RDE Operating Guide (Simplified version)

– Data Registration, Viewing and Downloading –

Central Hub of Advanced Research Infrastructure for Materials and Nanotechnology
Research Network and Facility Services Division
National Institute for Materials Science (NIMS)

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1. How to login to the RDE system

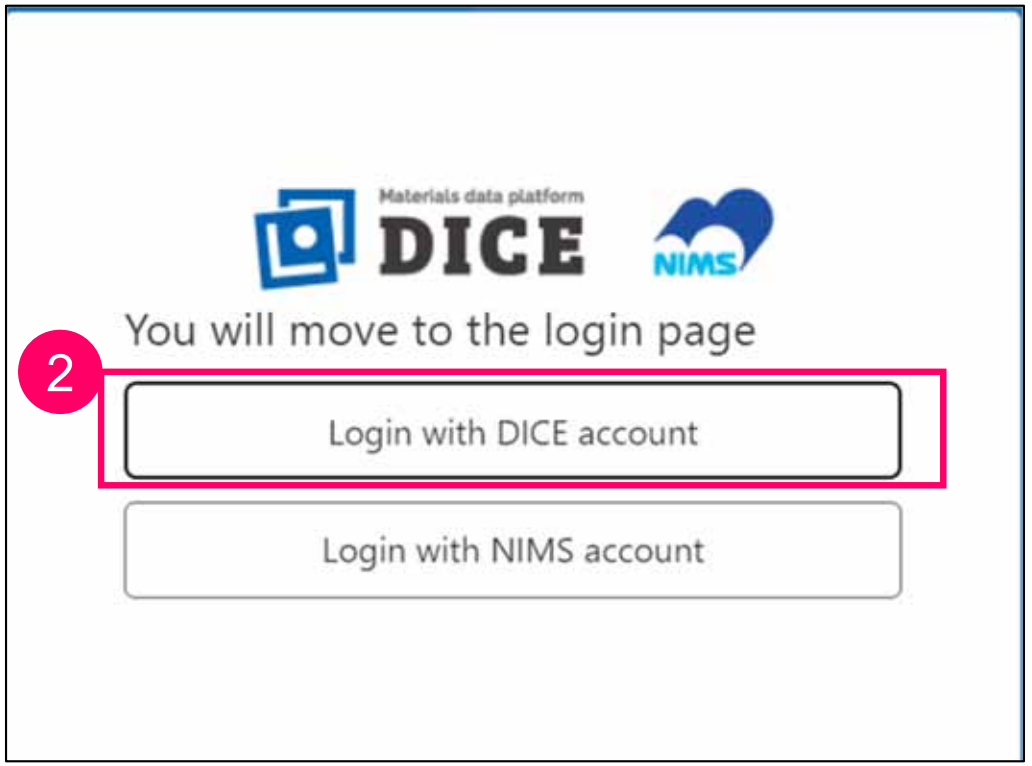
Users without a NIMS email address: ⇒ Log in with a DICE account

Users with a NIMS email address: ⇒ Log in with a NIMS account

1. How to login to the RDE system

① Login with your DICE account (if you do NOT have your NIMS e-mail address) [1/3]

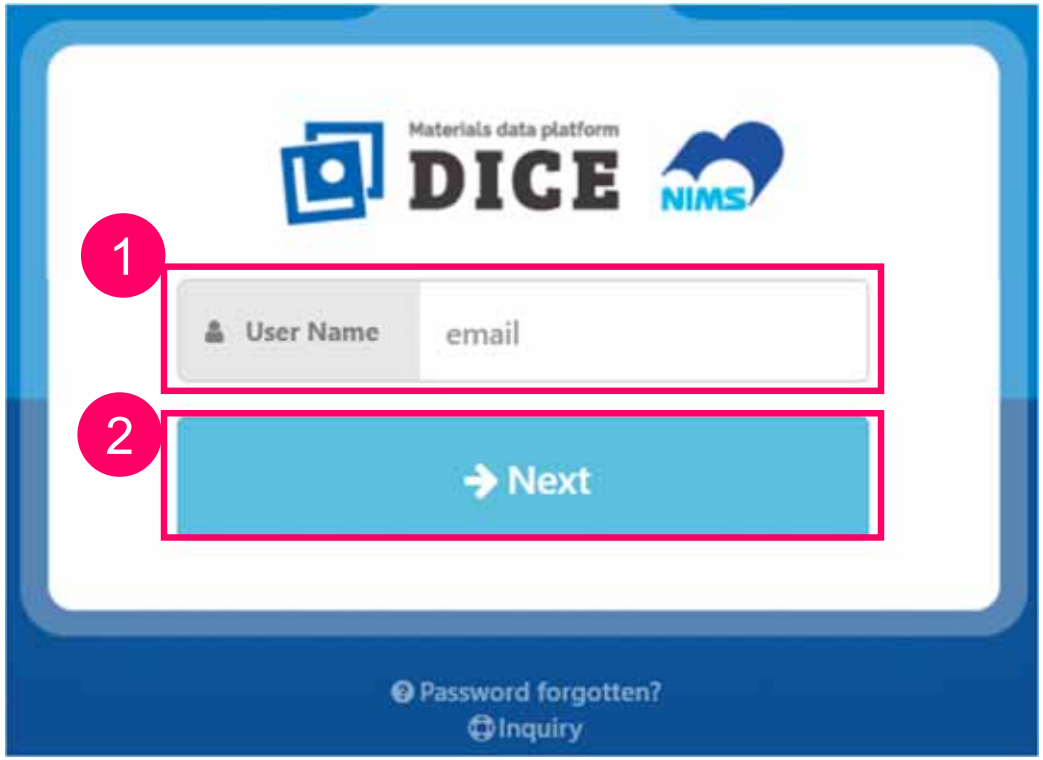
1. Access the RDE app with a browser.
   - RDE data viewing app https://rde.nims.go.jp/
   - RDE data registration app https://rde-entry-arim.nims.go.jp/
2. Click "Login with DICE account".



1. How to login to the RDE system

① Login with your DICE account (if you do NOT have your NIMS e-mail address) [2/3]

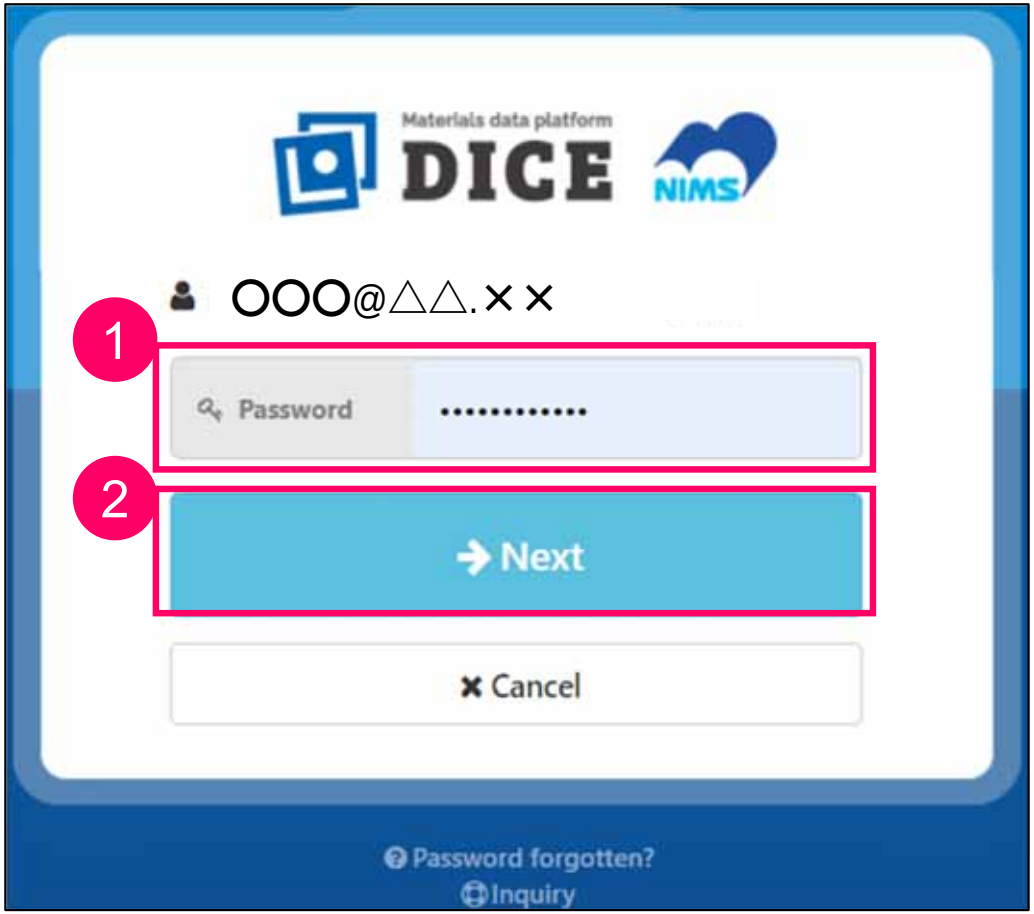
1. In "Use Name", enter your e-mail address you registered as your DICE account.
2. Click "→Next".



