

ONLINE-CONF Procedure Manual

How to download receipt

AGRI SMILE Inc.
ONLINE-CONF Office

How to download the receipt

You can download the receipt from My Page after the payment is completed.

- A. If addressed to "name" only**
- B. If the address is "affiliation" + "name"**
- C. If the address is "affiliation" only**

A. If addressed to "name" only

1. Open My Page
2. Scroll
3. Download

参加受付番号/Reg. No.: 1

2021/09/16

領収書
Receipt

To **John Smith**

No. 1

下記の通り、正に領収いたしました。
We have duly received the following amount:

非会員向けプラン
not-members plan
¥ 10000 -

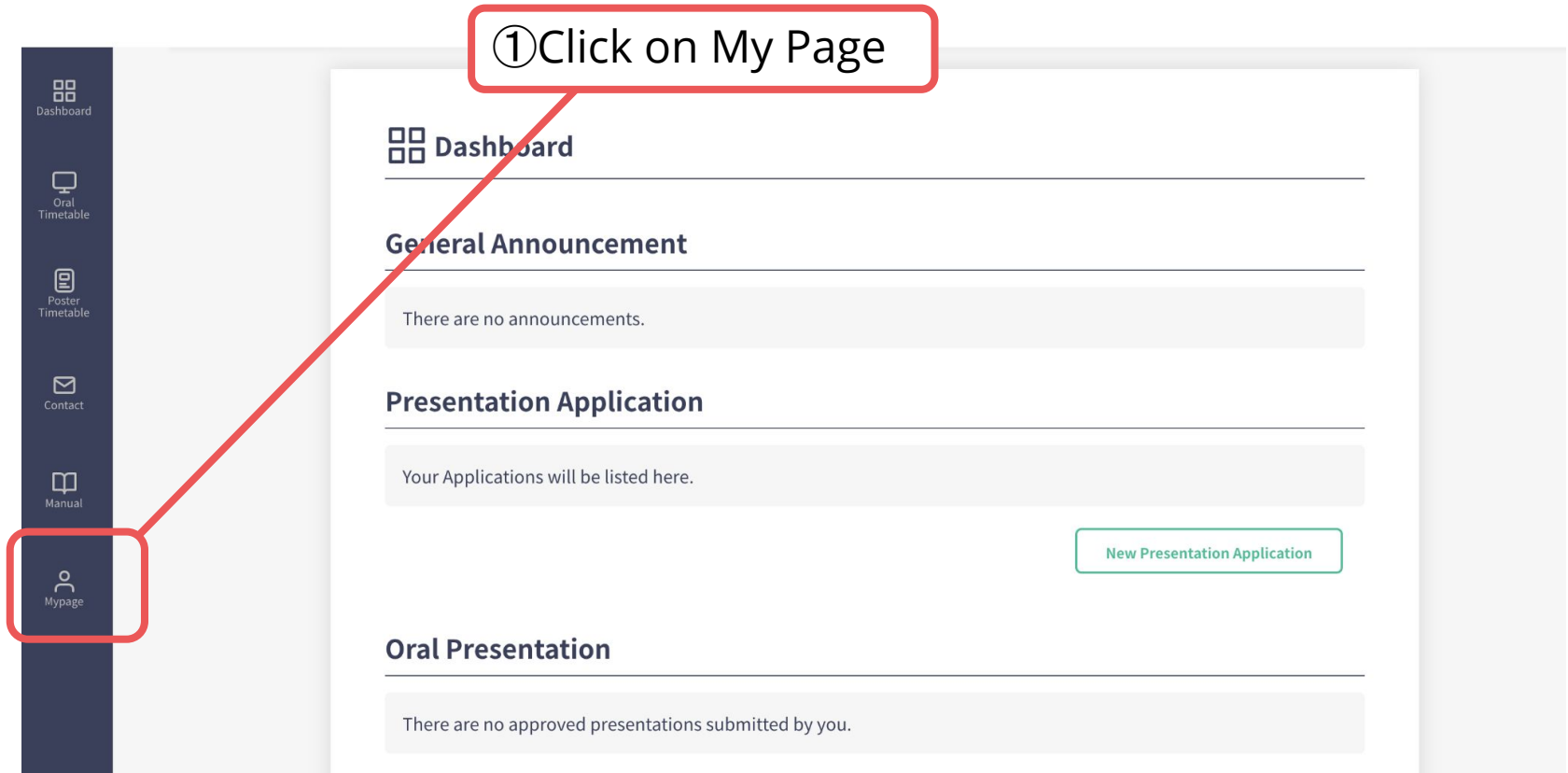
但し、第15回アジア認知症学会国際学術大会の参加費用として
As the registration fee for The 15th International Congress of the Asian Society Against Dementia.

