



광주과학기술원  
전자연구노트

# 전자연구노트 시스템

사용자

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Electronic Laboratory Notebook

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Project



Research projects

# 01

## Project

### Participating project list

Project x

Add Project

#### Participating Project list

Search Project Name Search detail search

1 Project Submit

Total : 2 View

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 project 1	연계과제 예시1	test01	Run	Official Project

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



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

<input type="checkbox"/>	Project start date	Project end date	Detailed Research Sub Project No.	Sub Project Name	Sub Project participant	Completion
<input type="checkbox"/>	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.

# 01

## Project – Master Project

### Detailed master project information

#### Project Info Delete Project list

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

- 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.

Owner agent

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 🔍

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.

# 01

## 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 <span style="float: right;">Owner agent</span>
Sub-project Researcher participating	test02 test03
Project summary	연계과제 예시1
Completion	Run

- 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.)

### 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



# Notes

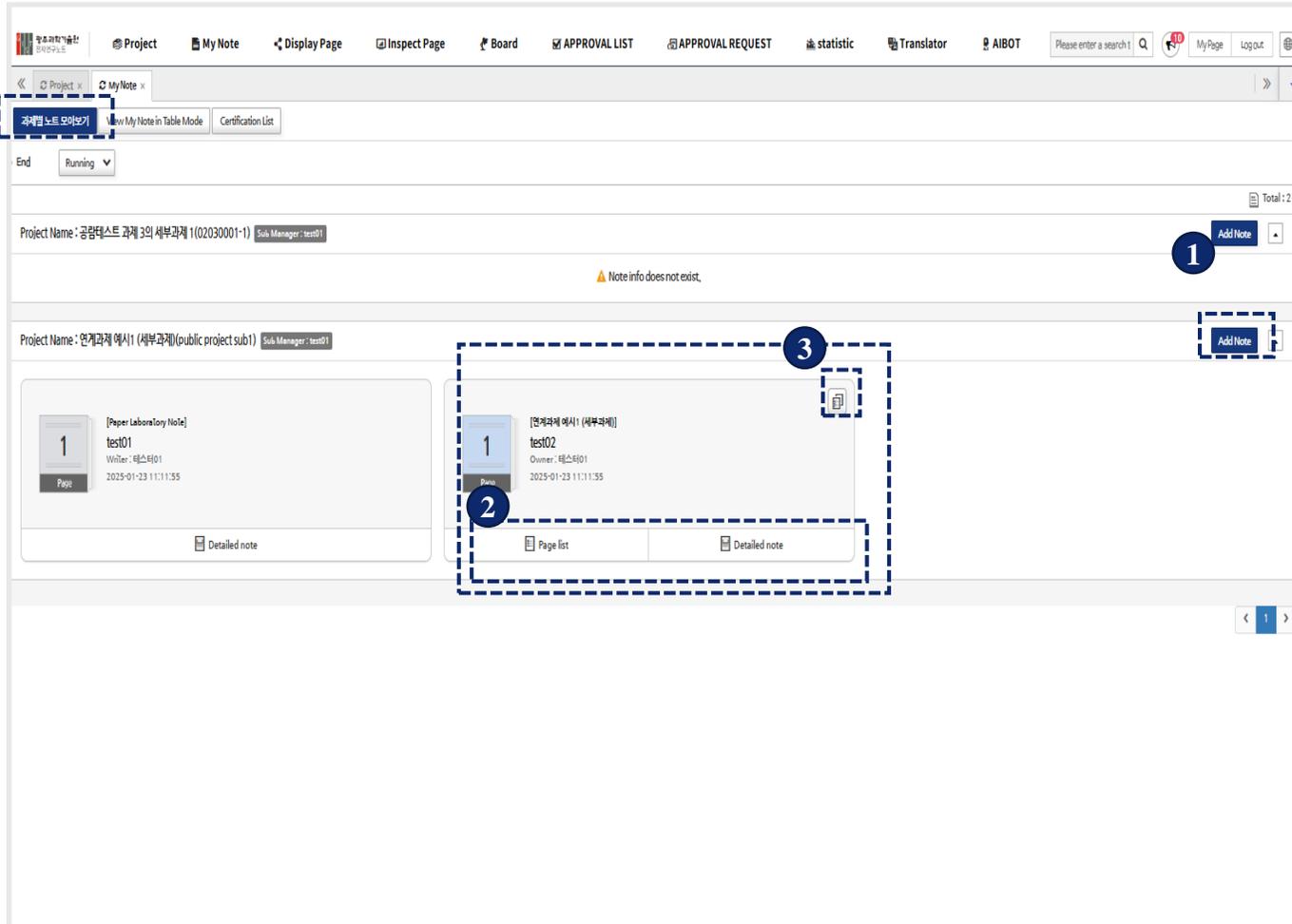


Add notes as admin or participant

# 02

## My Note

### Adding notes to a project



#### 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.

# 02

## Approval Request (sub project admin screen)

Notes for linked projects must be approved by sub project admin to be added

1

Complete	Refused	Number	Project ID	Project Name	Note Name	NotePage Name	Constructor	Request Type	Requester Name	Request Date	Processing authority
		1	public.project.sub1	연계과제 예시1 (새부과제)	TEST01		테스타01	노트생성	테스타01	2025-01-22 11:53:48	본인