1. How to login to the RDE system

① Login with your DICE account (if you do NOT have your NIMS e-mail address) [3/3]

1. Enter your password for your DICE account in “Password”.
2. Click "→Next".

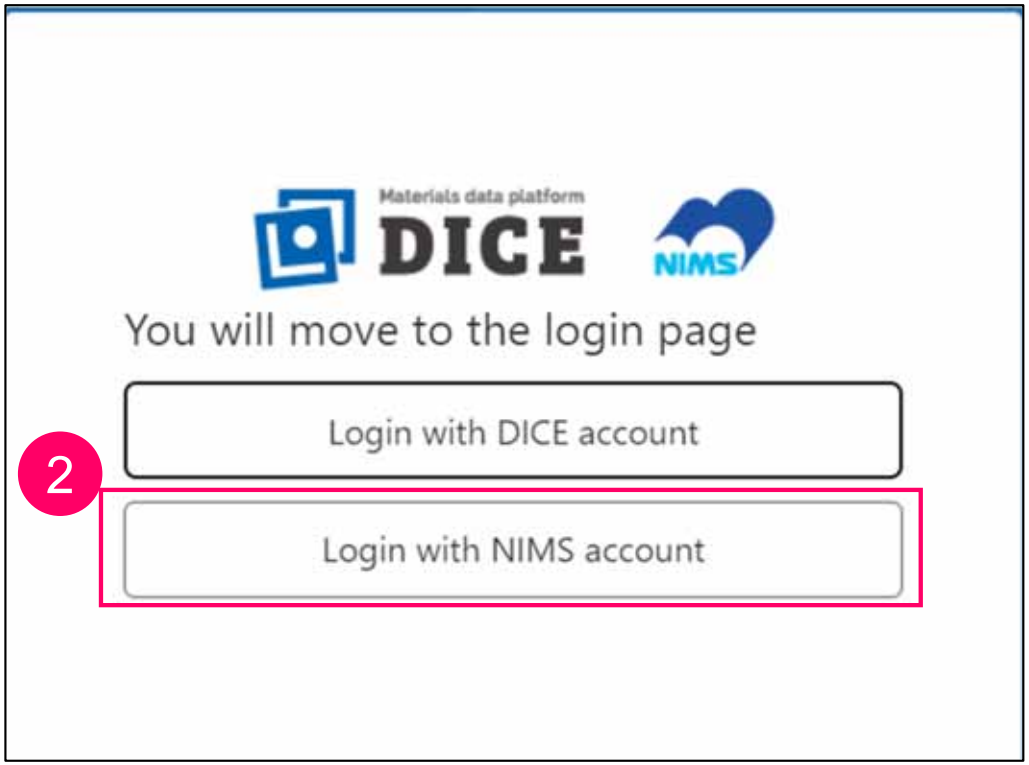


1. How to login to the RDE system

② Login with your NIMS account (if you have your NIMS e-mail address) [1/3]

Users having your NIMS e-mail address should login to the RDE system with their NIMS account.

1. Access the RDE application with a web browser.
   - RDE Data Viewing App https://rde.nims.go.jp/
   - RDE Data Registration App https://rde-entry-arim.nims.go.jp/
2. Click "Login with NIMS account".
3. Please follow the on-screen instructions to proceed with the login.

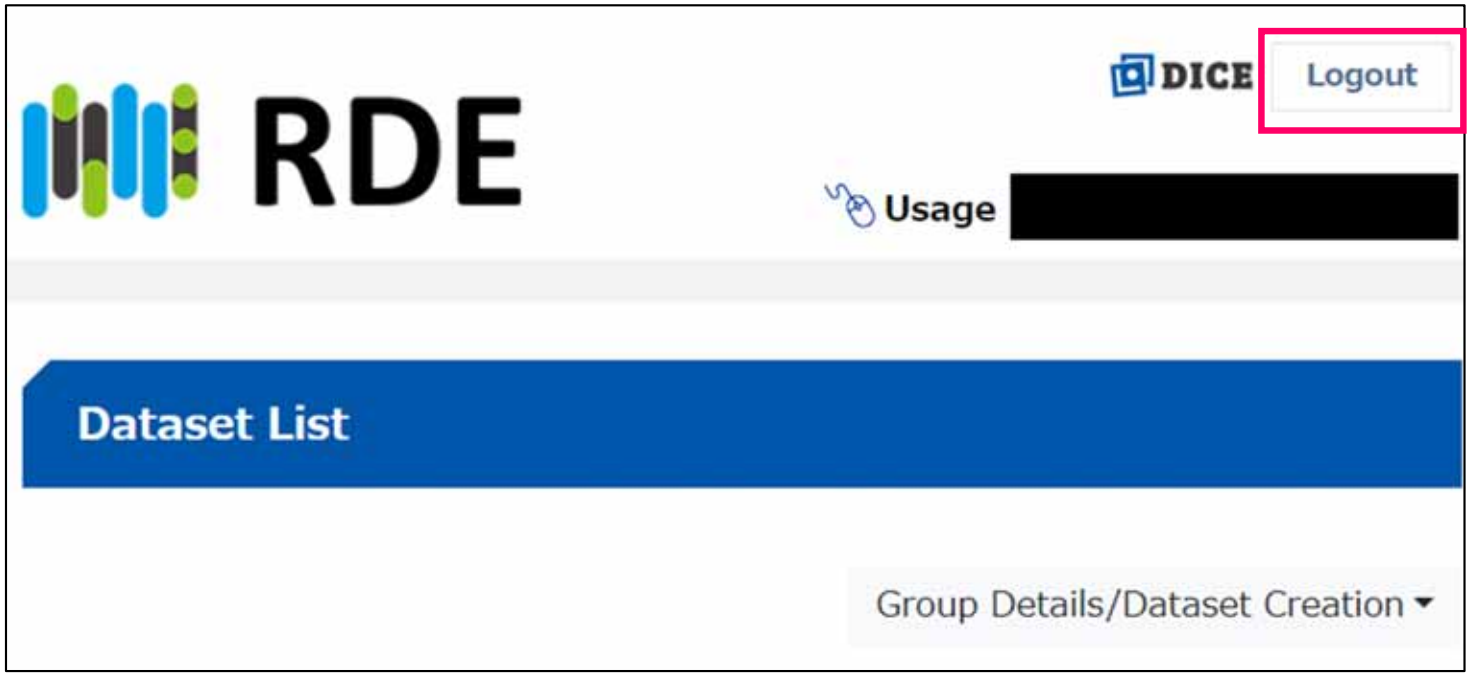


2. How to logout from the RDE system

2. How to logout from the RDE system

① Logout

1. When you finish operating, be sure to logout from the RDE system. Otherwise, your information will remain and the next user may not be able to log in to the RDE system properly.
2. Click the Logout button in the upper right corner of the RDE page.
3. Close the browser.



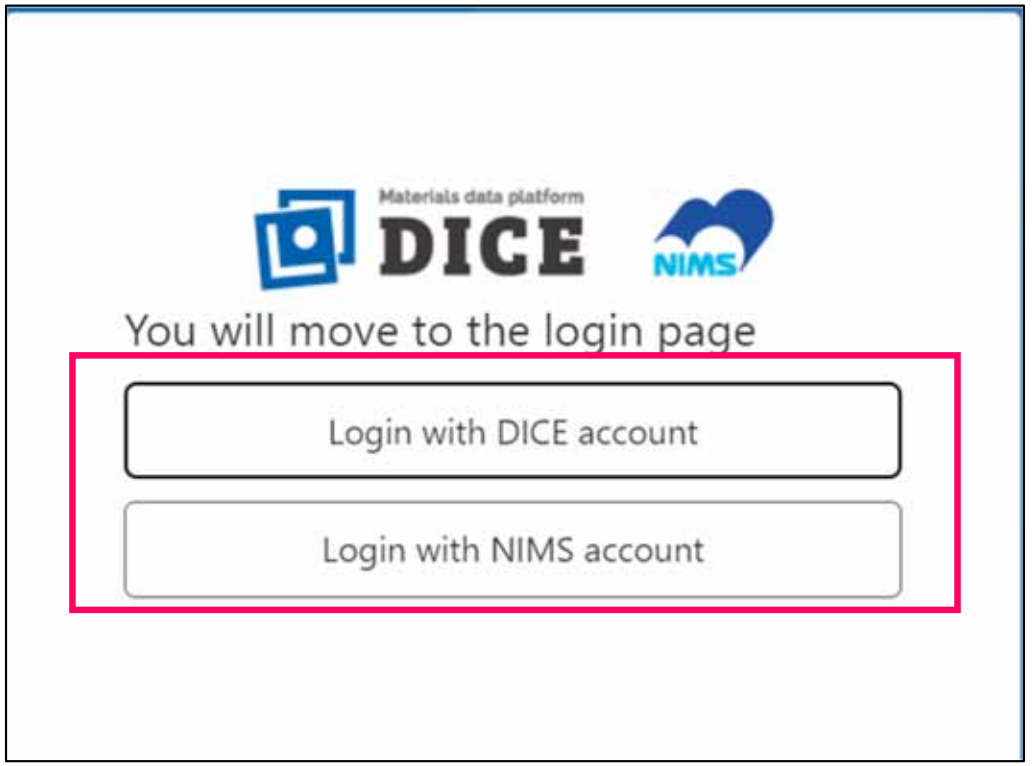
※Logout is completed by closing the browser after pressing the logout button.

3. How to register data

3. How to register data

① Access and login to the RDE data registration application

1. Access to the RDE data registration application (https://rde-entry-arim.nims.go.jp/) with a web browser.
2. Log in with either a DICE account or a NIMS account.(※)