Paid Date : 2021/09/16
(クレジットカード: via credit card)

第15回アジア認知症学会国際学術大会
会長 目黒 謙一
Congress President of The 15th International Congress of the Asian Society Against Dementia
Kenichi Meguro

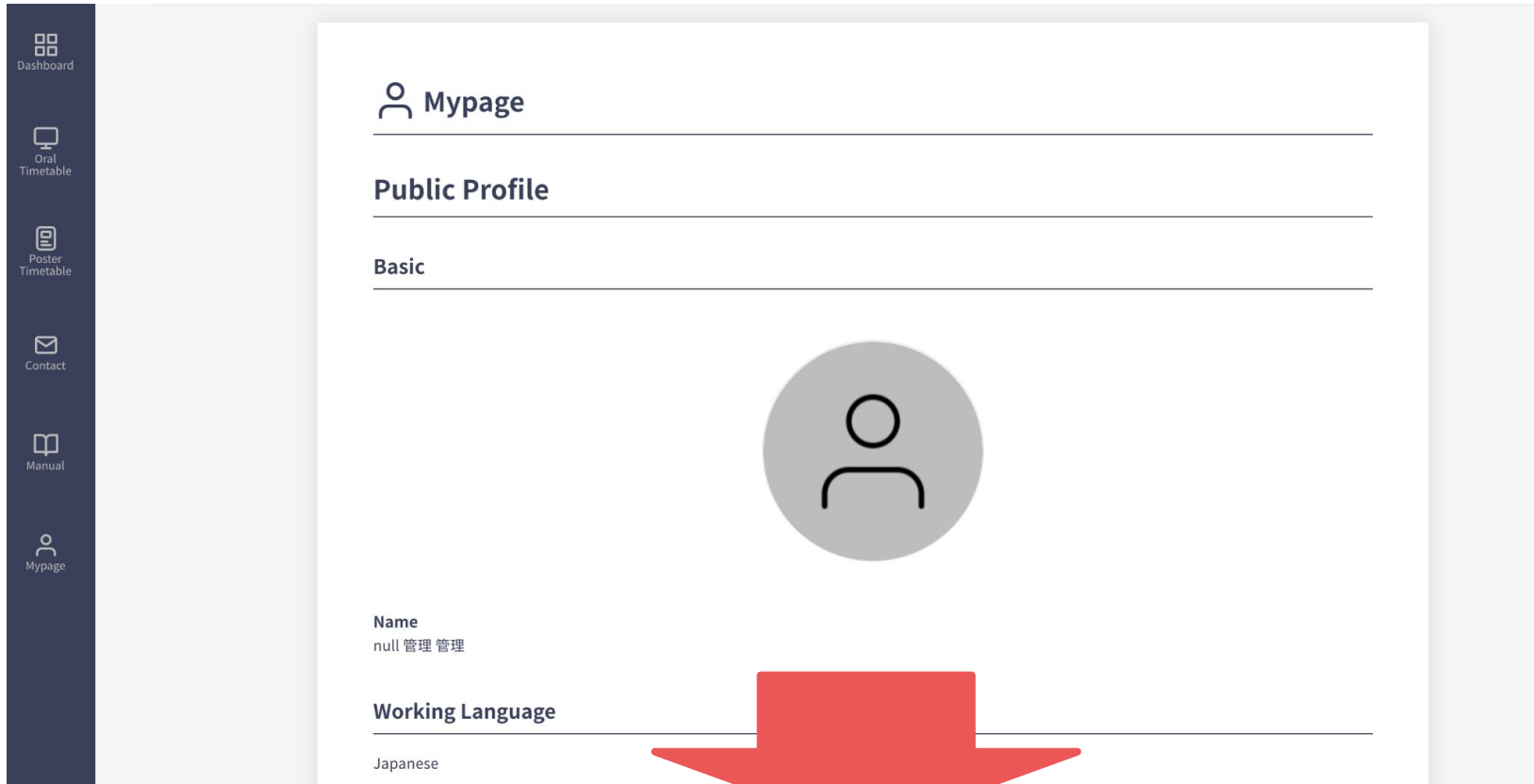
1. Open My Page

- When you enter the system, the dashboard is selected.



2. Scroll

- Scroll through My Page



The image shows a user interface for a 'My Page' profile. On the left is a dark blue sidebar with icons and labels for 'Dashboard', 'Oral Timetable', 'Poster Timetable', 'Contact', 'Manual', and 'Mypage'. The main content area is white and contains the following elements:

- A header section with a person icon and the text 'Mypage'.
- A section titled 'Public Profile'.
- A sub-section titled 'Basic'.
- A large grey circular placeholder for a profile picture with a person icon inside.
- A 'Name' field with the value 'null 管理 管理'.
- A 'Working Language' field with the value 'Japanese'.