### 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.'



# Note Page

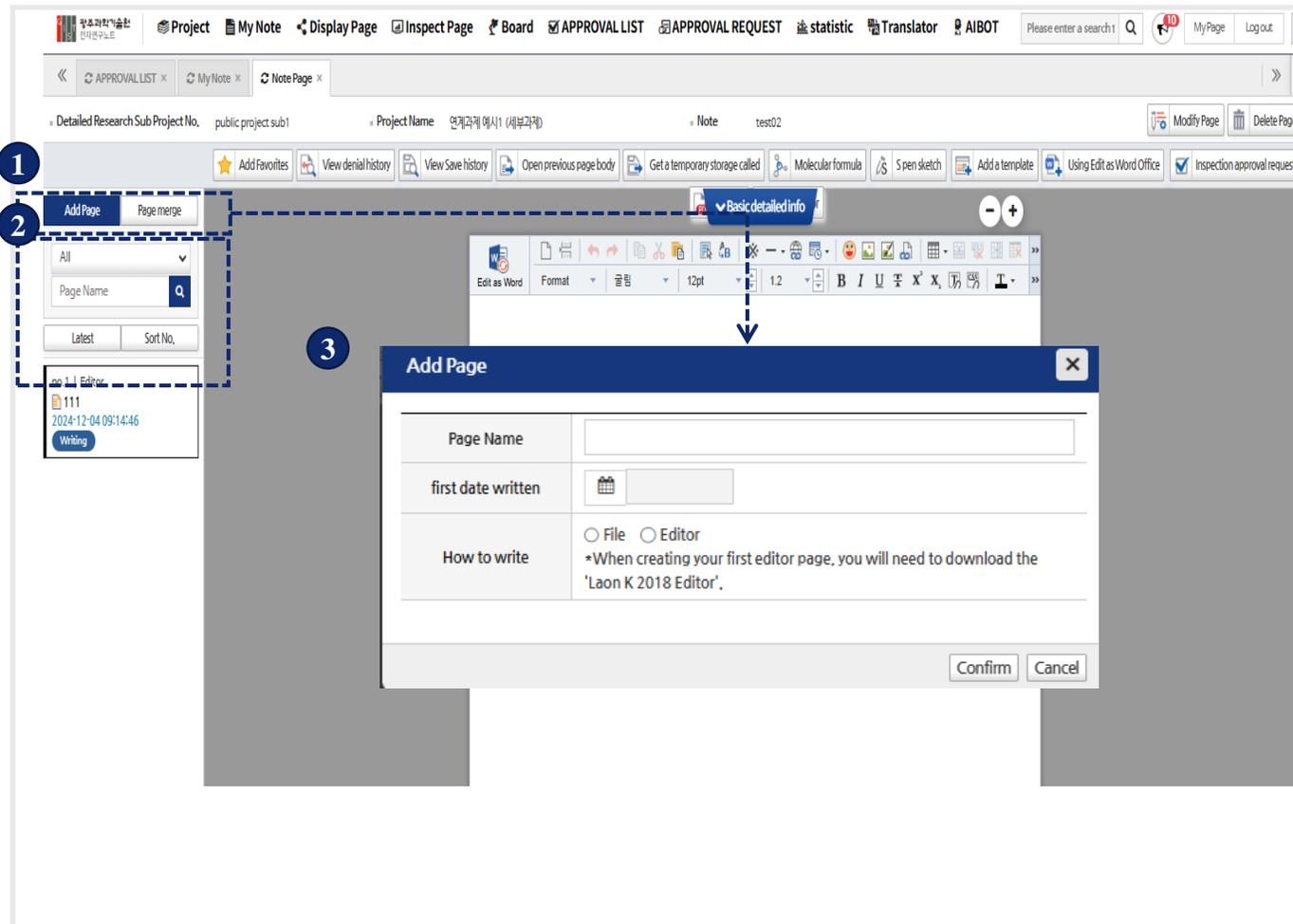


Add pages such as editor and file pages

# 03

## Note Page

Add 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.

The screenshot displays the 'Note Page Editor' interface. At the top, there is a navigation bar with various menu items including 'Project', 'My Note', 'Display Page', 'Inspect Page', 'Board', 'APPROVAL LIST', 'APPROVAL REQUEST', 'statistic', 'Translator', and 'AIBOT'. Below this is a search bar and user options like 'MyPage' and 'Logout'. The main content area shows a 'Note Page' editor for a project named '연계과제 예시1 (세부과제)'. The editor toolbar includes options like 'Add Favorites', 'View denial history', 'View Save history', 'Open previous page body', 'Get a temporary storage called', 'Molecular formula', 'S pen sketch', 'Add a template', 'Using Edit as Word Office', and 'Inspection approval request'. A blue dashed box highlights the 'Basic detailed info' toolbar, which is expanded to show a list of insertion options: Insert special characters, Insert divider line, Add hyperlink, Insert date/time, Insert emoji, Insert image, Attach file, Create table, Add heading numbers/symbols, and Indent/outdent text. A blue circle with the number '1' is placed next to the highlighted toolbar.

