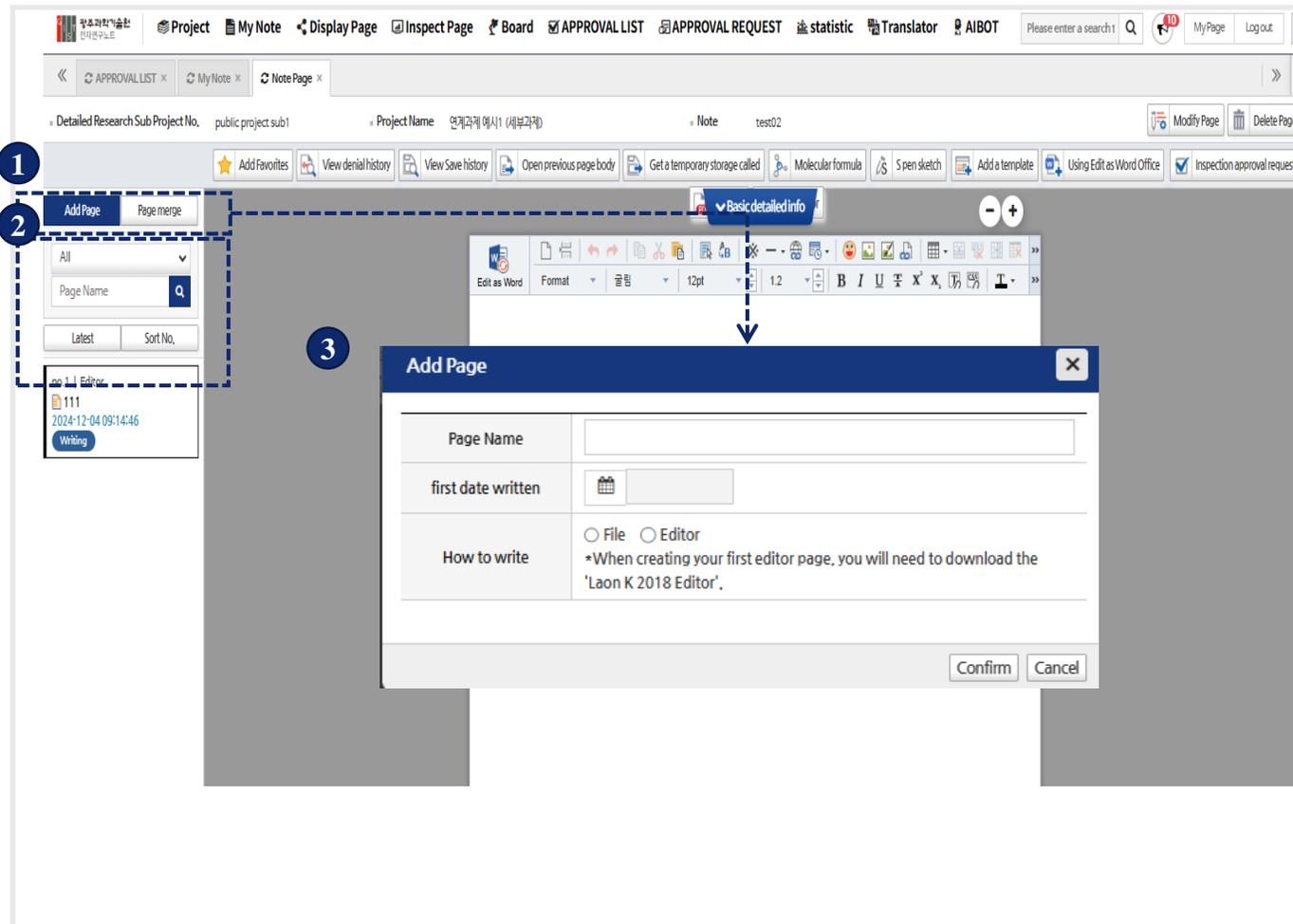
1 Add / merge

Add page: You can add pages to a blank note. Pages can be added in two types: editor and file.

Page merge: You can merge the completed note pages.

2 Search / sort

When there are many pages, you can search note pages based on specific criteria.

They can also be sorted by latest or other sorting options.

3 Basic detailed info

For the creation date, the page can only be created within 2 weeks from the last modified date of the note.

1 Editor toolbar

The editor allows you to write freely using HTML. You can freely write and use shortcuts, such as adding templates, in the area below.