A large red arrow points downwards from the 'Working Language' field, indicating the scroll direction.

3. Download

- Download the receipt

The screenshot shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is white and contains the following sections:

- Name:** 株式会社AGRI SMILE 管理
- Affiliation:** Organization/Company/University: 管理
- Interest Keywords:** (Empty field with an EDIT button to the right)
- Private Info:** (Empty field)
- Basic:** Email Address: manager@example.com; Password: *****
- Certificate:** [Certificate of attendance](#)

A red callout box at the top right contains the text "① Click to download". A red line connects this box to the "Certificate of attendance" link in the Certificate section.

B. If the address is "affiliation" + "name"

1. Open My Page
2. Edit the address and download
3. Restore the name

参加受付番号/Reg. No.: 1

2021/09/16

領収書
Receipt

To: L **John Smith ASAD Corp.**

下記の通り、正に領収いたしました。

We have duly received the following amount:

非会員向けプラン
not-members plan
¥ 10000 -

但し、第15回アジア認知症学会国際学術大会の参加費用として
As the registration fee for The 15th International Congress of the Asian Society Against Dementia.

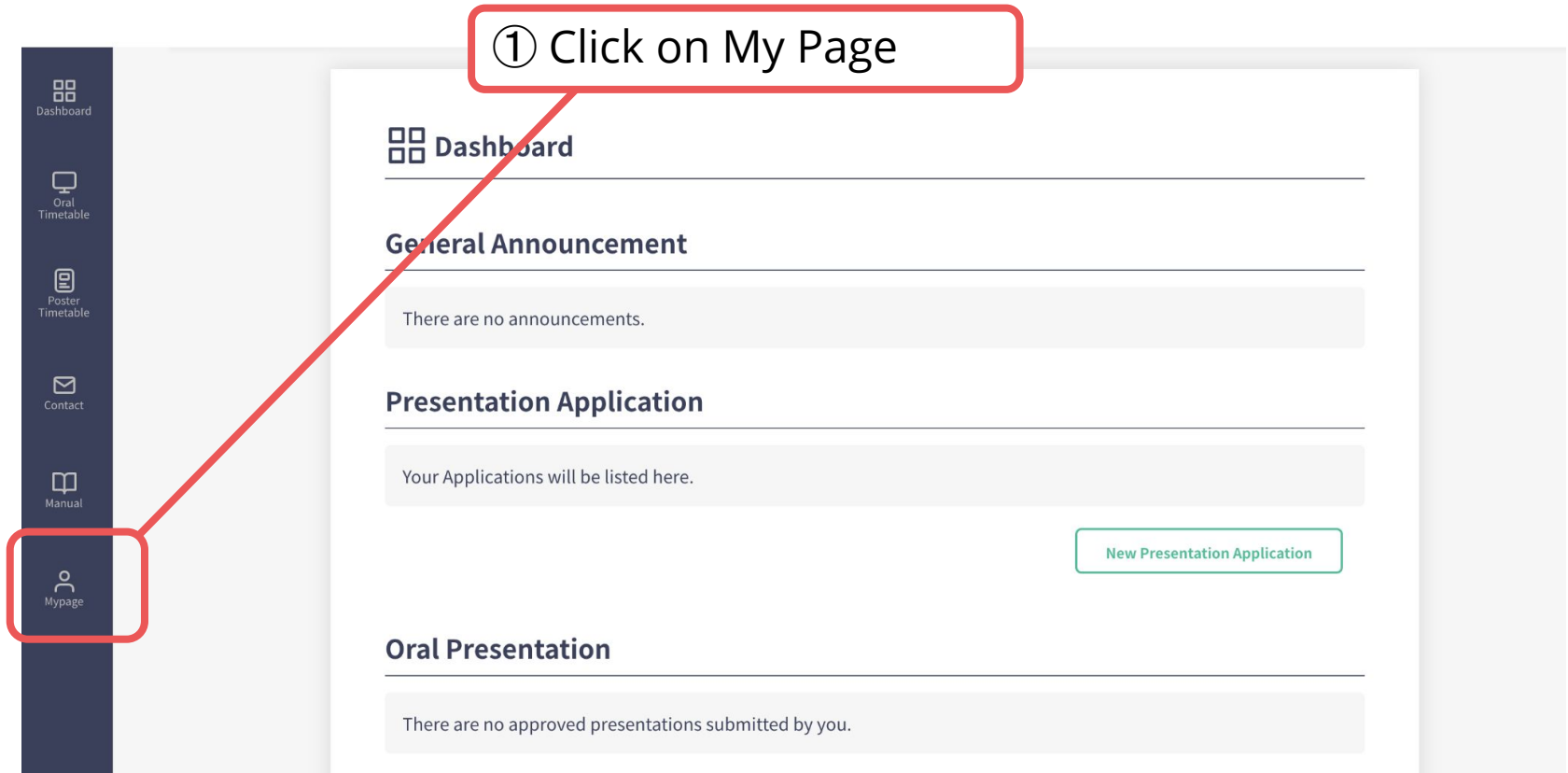
Paid Date : 2021/09/16
(クレジットカード: via credit card)