## 1

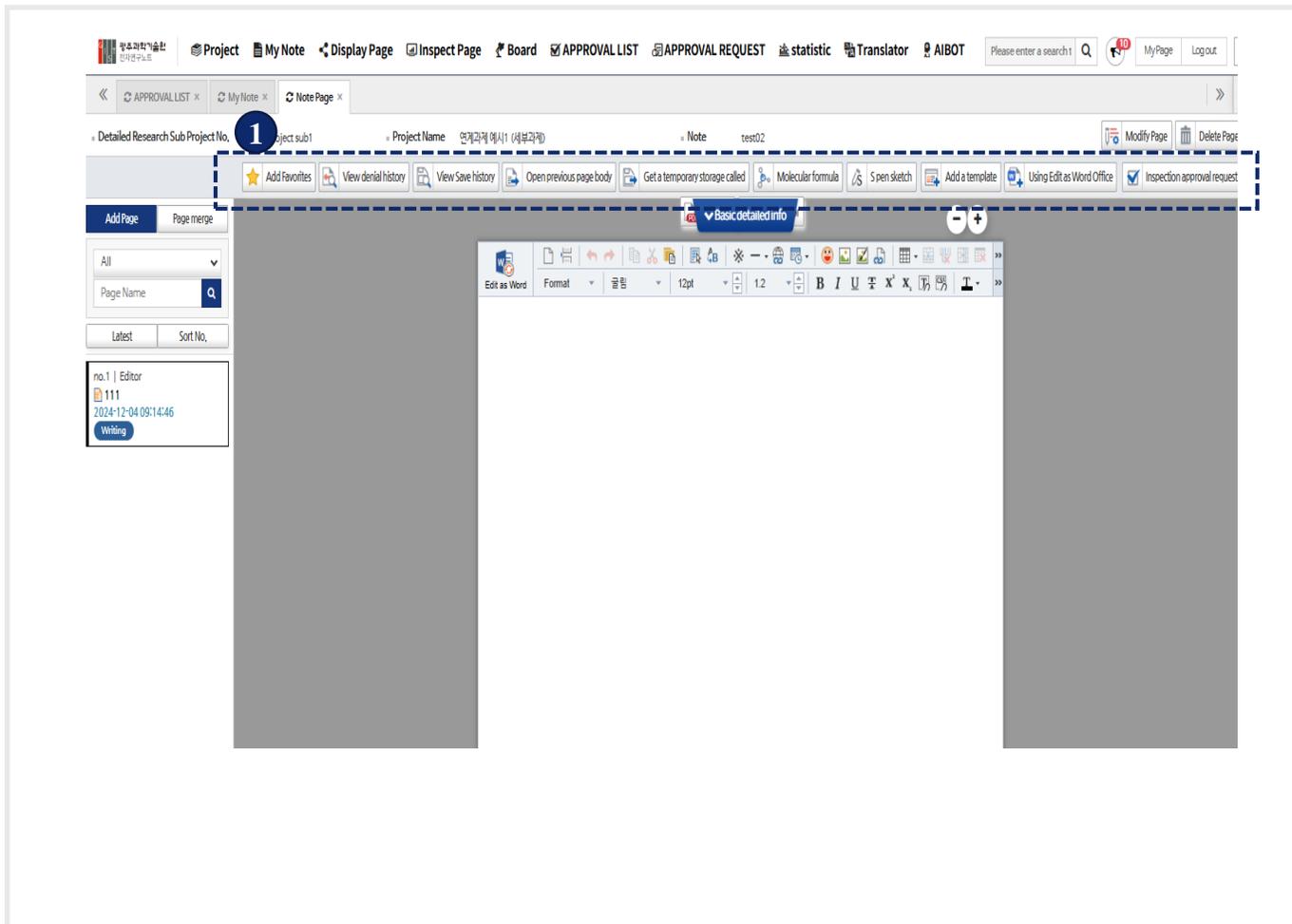
**Editor toolbar**

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

# Note Page – Editor Page

A feature that allows you to draft notes directly on a web page using HTML



1

## Editor extension features

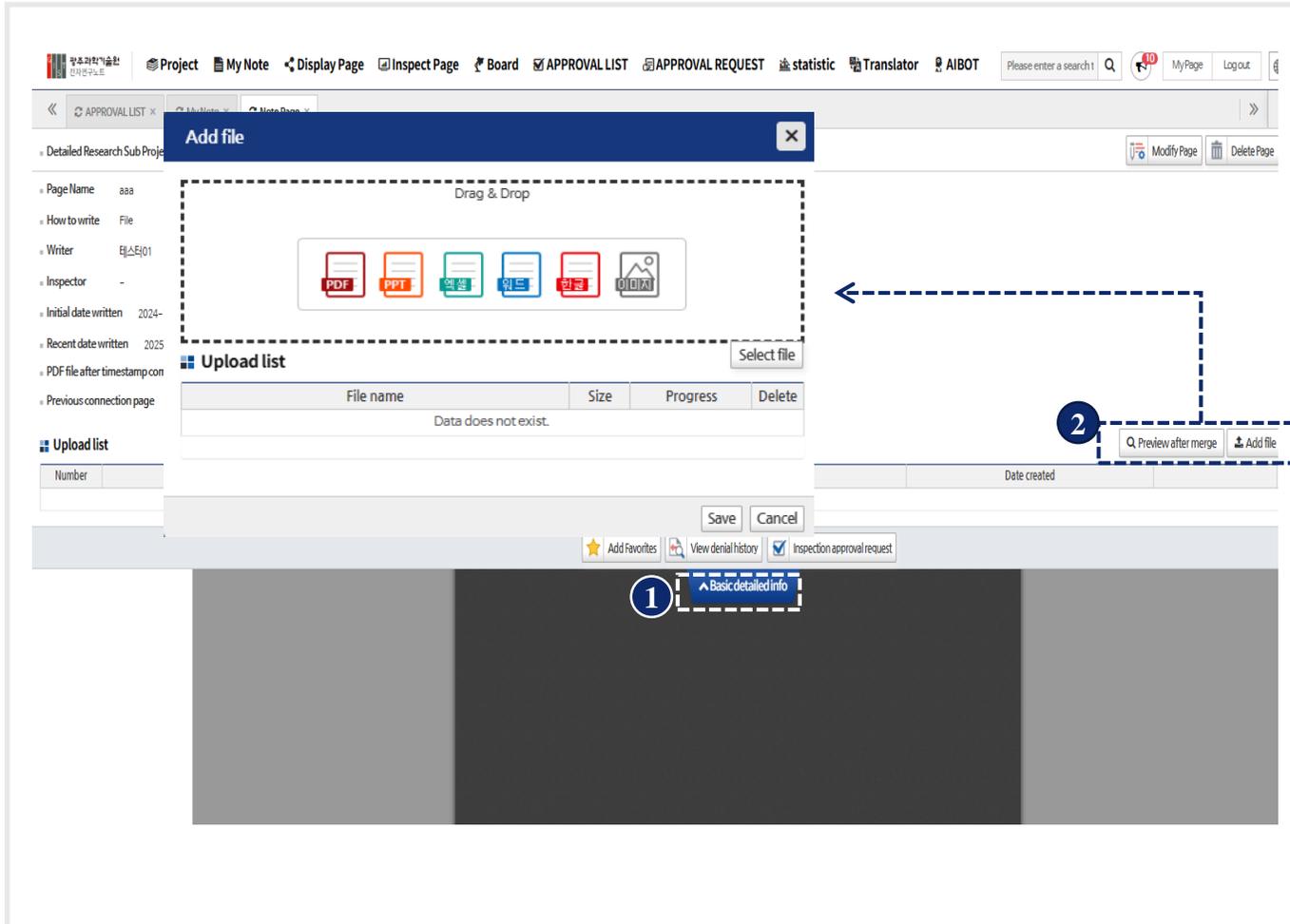
Write notes more conveniently by utilizing extension features, such as web link sharing and adding favorites.

- 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

# 03

## Note Page – File Page

A feature that transforms documents created on the user's PC into e-notes



- 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.



# Inspection



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**

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

APPROVAL LIST | My Note | Note Page

Detailed Research Sub Project No. public project sub1 | Project Name 연계과제 예시1 (세부과제) | Note test02

Basic detailed info