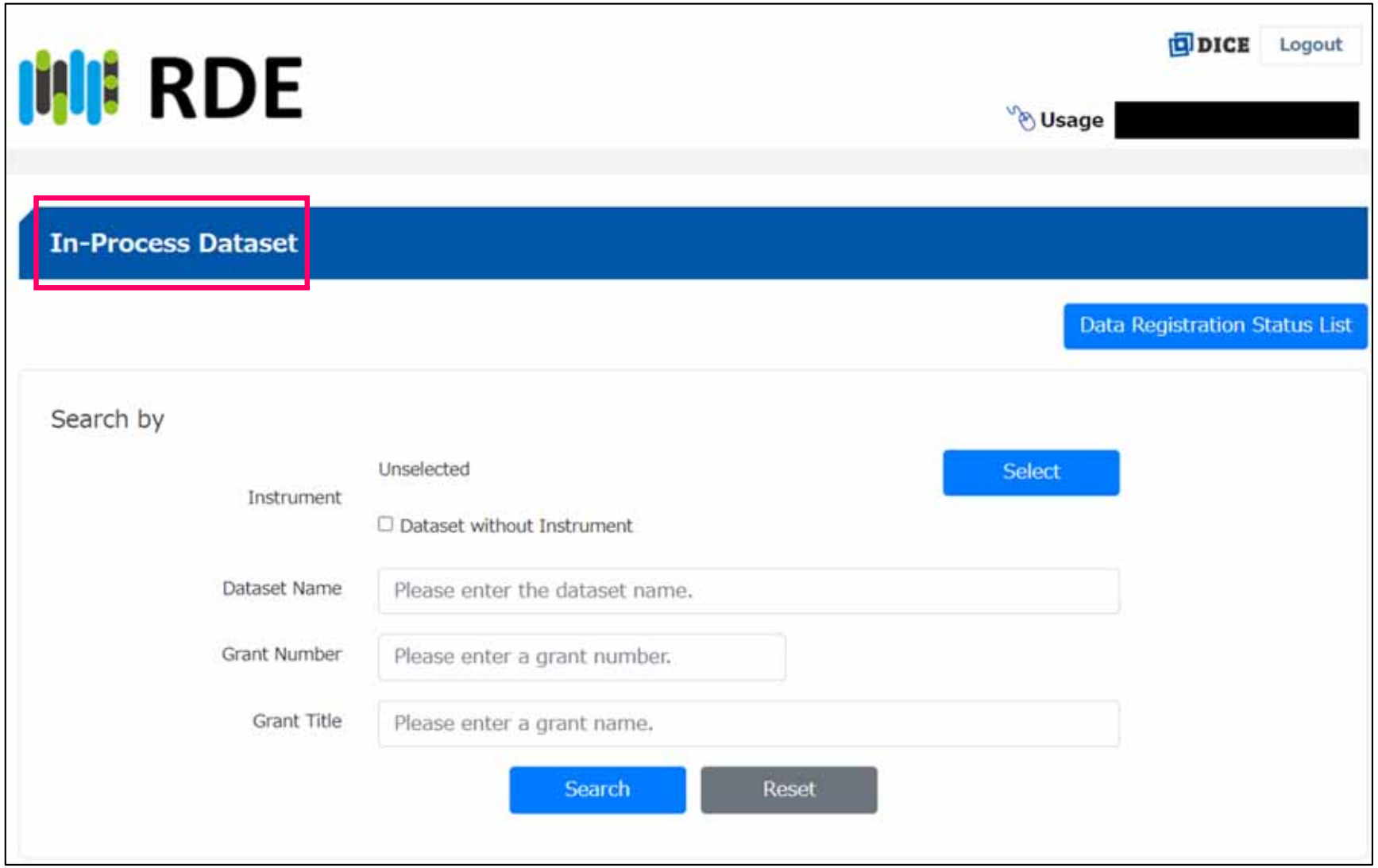


※For more details, please refer to “1. How to login to the RDE system."

3. How to register data

② In-process dataset list screen

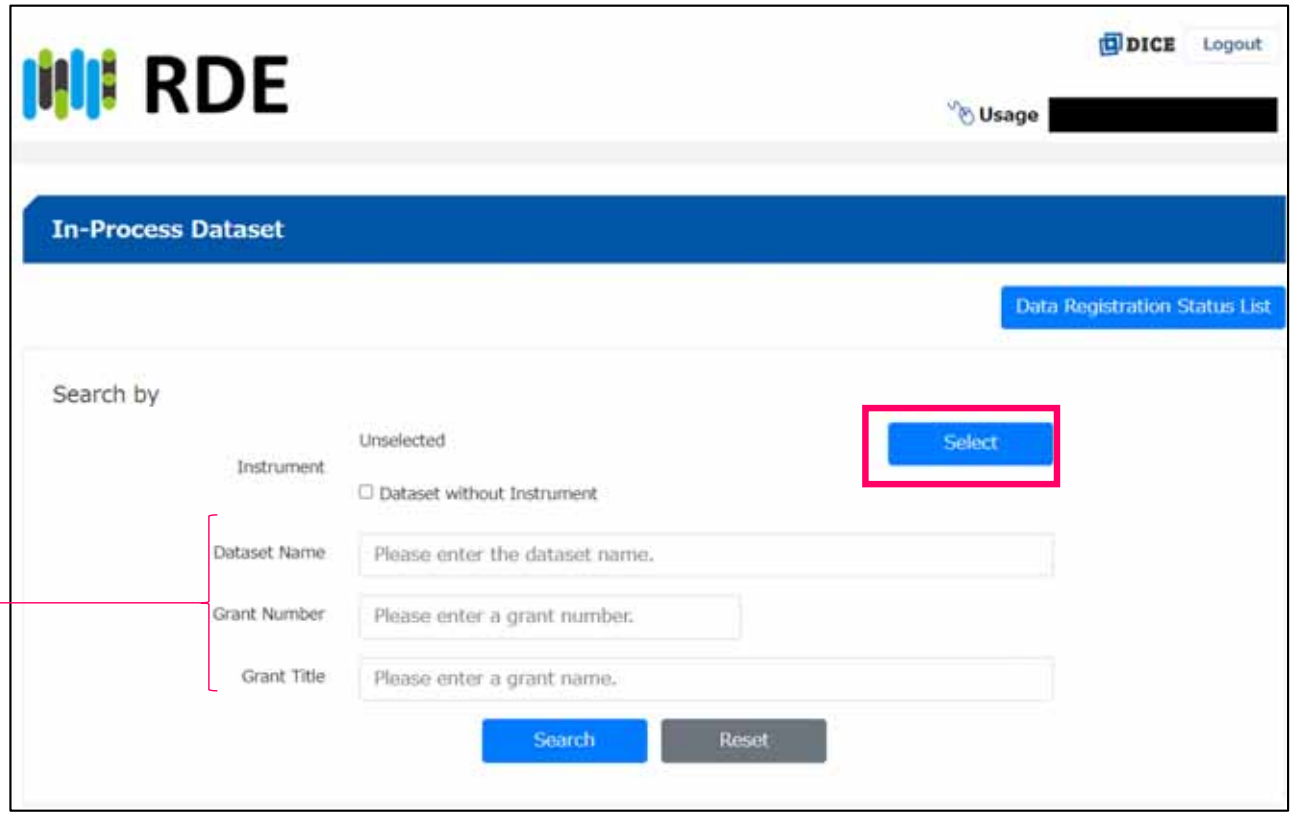
1. The In-process dataset list screen appears.



3. How to register data

③ Selecting a DataSet to Register [1/3]

1. Click on the "Select" button to include the target instrument in the search criteria.



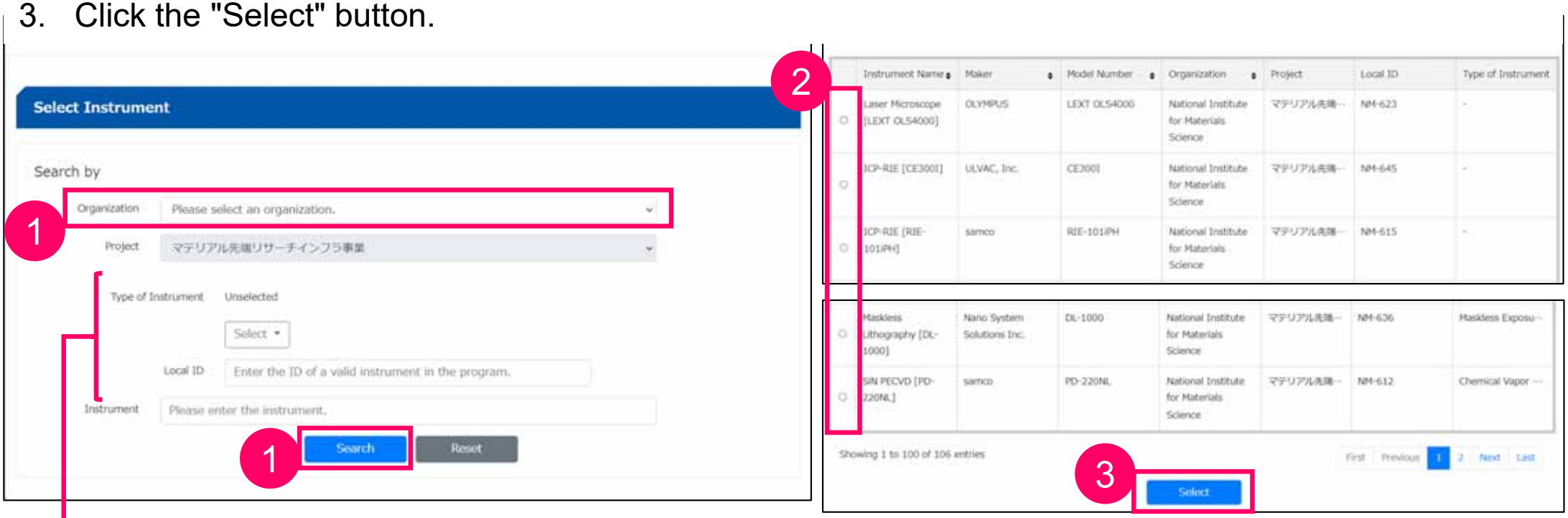
※In addition to searching by instrument criteria, you can also search by entering the following information directly:

- Dataset Name
- Grant Number (A 15-digit number starting with JPMXP12 / Exact Match)
- Grant Title

3. How to register data

③ Selecting a Data Set to Register [2/3]

1. Under “Organization," select the organization that owns the Instrument you want to use from the pull-down menu and click the "Search" button.
2. Click the radio button for the desired instrument among the search results.
3. Click the "Select" button.