第15回アジア認知症学会国際学術大会
会長 目黒 謙一

Congress President of The 15th International Congress of the Asian Society Against Dementia
Kenichi Meguro

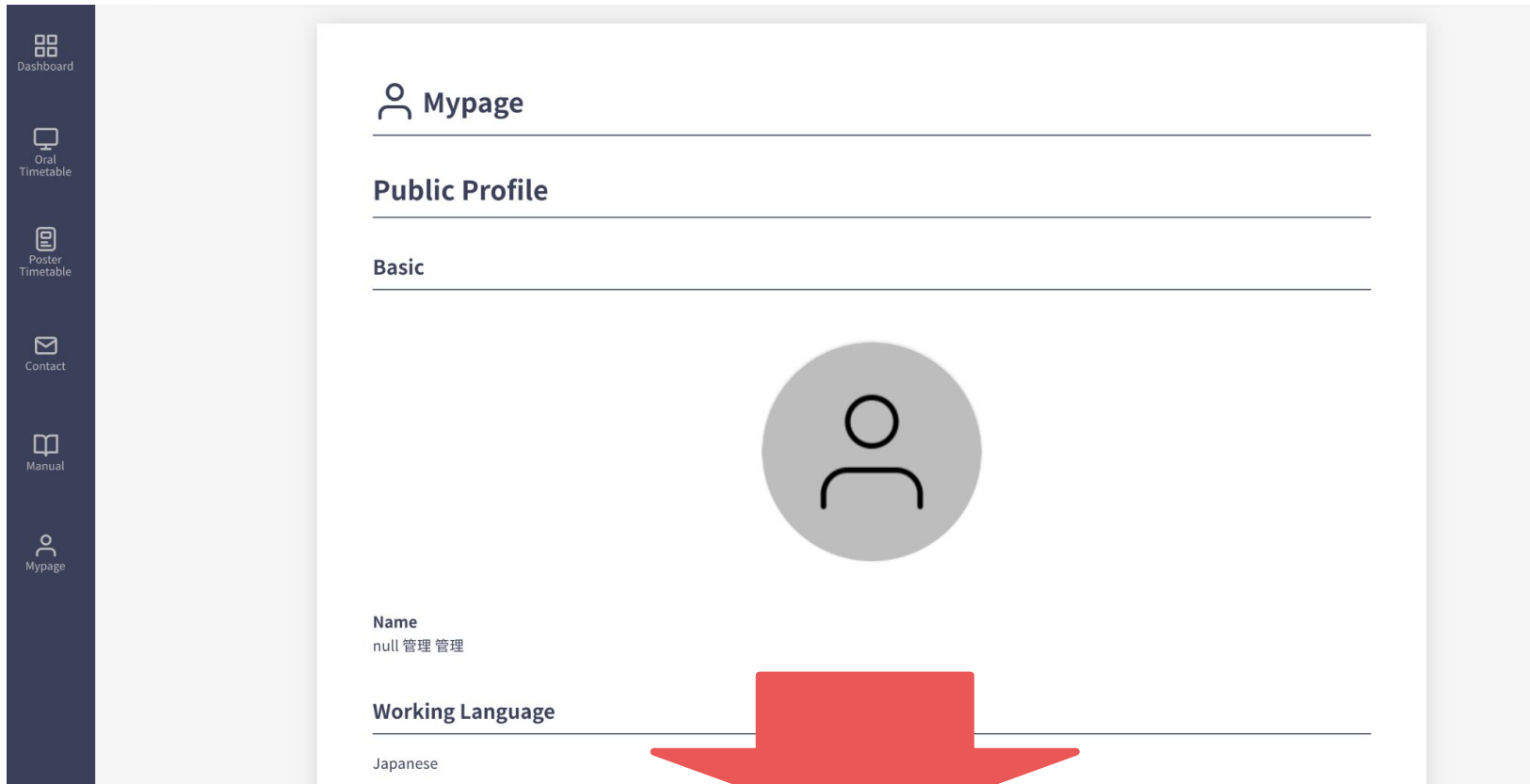
1. Open My Page

- When you enter the system, the dashboard is selected.