1

Inspection approval request

**File Page**

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

APPROVAL LIST | My Note | Note Page

Detailed Research Sub Project No. public project sub1 | Project Name 연계과제 예시1 (세부과제) | Note test02

Basic detailed info

Inspection approval request

**Inspection approval request**

Inspector	(Sub Project Owner)테스터01
Select page cover	<input checked="" type="radio"/> 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.

# 04

## Inspector Screen – Inspection Request List (e.g., admin account: test01)

Users designated as inspectors (proxies) can approve or deny on the current page

The screenshot displays the 'Approval list' interface. At the top, there is a navigation bar with various menu items like 'Project', 'My Note', 'Display Page', 'Inspect Page', 'Board', 'APPROVAL LIST', 'APPROVAL REQUEST', 'statistic', 'Translator', and 'AIBOT'. Below the navigation bar, there is a search bar and a 'detail search' button. The main area shows a table of inspection requests. The table has columns for 'Number', 'Project ID', 'Project Name', 'Note Name', 'Note Page Name', 'Constructor', 'Request Type', 'Requester Name', 'Request Date', and 'Processing authority'. A blue dashed box highlights the 'Complete' and 'Refused' buttons in the top left corner of the table. Another blue dashed box highlights the 'Note Page Name' column, with a blue arrow pointing to a detailed view of the selected request. The detailed view shows the 'Basic detailed info' section with a text area containing 'sadsadsad'.

Number	Project ID	Project Name	Note Name	Note Page Name	Constructor	Request Type	Requester Name	Request Date	Processing authority
1	public project.sub1	연계과제 예시 (세부과제)	test	메디터페이지	테스타02	페이지 점검	테스타02	2025-01-22 13:16:45	본인

- 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.