- Edit as Word: edit using Microsoft Word on your PC
- Insert special characters: open table of special characters
- Insert divider line: insert document border line
- Hyperlink: add links to images/text
- Insert date/time: insert note creation date/time
- Insert image: insert from the explorer or drag-and-drop
- Attach file: insert links to attached documents such as papers
- Create table: create and edit tables
- Add heading numbers/symbols: insert heading numbers/symbols
- Indent/outdent: insert indent/outdent
- Molecular formula: insert simple molecular formulas on a 2D canvas
- Mathematical expressions: insert simple mathematical symbols
- S pen sketch: insert manually drawn sketches

Insert special characters

Insert divider line

Add hyperlink

Insert date/time

Insert emoji

Insert image

Attach file

Create table

Add heading numbers/symbols

Indent/outdent text

03 Note Page – Editor Page

A feature that allows you to draft notes directly on a web page using HTML
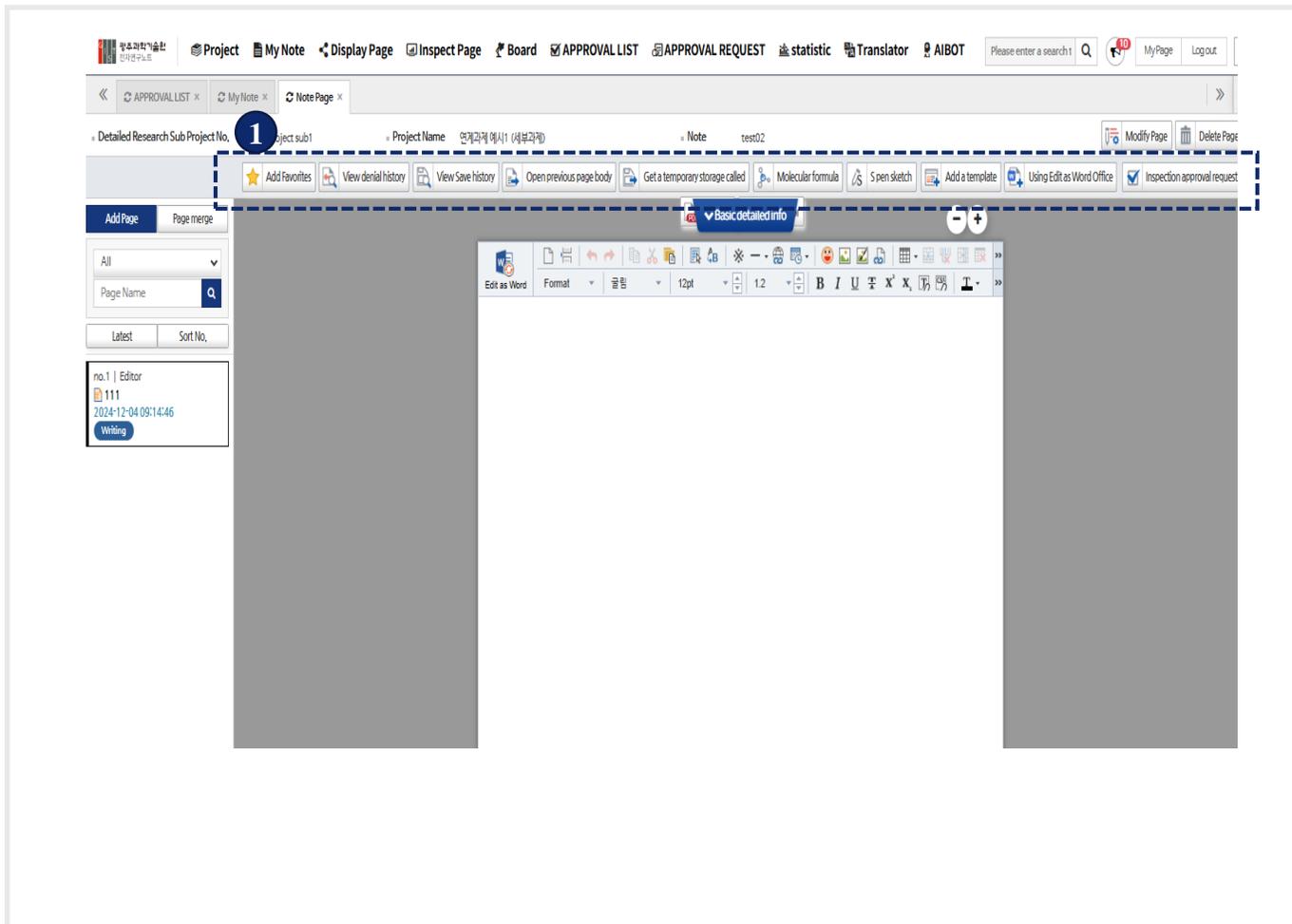
1 Editor extension features

Write notes more conveniently by utilizing extension features, such as web link sharing and adding favorites.

