

## Registering Usage Reports

- When you finish data usage or the period of data use has come, you are required to submit a data usage report. Please log in SSJDA Direct and click on “Details” of the application you must submit a report.

User Page

SSJDA-Faculty

Change User Information Change Password Usage Application Register Usage Output Output Search Log Out User's Manual

– Applications waiting for approval –  
 Number of applications waiting for approval : 1

- \* Press the "details" button to access the Details of Application for Use page.
- \* Please submit Usage Reports from the Details of Application for Use page.
- \* If data is downloaded for educational purposes, the Usage Period is one year.
- \* For students, the Period of Use expires on 3/31 of the fiscal year of application (e.g., FY 2014 runs from 4/2014 to 3/2015).

<< < 1 >>> Total: 8

– List of Applications for Use –

Application No.	Application Date	Purpose	Survey Title	Status	Deadline for submitting usage report	
8126	01/Feb/2016	Research	Dai 16 kai toumensuru kigyo keiei kadai ni kansuru jittai chosa (keiei toppu, jinji bumon muke), 1994	In Use	01/Feb/2017	<a href="#">Details</a>
8125	01/Feb/2016	Research	Shinki gakusotsusha (chusotsu) rodo shijo chosa, 1953	Ready for Download	01/Feb/2017	<a href="#">Details</a>

- Click on “Usage Report.”

User Page > Details of Application for Use

SSJDA-Faculty

Application No.	Application Date	Purpose	Status	Download Permission Expires	Deadline for submitting usage report	Student List Received
8126	01/Feb/2016	Research	In Use	-	01/Feb/2017	-

Research Plan  
 Test

Message from SSJDA -

- \* Click on the survey number to display a description of the data.

– List of Data –

Survey No.	Survey Title	Depositing Institution	Size	How to Receive the Dataset(s)
<a href="#">0054</a>	Dai 16 kai toumensuru kigyo keiei kadai ni kansuru jittai chosa (keiei toppu, jinji bumon muke), 1994	Japan Management Association (JMA)		Mail

- \* If data is downloaded for educational purposes, the Usage Period is one year.
- \* For students, the Period of Use expires on 3/31 of the fiscal year of application (e.g., FY 2014 runs from 4/2014 to 3/2015).
- \* After downloading, confirm the file size.

[Usage report](#)

Return

- When the Usage Report Page is displayed, select how you used the data from the list and click on “Apply.”
  - You can register research outputs after data usage reports.
  - You can also apply for an extension of the data usage period after data usage reports.

[User Page](#) > [Details of Application for Use](#) > Usage report

[SSJDA-Faculty](#)

\* Select how you used the data from the following list:

- No paper, etc. was ever presented or published. The following data file(s) has been deleted  
→ [Please select this button for usage reports of educational usages.](#)
- The paper, etc. was presented or published, and a copy was sent to SSJDA. The following data file(s) has been deleted  
→ [Please proceed with Usage Output Registration.](#)
- The paper, etc. will be presented or published soon. A copy will be sent to SSJDA immediately following the presentation/publication. The following data file(s) has been deleted  
→ [Please proceed with Usage Output Registration.](#)
- I will apply for an extension of the data use period.  
→ [Proceed to Usage Application.](#)

Survey No.	Survey Title	Depositing Institution
0054	Dai 16 kai toumensuru kigyō keiei kadai ni kansuru jittai chosa (keiei toppu, jinji bumon muke), 1994	Japan Management Association (JMA)

[Return](#)

[Apply](#)

- When the confirmation screen appears, verify the contents and click on “Yes.”

[User Page](#) > [Details of Application for Use](#) > Usage report

[SSJDA-Faculty](#)

\*Usage report  
No paper, etc. was ever presented.

Register the above Usage Report?

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## Applying for an Extension of the Data Use Period

- There are two ways to applying for extending the data use period.
  - Selecting “I will apply for an extension of the data use period” on the Usage Report Page.
  - Applying for an extension from “Usage Application.”
- When you apply for an extension on the Usage Report Page, select “I will apply for an extension of the data use period” and click on “Apply.”
  - After clicking on “Apply,” the status of the older application will be “Complete” and Usage Application page will appear. The contents of the older application is input into Requested Data, Purpose of Use and Research Plan. The column “Applying for an extension of the data use period” will be marked as “Yes” and the previous application number will be entered.
  - When you complete the application procedure, a new application is registered as an extension of the previous one.

# Required Field

# Requested Data						
Survey No.	Survey Title	Depositing Institution	How to Receive the Dataset(s)	Undergraduate Student Use	For Educational Purposes	Period of Use
0054	Dai 16 kai toumensuru kigyo keiei kadai ni kansuru jittai chosa (keiei toppu, jinji bumon mukai), 1994	Japan Management Association (JMA)	Mail	x	x	one year

\* If data is downloaded for educational purposes, the Usage Period is one year.  
\* For students, the Period of Use expires on 3/31 of the fiscal year of application (e.g., FY 2014 runs from 4/2014 to 3/2015).

# Purpose of Use

Research  Education

# Research Plan \* For educational use, enter course name:

Test

(Description should be approximately 100-200 words in length.)

# Applying for an extension of the data use period

No  Yes

\* For extensions, please select “Yes”, and insert the previous application no. in the box on the right.

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- You can apply for an extension from “Usage Application” on User Page. Check “Yes” in “Applying for an extension of the data use period” and enter the previous application number. The new application is registered as an extension of the previous one.