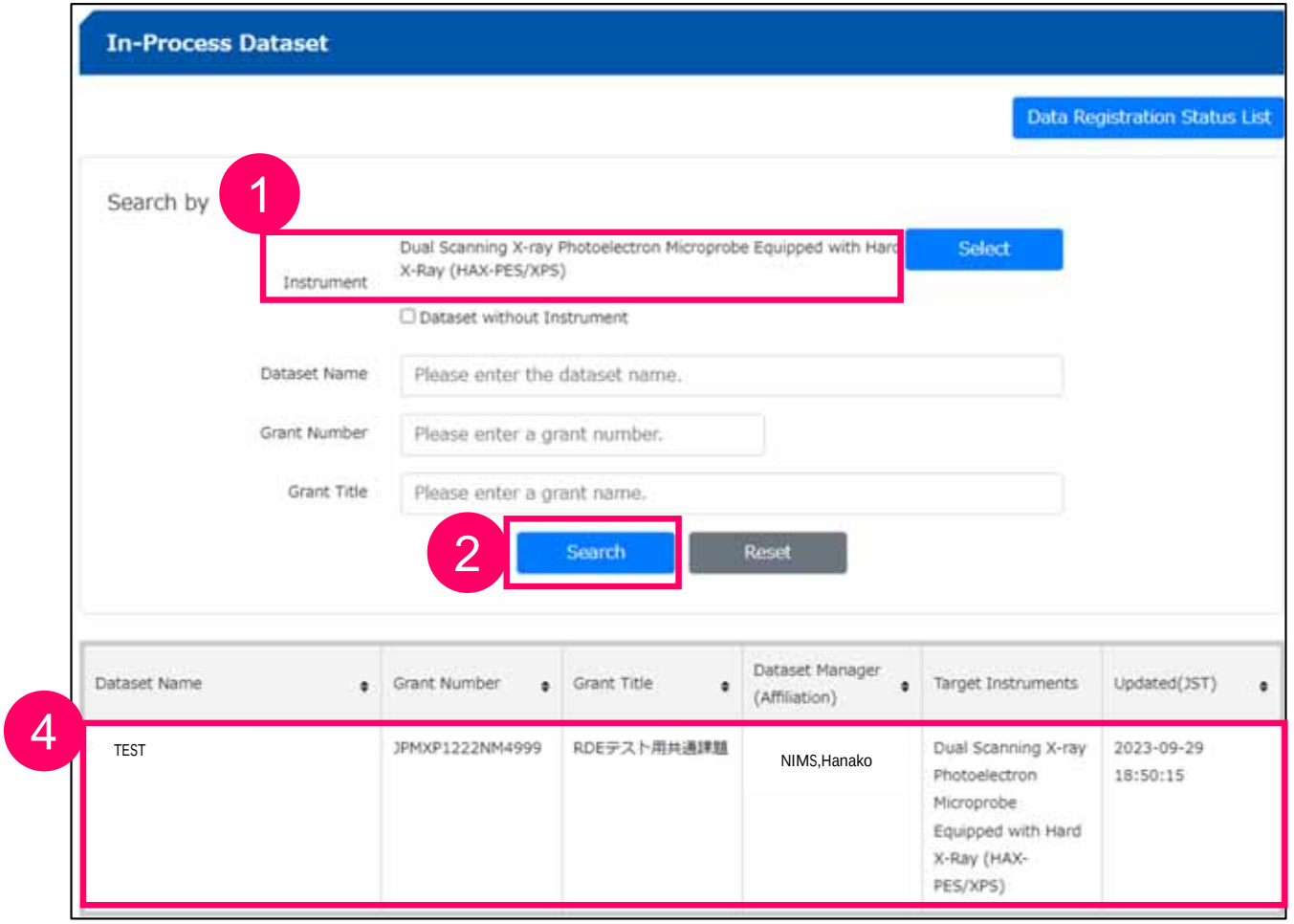


※ You can search for instruments by type of instrument type, local ID, or instrument name.

3. How to register data

③ Selecting a Data Set to Register [3/3]

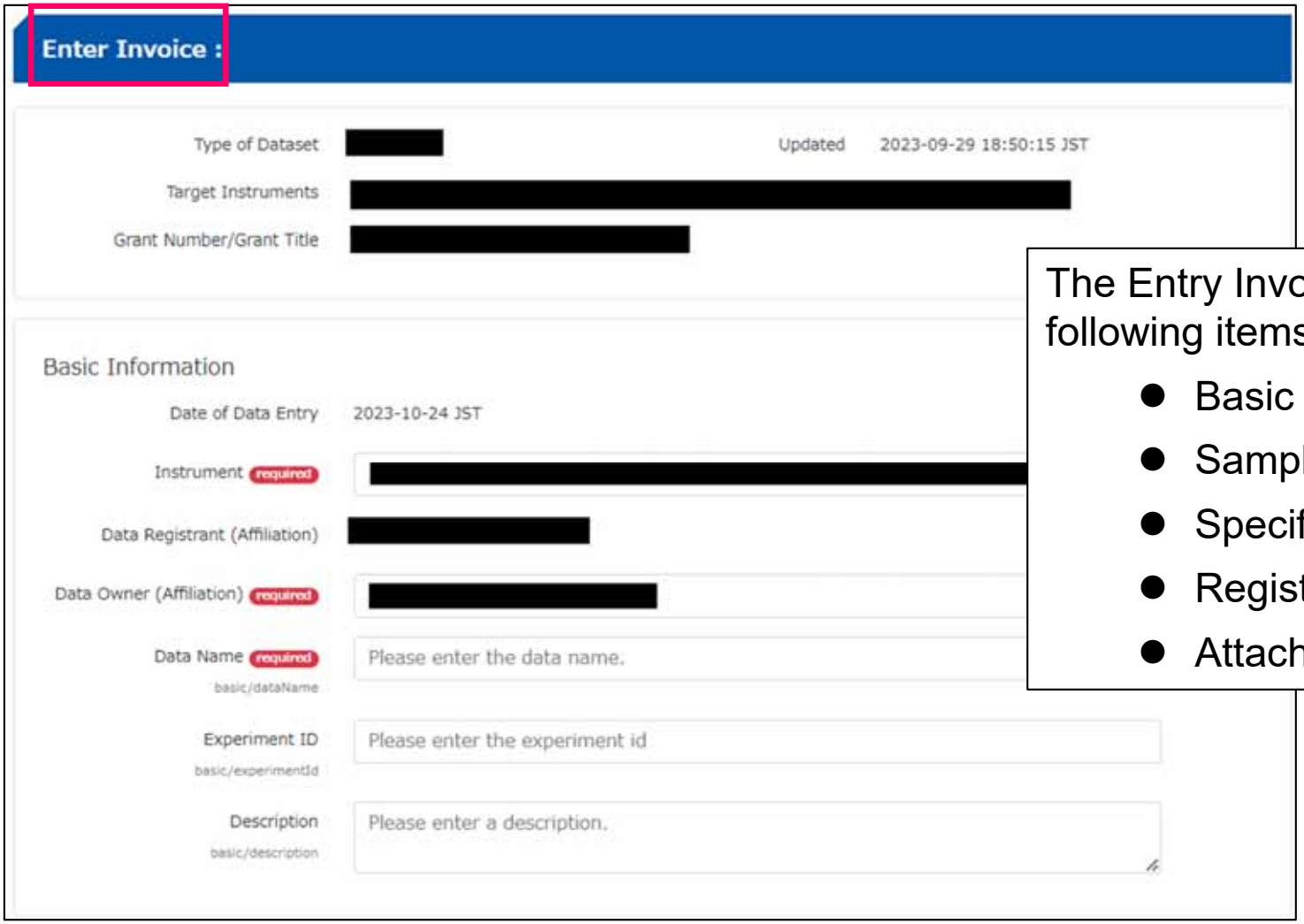
1. The selected instrument information is entered into the search criteria.
2. Click the "Search" button.
3. The data sets associated with the instrument appears.
4. Click on the row of the desired data set.



3. How to register data

④ Invoice entry

1. This is the “Enter Invoice" screen for entering information on the data to be registered.



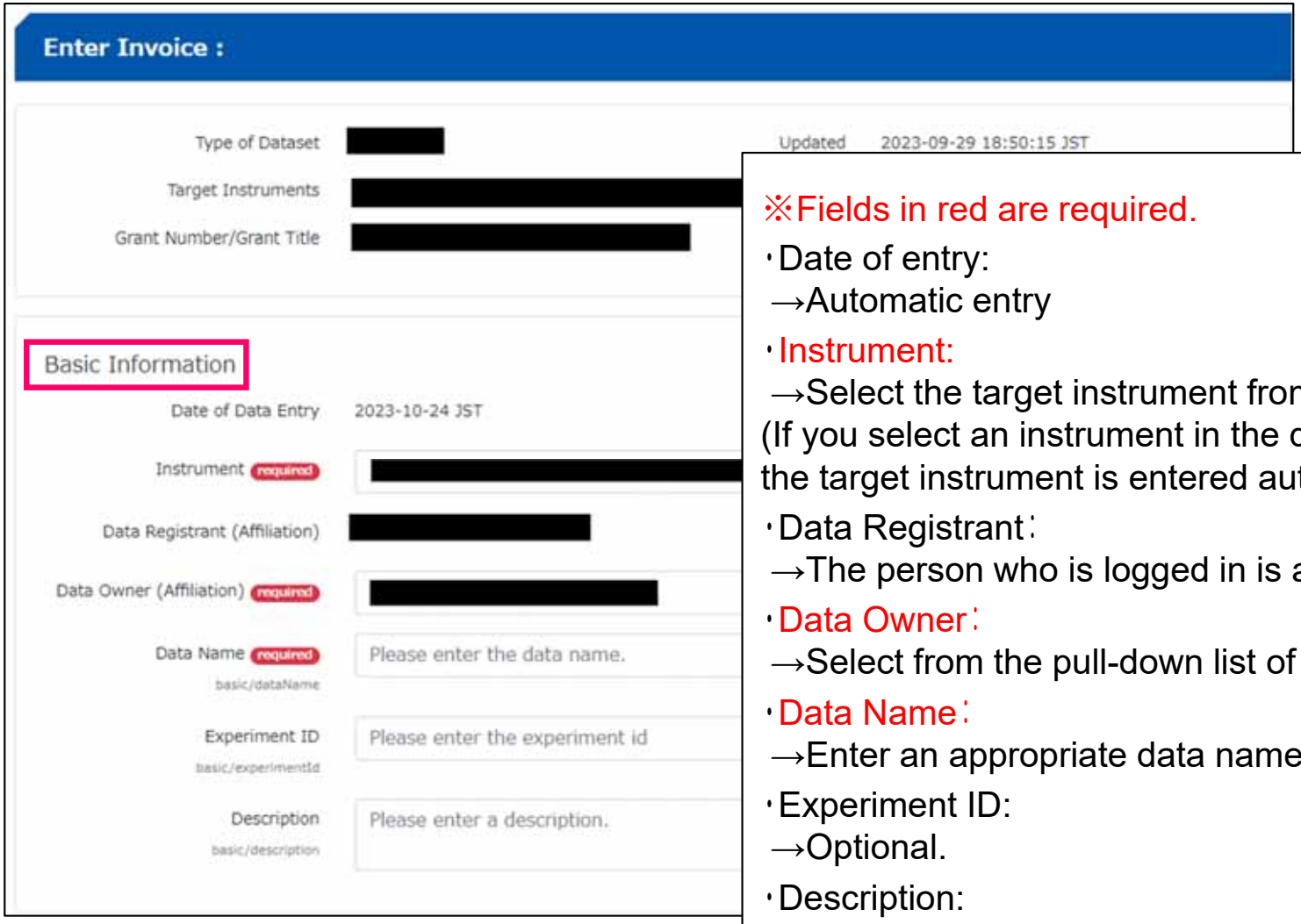
The Entry Invoice screen consists of the following items.

- Basic Information
- Sample Information
- Specific Information
- Register Files
- Attachments (optional)

3. How to register data

④ Invoice entry –Basic Information-

1. Enter basic information.



※Fields in red are required.

・Date of entry:
→Automatic entry

・Instrument:
→Select the target instrument from the pull-down menu.
(If you select an instrument in the data set selection, the name of the target instrument is entered automatically.)

・Data Registrant：
→The person who is logged in is automatically displayed.

・Data Owner：
→Select from the pull-down list of research team members.

・Data Name：
→Enter an appropriate data name.

・Experiment ID:
→Optional.