- Add favorites: add notes to favorites to create shortcuts
- View denial history: view denial history
- View save history: view auto/manual save history
- Open previous body page: load content from another project page
- Get a temporary storage called: load temporary notes created from the dashboard
- Agent mode: opens Microsoft Word installed on the user's PC
- Add a template: insert registered templates
- Inspection approval request: request for inspection (approval request)
- Preview: preview the page as PDF
- Save editor
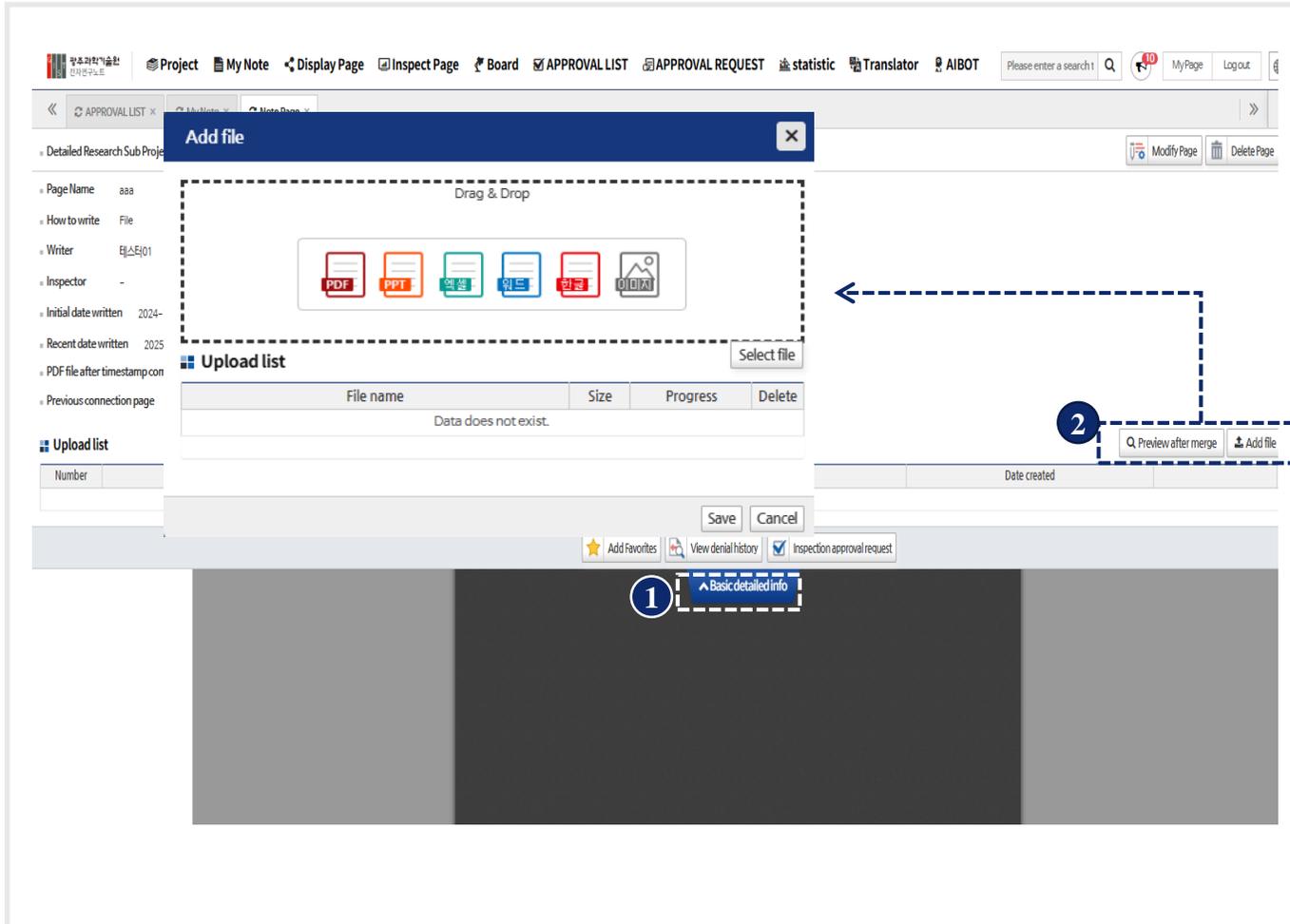
① **Basic detailed info**

When you expand the basic detailed information, it displays information of the added note, along with a file registration window.