2. Edit the address and download

- Scroll through My Page



The screenshot shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is titled 'Mypage' and includes sections for 'Public Profile' and 'Basic'. A large grey circular placeholder with a person icon is centered. Below it, the 'Name' field is set to 'null 管理 管理' and the 'Working Language' field is set to 'Japanese'. A large red arrow points downwards from the Working Language field.

Dashboard

Oral Timetable

Poster Timetable

Contact

Manual

Mypage

Mypage

Public Profile

Basic

Name
null 管理 管理

Working Language
Japanese

2. Edit the address and download

▪ Edit information

The image shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Working (Japanese), Affiliation (Organization/Company/University: 管理, Department/Laboratory), Lab (null(null)), Position/Rank, and Interest Keywords. A red box highlights the text '① Click the Edit button' with a red arrow pointing to an 'EDIT' button (with a pencil icon) located at the bottom right of the page.

Working ① Click the Edit button

Japanese

Affiliation

Organization/Company/University
管理

Department/Laboratory

Lab
null(null)

Position/Rank

Interest Keywords

EDIT

2. Edit the address and download

- Change information

③ Enter your affiliation (ASAD Corp.)

② Enter your name (John Smith)

The image shows a user profile editing interface. On the left is a dark blue sidebar with icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Profile Image, Basic, and Affiliation. The Profile Image section has a grey circular placeholder and a 'Select a Image' button. The Basic section contains three input fields: 'First Name' (with a 'Required' tag), 'Middle Name', and 'Last Name' (with a 'Required' tag). The 'First Name' and 'Last Name' fields contain the Chinese characters '管理'. The Affiliation section is currently empty. Red callout boxes with lines pointing to the 'First Name' and 'Last Name' fields contain the text '② Enter your name (John Smith)'. Another red callout box with a line pointing to the 'Affiliation' section contains the text '③ Enter your affiliation (ASAD Corp.)'.

2. Edit the address and download

- Confirm the change of information

④ Click here

The screenshot shows a user profile editing interface. On the left is a dark sidebar with icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and My page. The main content area contains several form sections:

- Personal Information:** Three input fields for First Name (containing '管理'), Middle Name, and Last Name (containing '管理'). Each field has a red 'Required' label.
- Affiliation:** A section header followed by three input fields: Organization/Company/University (containing '管理'), Department/Laboratory (containing 'XXX Lab. / XXX Dept.'), and Position/Rank (containing 'Position/Rank'). Each field has a red 'Required' label.
- Keyword Registration:** A section header with the instruction '(Please set categories and keywords you are interested in.)' and a '+ Add Keyword' button.
- Update Button:** A green 'Update >' button at the bottom right, which is highlighted by a red box and a red arrow pointing from the 'Click here' text above.

2. Edit the address and download

- Download the receipt

⑤ Click to download

The screenshot shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Name (株式会社AGRI SMILE 管理), Affiliation (Organization/Company/University: 管理), Interest Keywords (with an EDIT button), Private Info, Basic (Email Address: manager@example.com, Password: *****), and Certificate. A red arrow points from the instruction 'Click to download' to the 'Certificate of attendance' link in the Certificate section.

Name
株式会社AGRI SMILE 管理

Affiliation
Organization/Company/University
管理

Interest Keywords
EDIT

Private Info

Basic
Email Address
manager@example.com
Password

Certificate
[Certificate of attendance](#)

3. Restore the name

As before, change the information from My Page.

② Enter the Last Name (Smith)

① Enter your First Name (John)

The image shows a user profile page with a dark blue sidebar on the left containing icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Profile Image, Basic, and Affiliation. The Profile Image section features a grey circular placeholder with a person icon and a 'Select a Image' button. The Basic section contains three input fields: 'First Name' (with a 'Required' label), 'Middle Name', and 'Last Name' (with a 'Required' label). Both the 'First Name' and 'Last Name' fields contain the Chinese characters '管理'. Red callout boxes with lines pointing to the input fields contain the instructions: '① Enter your First Name (John)' pointing to the First Name field, and '② Enter the Last Name (Smith)' pointing to the Last Name field.

3. Restore the name

- Confirm the change of information

The screenshot shows a user profile form with a dark blue sidebar on the left. The sidebar contains icons and labels for: Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main form area has the following sections:

- Personal Information:** Three input fields for First Name, Middle Name, and Last Name. The First and Last Name fields are marked as 'Required' and contain the Chinese characters '管理'.
- Affiliation:** A section header followed by three input fields:
 - Organization/Company/University (Required): Contains '管理'.
 - Department/Laboratory (Required): Contains 'XXX Lab. / XXX Dept.'.
 - Position/Rank (Required): Contains 'Position/Rank'.
- Keyword Registration:** A section header with the instruction '(Please set categories and keywords you are interested in.)'. Below it is a green button labeled '+ Add Keyword'.
- Update Button:** A green button labeled 'Update >' is located at the bottom right of the form. A red callout box with the text '③ Click here' points to this button.

