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.

Click on “Usage Report.”
• 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.

* 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.

<table>
<thead>
<tr>
<th>Survey No.</th>
<th>Survey Title</th>
<th>Depositing Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>0054</td>
<td>Da 16 kar bournensuru kogyo keiei kadai ni kansuru jitte chace (kei kei toppu, jiri bunm nuke), 1994</td>
<td>Japan Management Association (JMA)</td>
</tr>
</tbody>
</table>
When the confirmation screen appears, verify the contents and click on “Yes.”

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.
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.