② **Add file**

Upload PDF, PPT, Excel, Word, Hangul, and image files created on the user's PC to transform into e-notes. Request for inspection approval after completion.

04

Inspection

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Approve or deny notes

Inspection Approval Request (e.g., participant account: test02)

Inspection of notes by sub project admin: method same for both editor and file pages

Editor Page

File Page

Inspection approval request

Inspector	(Sub Project Owner)테스터01
Select page cover	⦿ Do not use cover

Inspection approval request   Cancel

① Inspection Approval Request

- After completing the notes, it is required to obtain inspection approval from the sub project admin.
- If a proxy is designated in the sub project, the proxy can approve the inspection of the relevant task.
- In addition, when the inspection request button is clicked, the page changes to a pending status, and in this state, it can be recalled for rewriting.
- Once the inspection is complete, the page cannot be modified. If you wish to rewrite, you can add a new page and use the load previous page content feature to edit the new page.

1 **Approval List**

Check the approval or refusal of
the inspection requested pages
in the 'Approval List' menu.

2 **Detailed Info**

Check the detailed info of inspection
requested pages. Here, you can either
approve or refuse.
You can check the approval history list
to see if the page has been refused multiple
times.

3 **Approve / Refuse**

If there are many inspection items,
you can approve or refuse them all at once
using checkboxes. When refusing,
you must enter the reason for refusal.

4 **Page Name**

By clicking on the page name,
you can view the content and then
approve or refuse it.

1 Approval Status

Check the approval or refusal of the inspection requested pages in the 'Approval Status' column: completed, refused, returned, processing.

Check timestamped PDF files for inspected pages via the My Note menu

① Inspection Complete

After the inspector approves the inspection, the requester (author) can confirm that the status value in the page details has changed to 'Inspection Complete.'

② Timestamp Authentication

After the inspection is complete, once the timestamp authentication scheduler is executed, a PDF file for the timestamp authentication page will be generated.

Timestamp

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Page timestamp authentication

05 Download Timestamp PDF

Downloading the PDF file generated after timestamp authentication

1 **Install Acrobat Reader & Magic Verify**

A dedicated reader program capable of reading that mark is required to verify the authenticity mark of the timestamp-authenticated file. (Download both programs.)

2 **Authenticity Mark**

Open the timestamp-authenticated file with Acrobat Reader to verify the authenticity mark.

Display Page

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Sharing research notes

1 **Project Open List**

The display list shows projects that can be viewed by default among participating projects.

- Basic Access: notes among pages that can be viewed by default, which meet the security level required for access.
- Request Open: note pages that have been requested for sharing and approved among non-participating projects.

2 **Project Admins**

All pages of projects designated under the admin can be confirmed for basic access. (E.g., admin account test01 can view all pages created by participant accounts test02 and test03 in the display page under basic access.)

** For sharing approvals, the project admin (sub project admin) is responsible for the process.

1 **Request List to Access**

You can check the pages eligible for requested sharing among projects and also submit sharing requests.

2 **Participants**

Project participants can view pages from other participants of the project via the 'Access Request' menu.
(E.g., account: test03)

3 **Non-Participants**

Non-participants can also view pages from other projects via the 'Access Request' menu.

Display Page – Access Request: Non-Participants

View pages from other participants

1 **Access Request Menu**
You can check the list of pages for which you want to request access. (Requests and confirmations are made on a page-by-page basis.)

2 **Access Request Button**
Requesting access to pages of other projects. When requesting access, a notification request will be sent to the respective project admin.

1 **Access Approval Management Menu**

You can check the list of requests received and approve or refuse the requests.

2 **Access Approval**

Approve or refuse the access request. Depending on the situation, approval can be processed based on the period requested by the requester or the modified period.

1 **Access List**

You can check the approved access in the 'Access List' menu.

2 **Display Category**

Approved pages will be labeled as 'Request Open' instead of 'Basic Access,' and access will be permitted within the requested period.

감사합니다.

Thank you