C. If the address is "affiliation" only

1. Open My Page
2. Edit the address and download
3. Restore the name

参加受付番号/Reg. No.: 1

2021/09/16

領収書

Receipt

To: **ASAD Corp.**

No. 1

下記の通り、正に領収いたしました。

We have duly received the following amount:

非会員向けプラン

not-members plan

¥ 10000 -

但し、第15回アジア認知症学会国際学術大会の参加費用として
As the registration fee for The 15th International Congress of the Asian Society Against Dementia.

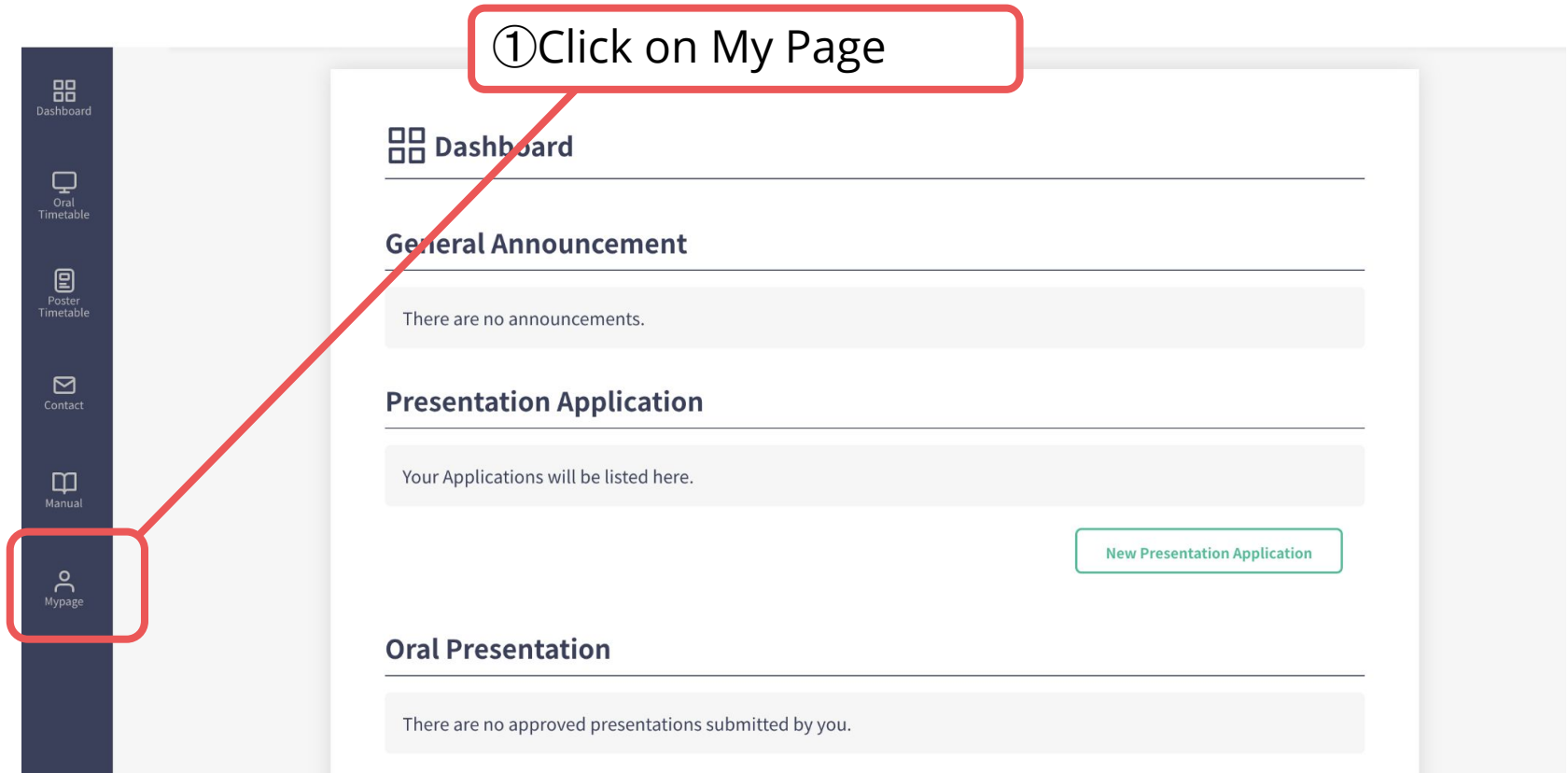
Paid Date : 2021/09/16
(クレジットカード: via credit card)

第15回アジア認知症学会国際学術大会
会長 目黒 謙一

Congress President of The 15th International Congress of the Asian Society Against Dementia
Kenichi Meguro