・Description:
→Optional.

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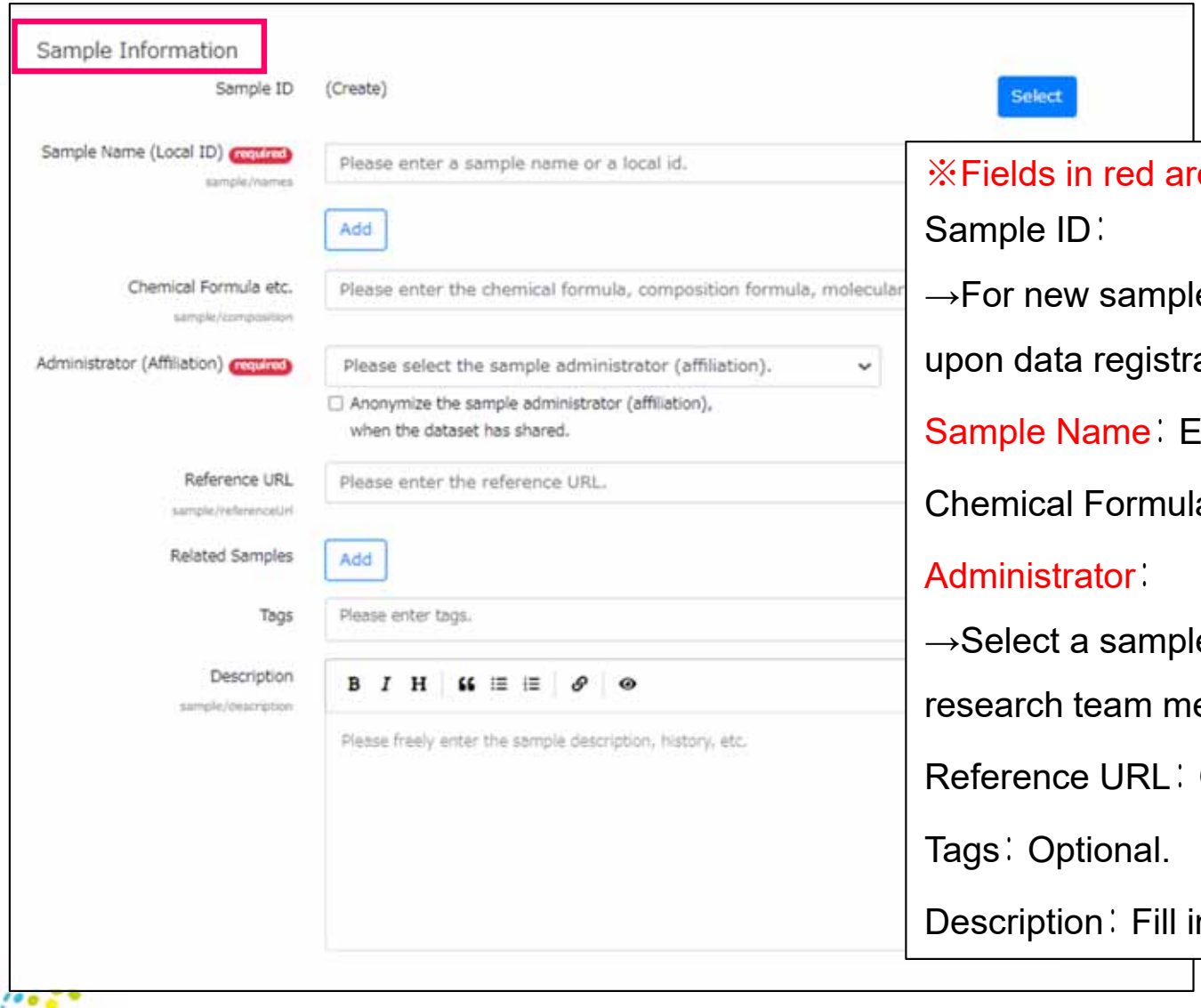
3. How to register data

④ Invoice entry – Sample Information-

1. Enter sample information. (For new samples)



※Fields in red are required.

Sample ID：

→For new samples, this will be assigned automatically upon data registration.

Sample Name：Enter the sample name.

Chemical Formula etc.：Optional.

Administrator：

→Select a sample administrator from the pull-down list of research team members.

Reference URL：Optional.

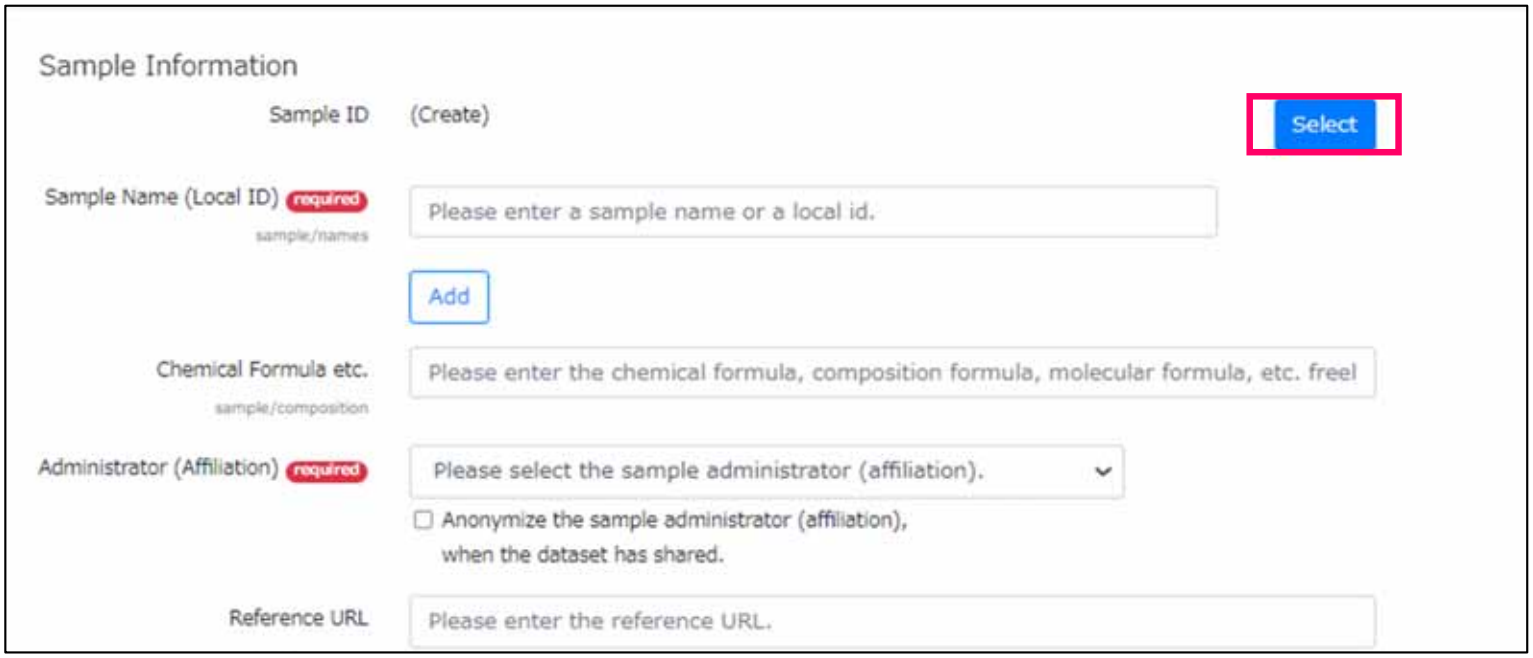
Tags：Optional.

Description：Fill in the description of the sample. Optional.

3. How to register data

④ Invoice entry –Sample Information-

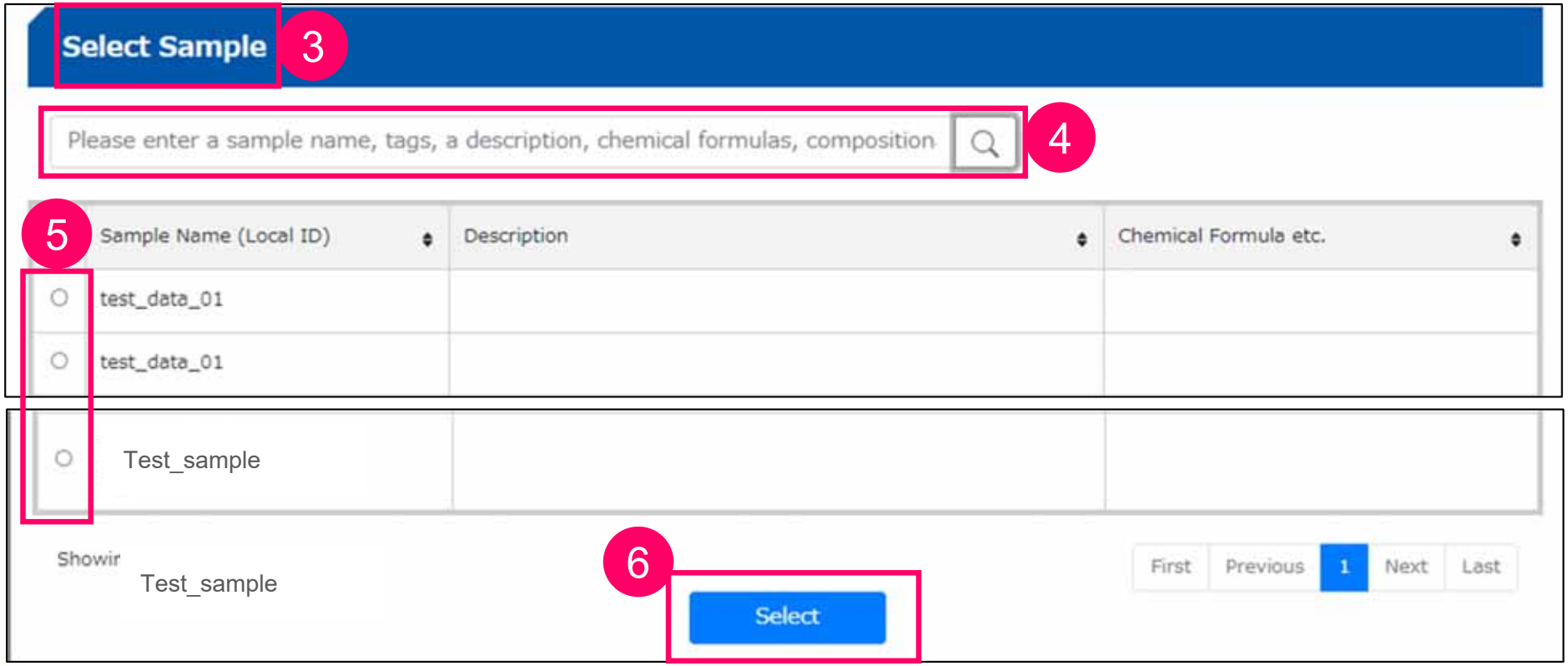
1. When using sample information that has already been registered.
2. Click on the "Select" button.