The requester can check the status of the inspection requested pages

**Approval list** \*You can check the reason for rejection by clicking the rejection icon. After checking the reason, the status will change to rejection confirmation complete.

Search  Project ID  Search

Total: 37 View by 10

Number	Project ID	Project Name	Note Name	NotePage Name	Constructor	Request Type	Requester Name	Request Date	checker	Check Date	Approval Status
37	public.project.sub1	연계과제 예시1 (새부과제)	test	123	test01	Open Note	manager	2025-02-03 11:20:46	테스터01	2025-02-03 16:34:48	complete
36	02030001	공람테스트 과제 3	실험연구노트	sadad	test01	Timestamp	manager	2024-12-20 10:43:58	운영관리자		Processing

refuse checked

## 1 Approval Status

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





# Timestamp



Page timestamp authentication

# Download Timestamp PDF

Downloading the PDF file generated after timestamp authentication

The screenshot displays a web application interface with a notification and a download link. The notification, marked with a '1', reads: "Viewer must be installed to check original copy. (Install Acrobat Reader then install Magic Verify)". Below the notification are buttons for "Install Acrobat Reader" and "Install Magic Verify". At the bottom, a "Download original copy viewer" link, marked with a '2', is highlighted. This link leads to a list of applications including Adobe Acrobat Reader, Brave, Google Chrome, hwp.exe, Microsoft Edge, Vivaldi, Word (데스크톱), and Microsoft Store 검색. A circular timestamp stamp is also shown, containing the text "진본" (Original), "2025/01/22 13:44:15 KST", and "포인양총기원검용형원".

## 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



Sharing research notes

# Display Page – Access List: Project Admin Screen (e.g., admin account: test01)

Shows pages that can be shared under basic access among participating projects

The screenshot shows the 'Project Open List' interface. At the top, there are navigation tabs: Access List, Access Request, Access Request History, Access Approval Management, and Access Approval History. Below the tabs is a search bar for 'Project Name' and a 'detail search' button. The main table is titled 'Project Open List' and has columns for Project start date, Project end date, Detailed Research Sub Project No., Detailed research project name, Participating Researcher, Sub Manager, and Completion. A circled '1' points to the top of this table. Below the project summary table is a detailed table of note pages, circled with a dashed blue border and labeled with a circled '2'. This table has columns for Note Name, Page Name, Status, Writer, Display Category, Open start date, Open end date, Approval date, Approved by, Timestamp date, and Extend request.

Note Name	Page Name	Status	Writer	Display Category	Open start date	Open end date	Approval date	Approved by	Timestamp date	Extend request
test1		Inspection complete	운영관리자	Basic Access	-	-	-	-	-	-
test1		Inspection complete	운영관리자	Request Open	2025-02-03	2026-02-02	2025-02-03	테스터01	-	Request
test		Inspection complete	운영관리자	Basic Access	-	-	-	-	-	-
테스터01		Inspection complete	운영관리자	Basic Access	-	-	-	-	-	-
		Inspection	운영관리자	Basic Access	-	-	-	-	-	-

## 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.)

View pages of other participants that you are involved with

**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.

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

Number	Project start date	Project end date	Detailed Research Sub Project No.	Detailed research project name	Participating Researcher	Project Manager	Completion
3	2025-02-03	2025-02-07	02030003	공립텍스트 과제4 세부과제 2		사용자01	Run
2	2025-02-03	2025-02-07	02030001	공립텍스트 과제 3	사용자01	태스티01	Run

No	Note Name	Page Name	Status	Writer	Timestamp date	Date modified	Access Request
1	실용연구노트	test	Inspection complete	운영관리자	-	2024-05-23 10:10:01	<input type="checkbox"/>
		A.C.L.A.	Inspection complete	운영관리자	-	2024-05-23 10:10:01	<input type="checkbox"/>
		A.C.L.	Inspection complete	운영관리자	-	2024-05-28 10:00:36	<input type="checkbox"/>
		A.C.L.A.	Inspection complete	운영관리자	2024-05-28 10:10:25	2024-05-28 10:09:53	<input type="checkbox"/>
		A.C.L.A.	Inspection complete	운영관리자	2024-06-18 13:05:15	2024-06-18 11:39:05	<input type="checkbox"/>
		A.C.L.A.	Inspection complete	운영관리자	2024-06-18 13:52:05	2024-06-18 13:06:43	<input type="checkbox"/>
		A.C.L.A.	Inspection complete	운영관리자	2024-06-18 13:52:05	2024-06-18 13:49:56	<input type="checkbox"/>
		A.C.L.A.	Inspection complete	운영관리자	2024-06-18 13:56:18	2024-06-18 13:52:50	<input type="checkbox"/>
		sadad	Inspection complete	운영관리자	-	2024-12-20 10:43:53	<input type="checkbox"/>