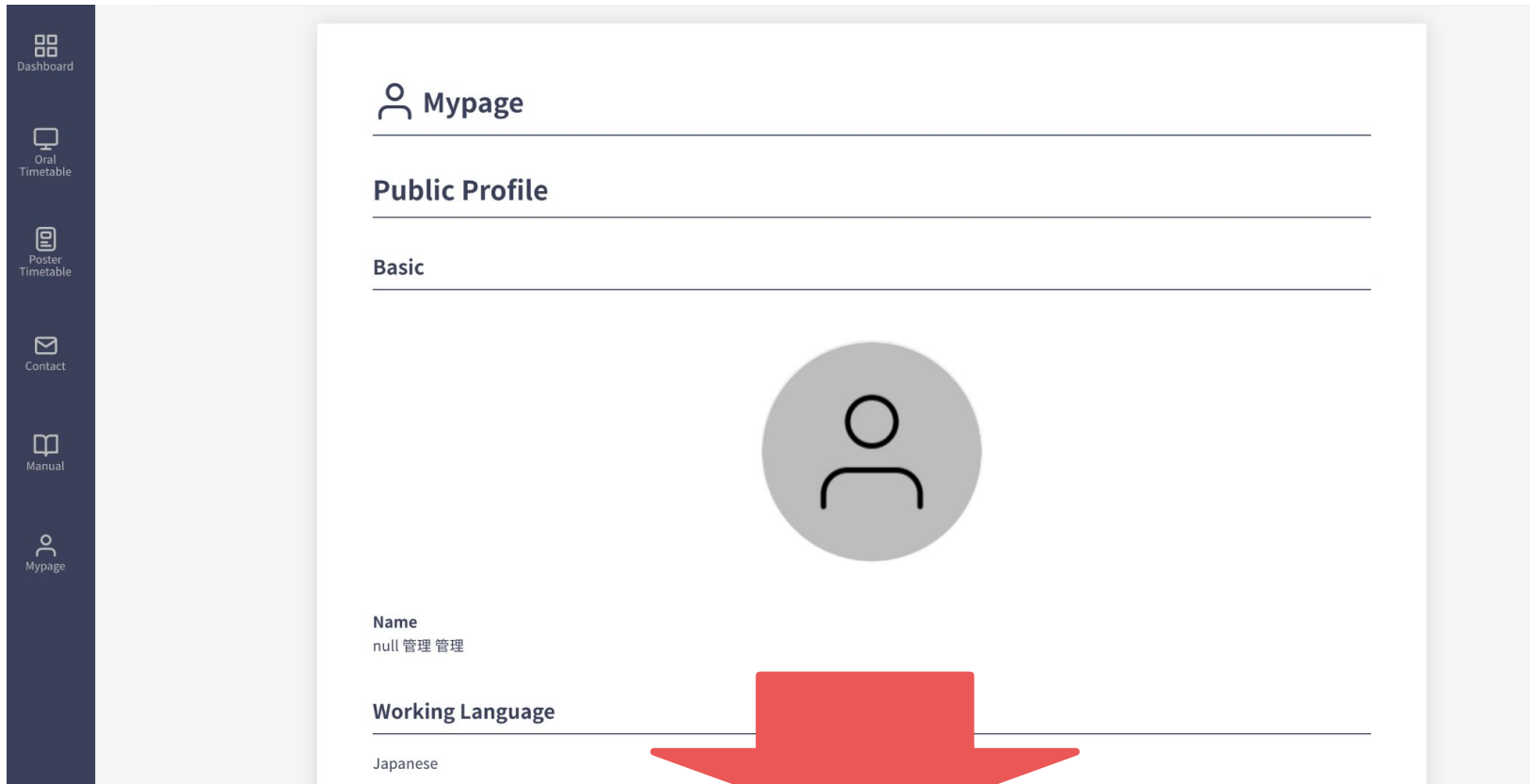
1. Open My Page

- When you enter the system, the dashboard is selected



2. Edit the address and download

- Scroll through My Page



The image shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is white and features a 'Mypage' header with a person icon. Below this is a 'Public Profile' section with a 'Basic' subsection. A large grey circle with a person icon is centered in the profile area. The 'Name' field is labeled 'Name' and contains the text 'null 管理 管理'. The 'Working Language' field is labeled 'Working Language' and contains the text 'Japanese'. A large red arrow points downwards from the 'Working Language' field.

Dashboard

Oral Timetable

Poster Timetable

Contact

Manual

Mypage

Mypage

Public Profile

Basic

Name
null 管理 管理

Working Language
Japanese

2. Edit the address and download

▪ Edit information

The image shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Working (Japanese), Affiliation (Organization/Company/University: 管理, Department/Laboratory, Lab: null(null), Position/Rank), and Interest Keywords. A red box highlights the text '① Click the Edit button' with a red arrow pointing to an 'EDIT' button (with a pencil icon) located at the bottom right of the page.