3. How to register data

④ Invoice entry –Sample Information-

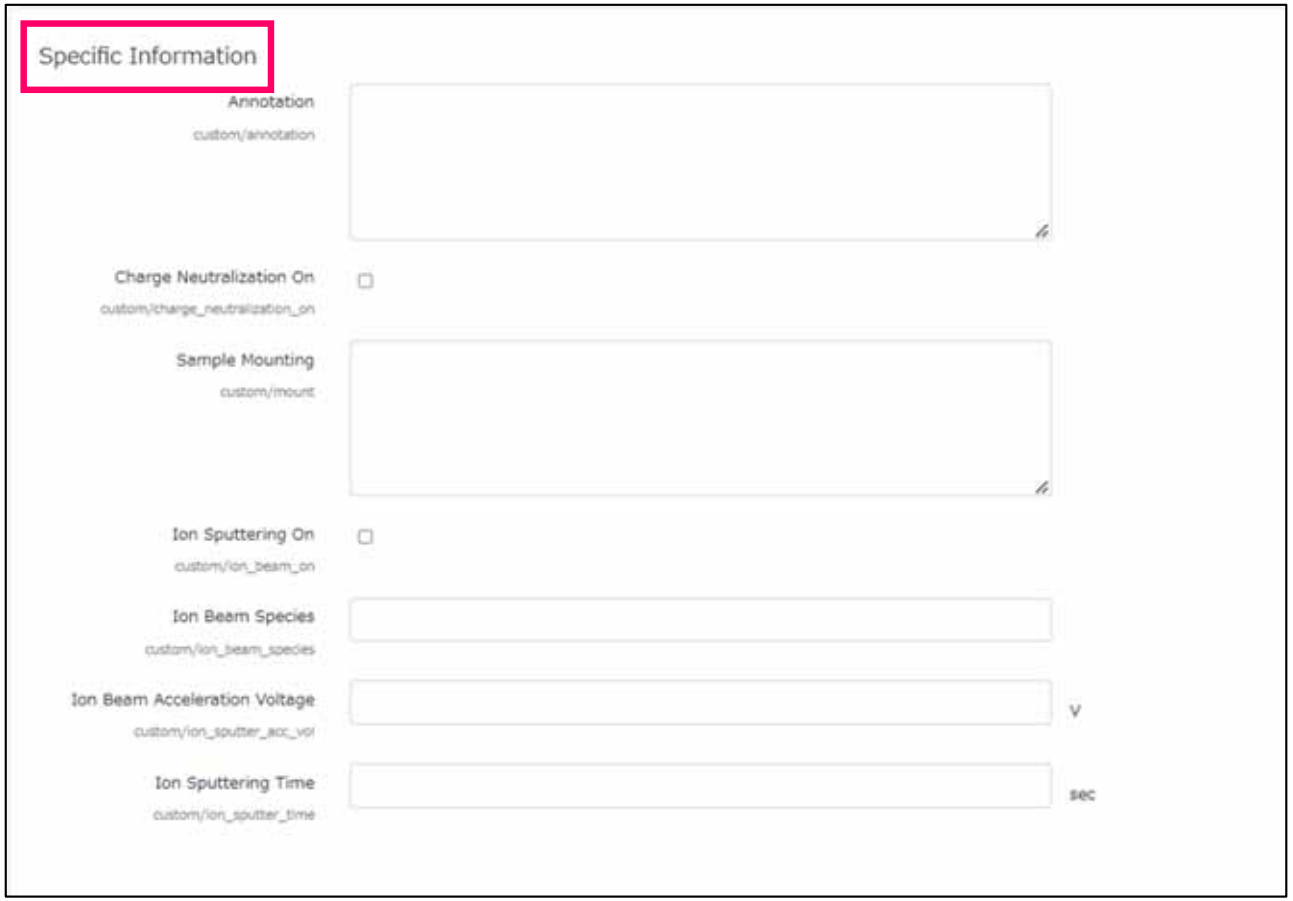
3. The "Select Sample" screen is appeared.
4. To search the desired sample, enter the information of the sample you want to use and click the magnifying glass button. Blank search is also available.
5. Check the radio button for the desired sample from the search results.
6. Click the Select button at the bottom of the screen.
7. The information of the selected sample is entered.



3. How to register data

④ Invoice entry –Specific Information-

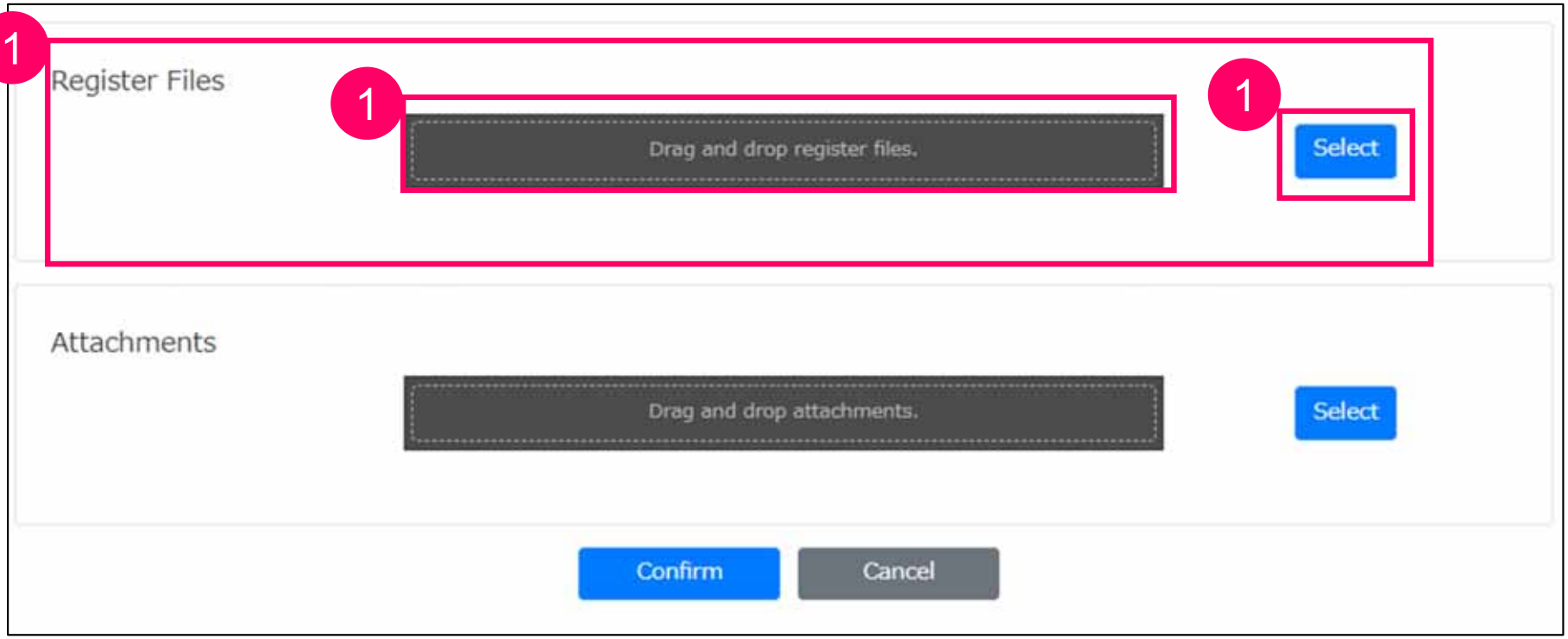
1. Enter Specific Information. Specific Information is metadata that cannot be obtained from the data file and is entered manually.
2. Unique information differs depending on the target instrument, process, etc. If there are required fields, be sure to enter them.



3. How to register data

④ Invoice entry –Register Files-

1. Select the required registration files (※) from the “Select" button in the “Register Files” field to register the data.

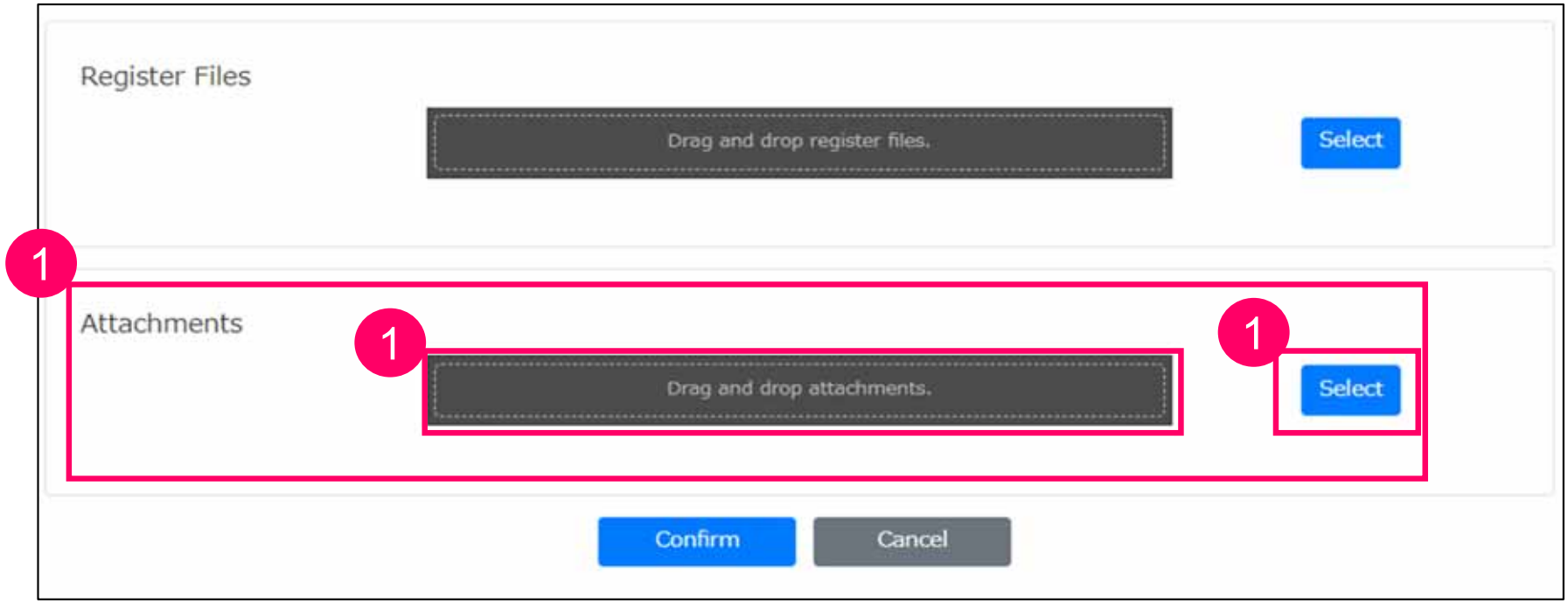


※Please upload the “required registration files” that are subject to data structuring in the Register Files section. The required registration files vary depending on the instrument or process. Select and upload the appropriate required registration file with the correct extension.