# 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.

Number	Project start date	Project end date	Detailed Research Sub Project No.	Detailed research project name	Participating Researcher	Project Manager	Completion
3	2025-02-03	2025-02-07	02030003	공립연구소 과제4 세부과제 2	사용자101	사용자101	Run
2	2025-02-03	2025-02-07	02030001	공립연구소 과제 3	사용자101	테스터101	Run

No	Note Name	Page Name	Status	Writer	Timestamp date	Date modified	Access Request
	test		Inspection complete	운영관리자	-	2024-05-23 10:10:01	
	A.E.L.A		Inspection complete	운영관리자	-	2024-05-23 10:10:01	
	A.E.L		Inspection complete	운영관리자	-	2024-05-28 10:00:36	
	A.E.L.A		Inspection complete	운영관리자	2024-05-28 10:10:25	2024-05-28 10:09:53	
1	상임연구노트		Inspection complete	운영관리자	2024-06-18 13:05:15	2024-06-18 11:39:05	
				운영관리자	2024-06-18 13:52:05	2024-06-18 13:06:43	
				운영관리자	2024-06-18 13:52:05	2024-06-18 13:49:56	
				운영관리자	2024-06-18 13:56:18	2024-06-18 13:52:50	
				운영관리자	-	2024-12-20 10:43:53	

**Access Request**

Please enter your desired access period.

Access period category:  Limited  Unlimited

Limited: 2025-02-05 ~ 2026-02-04

Reason for requesting access (200 characters allowed / Maximum 200 characters)

Confirm Cancel

**1** Access Approval Management Menu

**2** Access Approval

Number	Detailed Research Sub Project No.	Detailed research project name	Note Name	Page Name	Writer	Open start date	Open end date	Open request date	Requested by	Open status	Processing authority
	02030001	공통테스트 과제 3	심험연구노트	test1	운영관리자	2025-02-03	2026-02-02	2025-02-03 11:13:40	사용자01	검토중	본인

**Access Approval**

Access period settings:  Apply to request period  Modify access period

Confirm Cancel

## 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

Project Open List

Search Project Name Search detail search

Total: 4 View by 10

Number	Project start date	Project end date	Detailed Research Sub Project No.	Detailed research project name	Participating Researcher	Sub Manager	Completion
4	2025-02-03	2025-02-07	02030003	공립연구소 과제4 세부과제 2	사용자01	사용자01	Run
3	2025-02-03	2025-02-07	02030001	공립연구소 과제 3	사용자01	테스타01	Run
2	2025-02-03	2025-02-07	02030002	공립연구소 과제4 세부과제 1	사용자01	사용자01	Run

No	Note Name	Page Name	Status	Writer	Display Category	Open start date	Open end date	Approval date	Approved by	Timestamp date	Extend request
1	공립4 테스트노트1	공립4 노트1 페이지 테스트1	Inspection complete	사용자01	Request Open	2025-02-03	2026-02-02	2025-02-04	사용자01	-	Request

2

No	Note Name	Note number	Storage location	Loan start date	Loan end date	Loan date and time	Approved by	Return
Display contents does not exist								

No	Note Name	Page Name	Status	Writer	Display Category	Open start date	Open end date	Approval date	Approved by	Timestamp date	Extend request
1	공립4 테스트노트1	공립4 노트1 페이지 테스트1	Inspection complete	사용자01	Request Open	2025-02-03	2026-02-02	2025-02-04	사용자01	-	Request

## 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.

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Thank you