Dashboard

Oral Timetable

Poster Timetable

Contact

Manual

Mypage

Working

Japanese

Affiliation

Organization/Company/University
管理

Department/Laboratory

Lab
null(null)

Position/Rank

Interest Keywords

① Click the Edit button

EDIT

2. Edit the address and download

• Change information

③ Enter the juridical personality (Corp.)

② Enter the company name (ASAD)

The image shows a user profile editing interface. On the left is a dark sidebar with navigation icons: Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Profile Image, Basic, and Affiliation. The Profile Image section has a large grey circle with a person icon and a 'Select a Image' button. The Basic section contains three input fields: 'First Name' (with a 'Required' tag), 'Middle Name', and 'Last Name' (with a 'Required' tag). The 'First Name' and 'Last Name' fields contain the Chinese characters '管理'. Red boxes and lines highlight these fields and connect them to callout boxes. One callout box points to the 'First Name' field with the text '② Enter the company name (ASAD)'. Another callout box points to the 'Last Name' field with the text '③ Enter the juridical personality (Corp.)'. The Affiliation section is partially visible at the bottom.

Profile Image

Select a Image

Basic

First Name **Required** Middle Name Last Name **Required**

管理 管理

Affiliation

2. Edit the address and download

- Confirm the change of information

④ Click here

The screenshot shows a user profile editing interface. On the left is a dark sidebar with icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area contains a form with the following sections:

- Personal Information:** Three input fields for First Name (Required), Middle Name, and Last Name (Required). The First Name and Last Name fields contain the Chinese characters "管理".
- Affiliation:** A section header followed by three input fields: Organization/Company/University (Required) containing "管理", Department/Laboratory (Required) containing "XXX Lab. / XXX Dept.", and Position/Rank (Required) containing "Position/Rank".
- Keyword Registration:** A section header with the instruction "(Please set categories and keywords you are interested in.)" and a "+ Add Keyword" button.
- Action:** An "Update >" button at the bottom right, which is highlighted with a red box and a callout box above it.

2. Edit the address and download

- Download the receipt

⑤ Click to download

The screenshot shows a user profile page with a dark blue sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Name (株式会社AGRI SMILE 管理), Affiliation (Organization/Company/University: 管理), Interest Keywords (with an EDIT button), Private Info, Basic, Email Address (manager@example.com), Password (*****), and Certificate. A red callout box labeled '⑤ Click to download' points to the 'Certificate of attendance' link in the Certificate section.

Name
株式会社AGRI SMILE 管理

Affiliation
Organization/Company/University
管理

Interest Keywords

Private Info

Basic

Email Address
manager@example.com

Password

Certificate
[Certificate of attendance](#)

3. Restore the name

As before, change the information from My Page.

The screenshot shows a user profile page with a dark sidebar on the left containing navigation icons for Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main content area is divided into sections: Profile Image, Basic, and Affiliation. The Profile Image section features a grey circular placeholder with a person icon and a 'Select a Image' button. The Basic section contains three text input fields: 'First Name', 'Middle Name', and 'Last Name'. The 'First Name' and 'Last Name' fields are highlighted with red boxes and labeled with callouts: '① Enter your First Name (John)' and '② Enter the Last Name (Smith)'. Both the 'First Name' and 'Last Name' fields contain the Chinese characters '管理' (Management) and are marked as 'Required'.

① Enter your First Name (John)

② Enter the Last Name (Smith)

Profile Image

Select a Image

Basic

First Name **Required** Middle Name Last Name **Required**

管理 管理

Affiliation

3. Restore the name

- Confirm the change of information

The screenshot shows a user profile form with a dark blue sidebar on the left. The sidebar contains icons and labels for: Dashboard, Oral Timetable, Poster Timetable, Contact, Manual, and Mypage. The main form area has the following sections:

- Personal Information:** Three input fields for First Name, Middle Name, and Last Name. The First and Last Name fields are marked as 'Required' and contain the Chinese characters '管理'.
- Affiliation:** A section header followed by three input fields: Organization/Company/University (Required, contains '管理'), Department/Laboratory (Required, contains 'XXX Lab. / XXX Dept.'), and Position/Rank (Required, contains 'Position/Rank').
- Keyword Registration:** A section header with the instruction '(Please set categories and keywords you are interested in.)'. Below it is a green button labeled '+ Add Keyword'.
- Update Button:** A green button labeled 'Update >' is located at the bottom right of the form, highlighted by a red callout box.

A red callout box at the top right contains the text '③ Click here', with a red line pointing to the 'Update >' button.