3. How to register data

④ Invoice entry –Attachment-

1. If there are attachment files(※), they can be uploaded in the “Attachments” field. Attachment files are not required.
2. To upload an attachment files, select an attachment file from "Select".



※Attachment files are files that are not subject to data structuring.

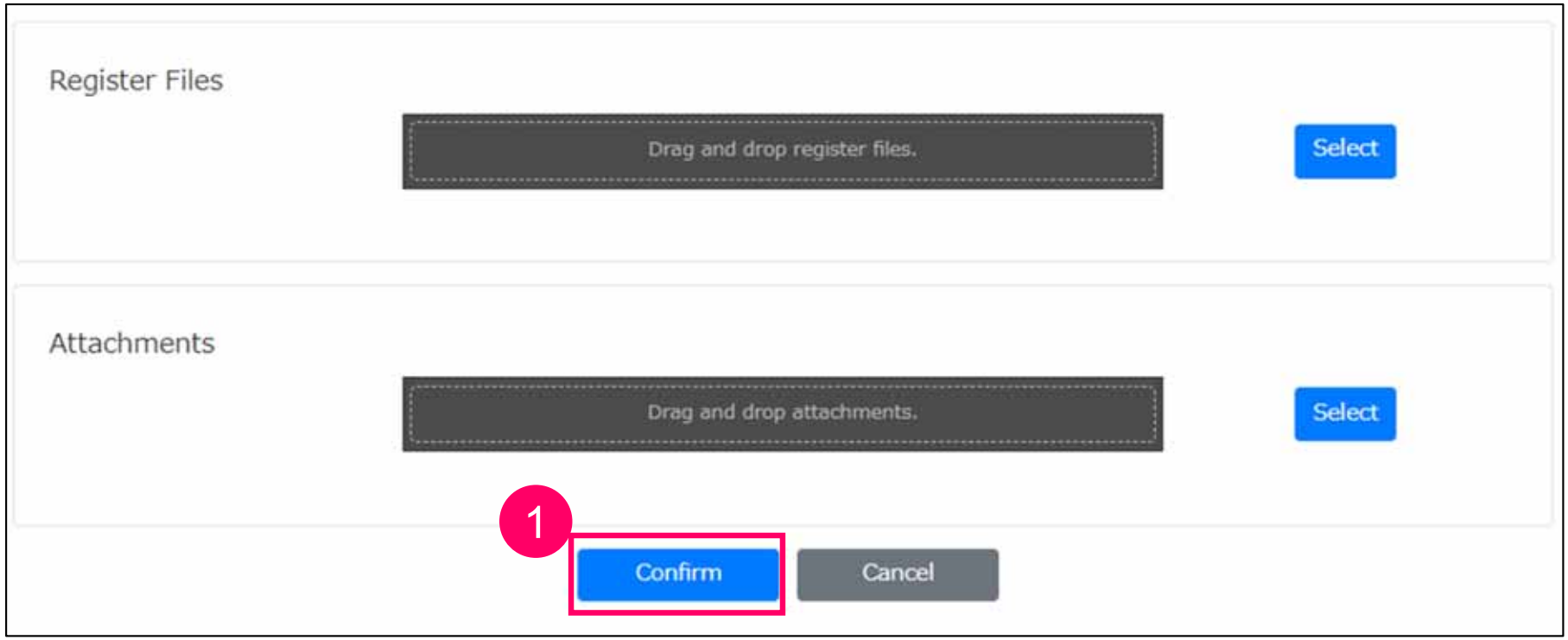
Files other than register files can be uploaded.

If there are no attachment files, no upload is required.

3. How to register data

④ Confirmation

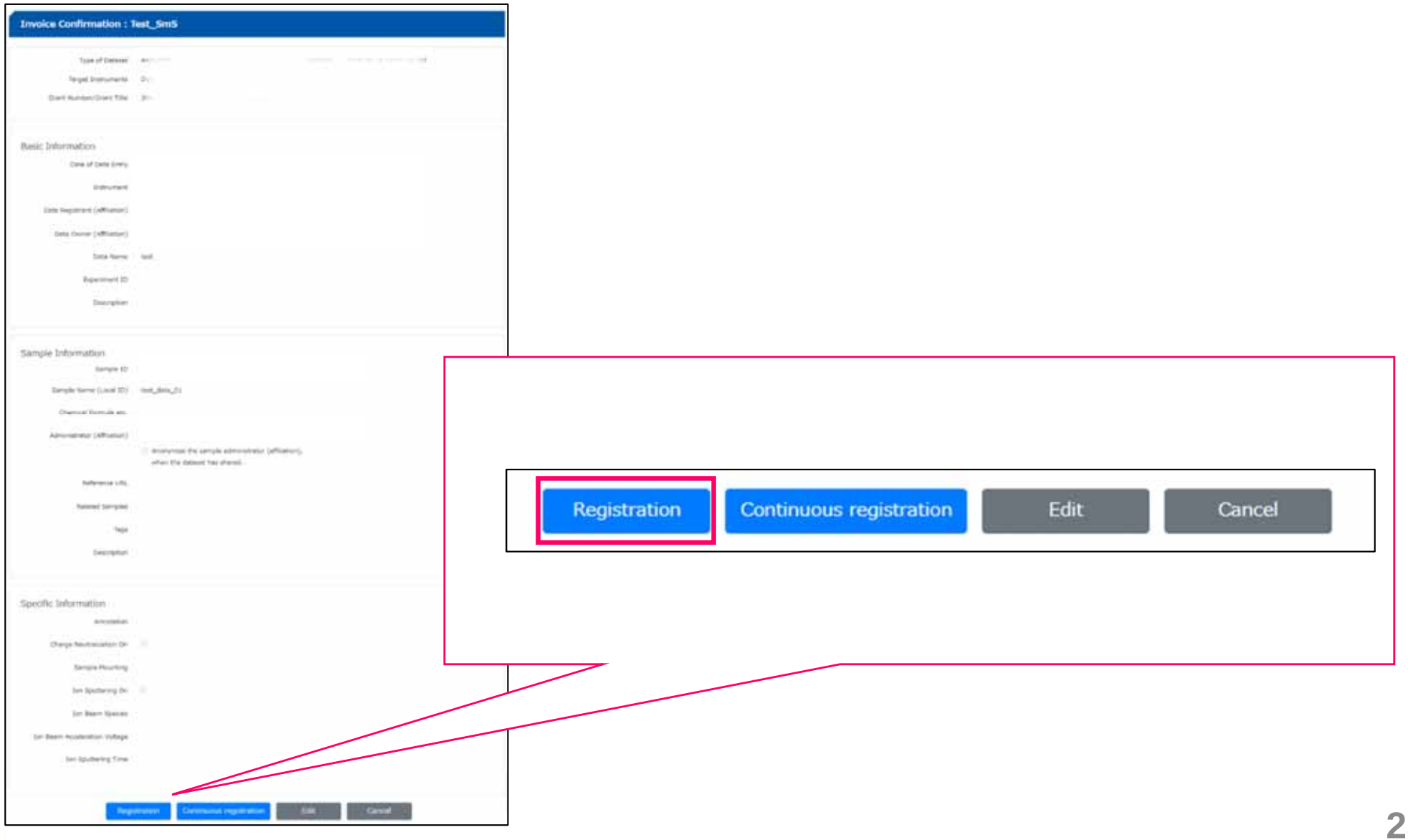
1. Click the "Confirm" button after completing each information entry and data files submission.



3. How to register data

⑤ Check the information and Registration

1. Check the information entered and, if all is correct, click the "Registration" button.



3. How to register data

⑥ Data Registration Status Details

1. The screen move to the “Data Registration Status Details” screen.
2. The data entry status changes from "Acceptance" to "Data Structuring Start" to "Normal End or Abnormal End“.
3. Ends with "Normal End" to indicate that data registration is complete.

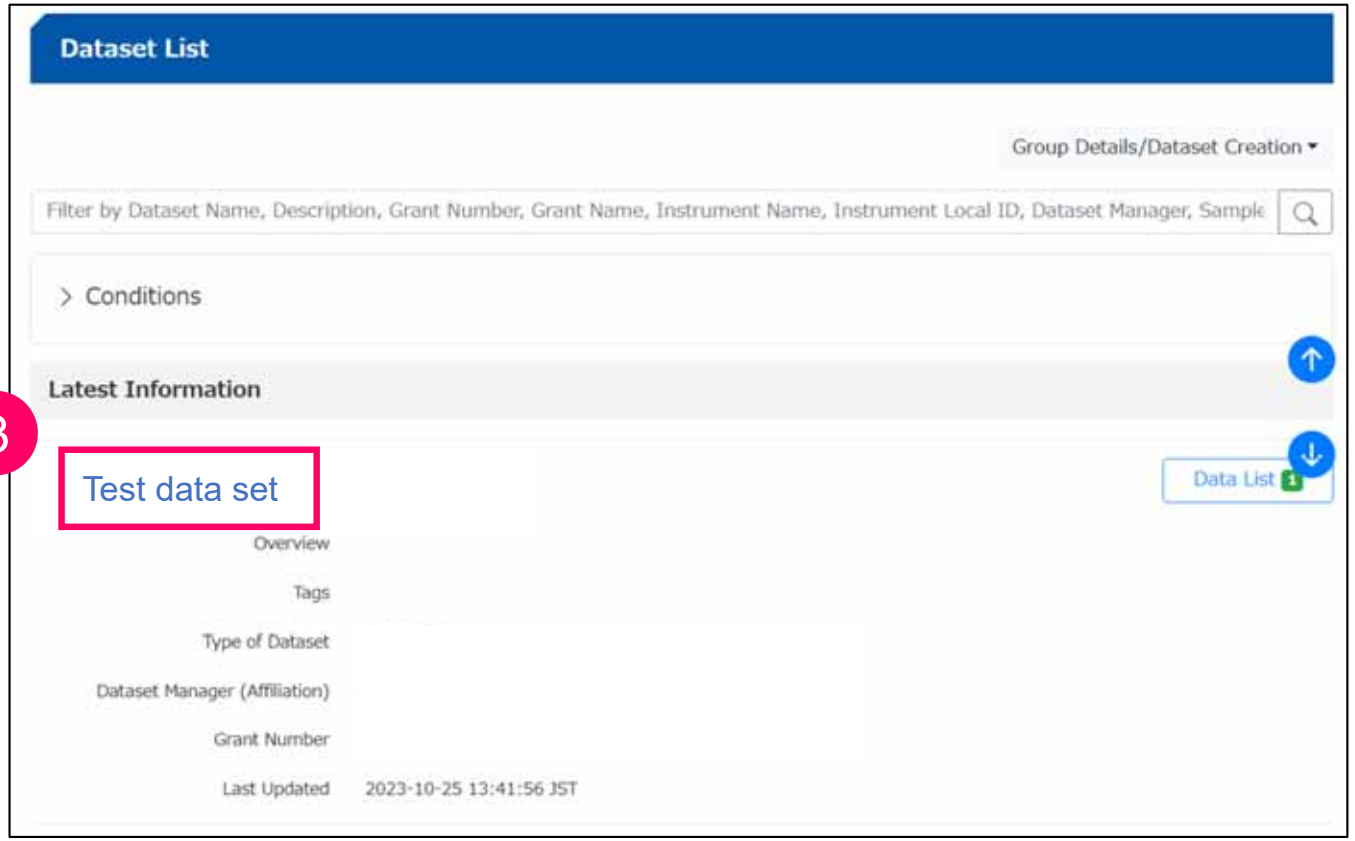
- There is no need to wait until data registration is complete.
- Even if you close your browser, processing will continue on the server.
- The data entry status will not automatically change. Please click the refresh button on your browser as appropriate.

4. How to view data

4. How to view data

①Access to RDE Data Viewing Application

1. Access to RDE Data Viewing Application (https://rde.nims.go.jp/) with web browser.
2. Log in with either a DICE account or a NIMS account.(※)
3. Click on the dataset for which you have registered data.

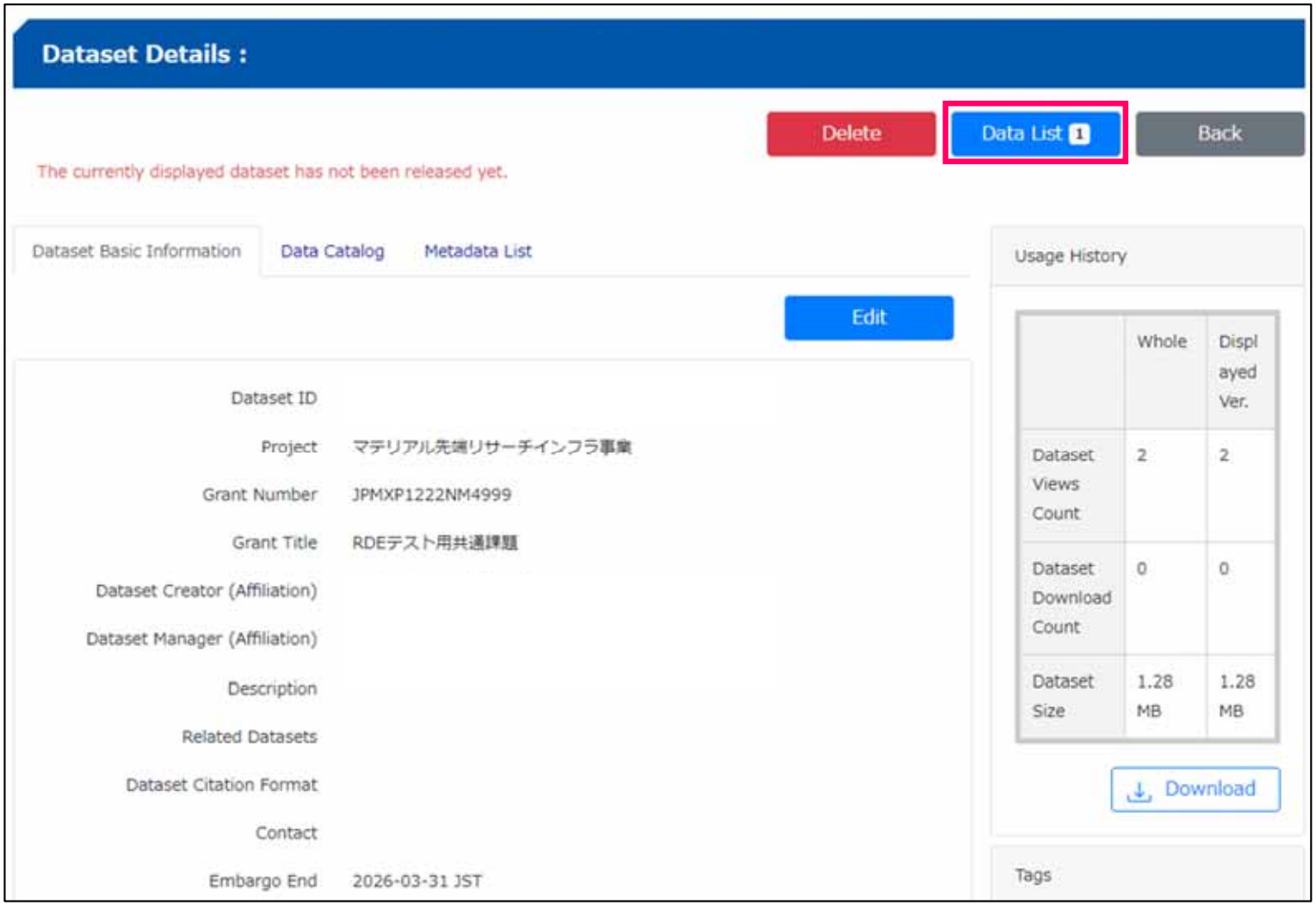


※For more details, please refer to "1. How to login to the RDE system."

4. How to view data

② Access to data list

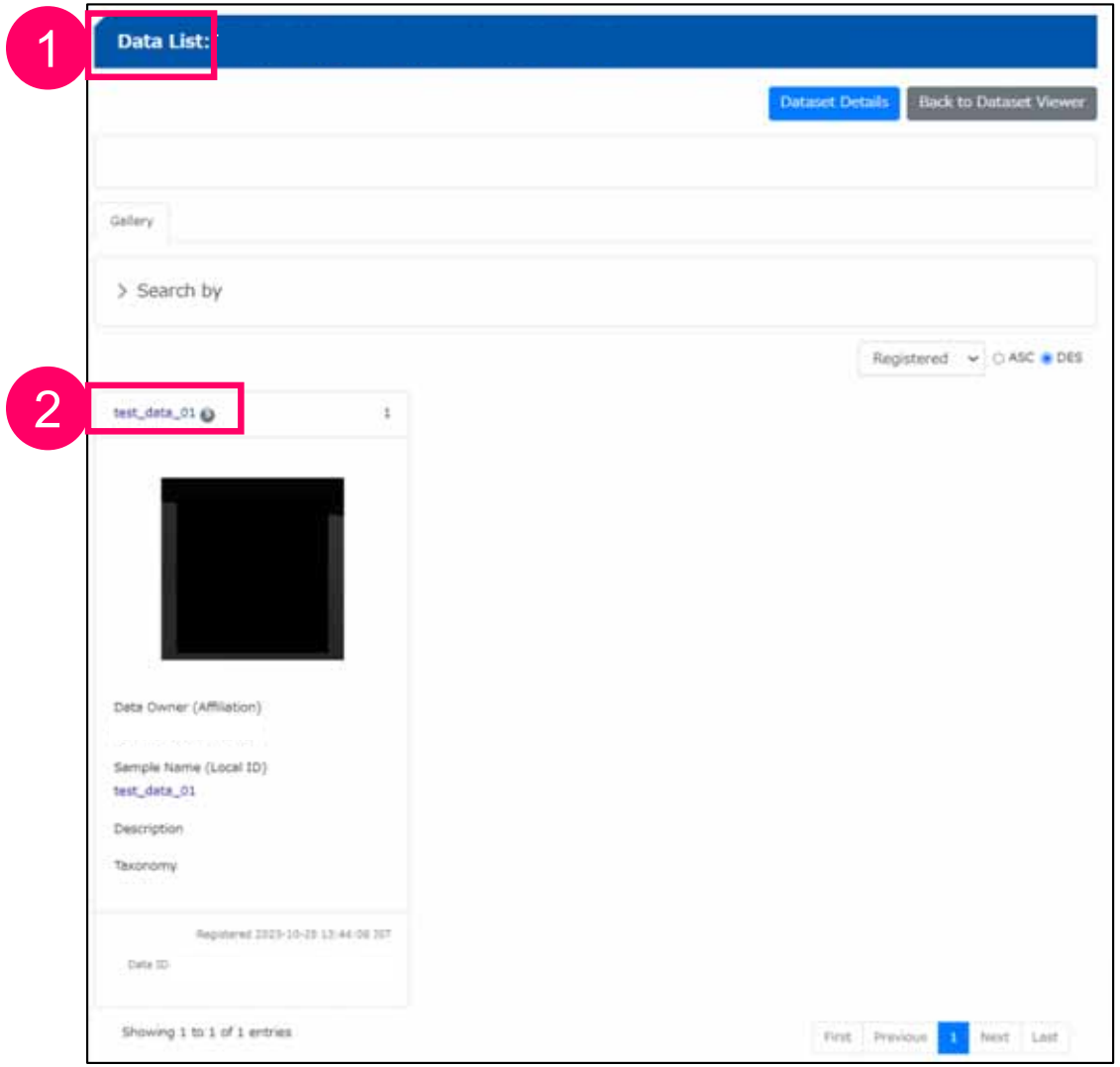
1. Click the "Data List" button on the DataSet Details screen.



4. How to view data

③ Access to data detail screen

1. The Data List screen appears.
2. Click on the data name you want to review in detail.



4. How to view data

④ Displaying the Data Details screen

1. The Data Details screen appears.

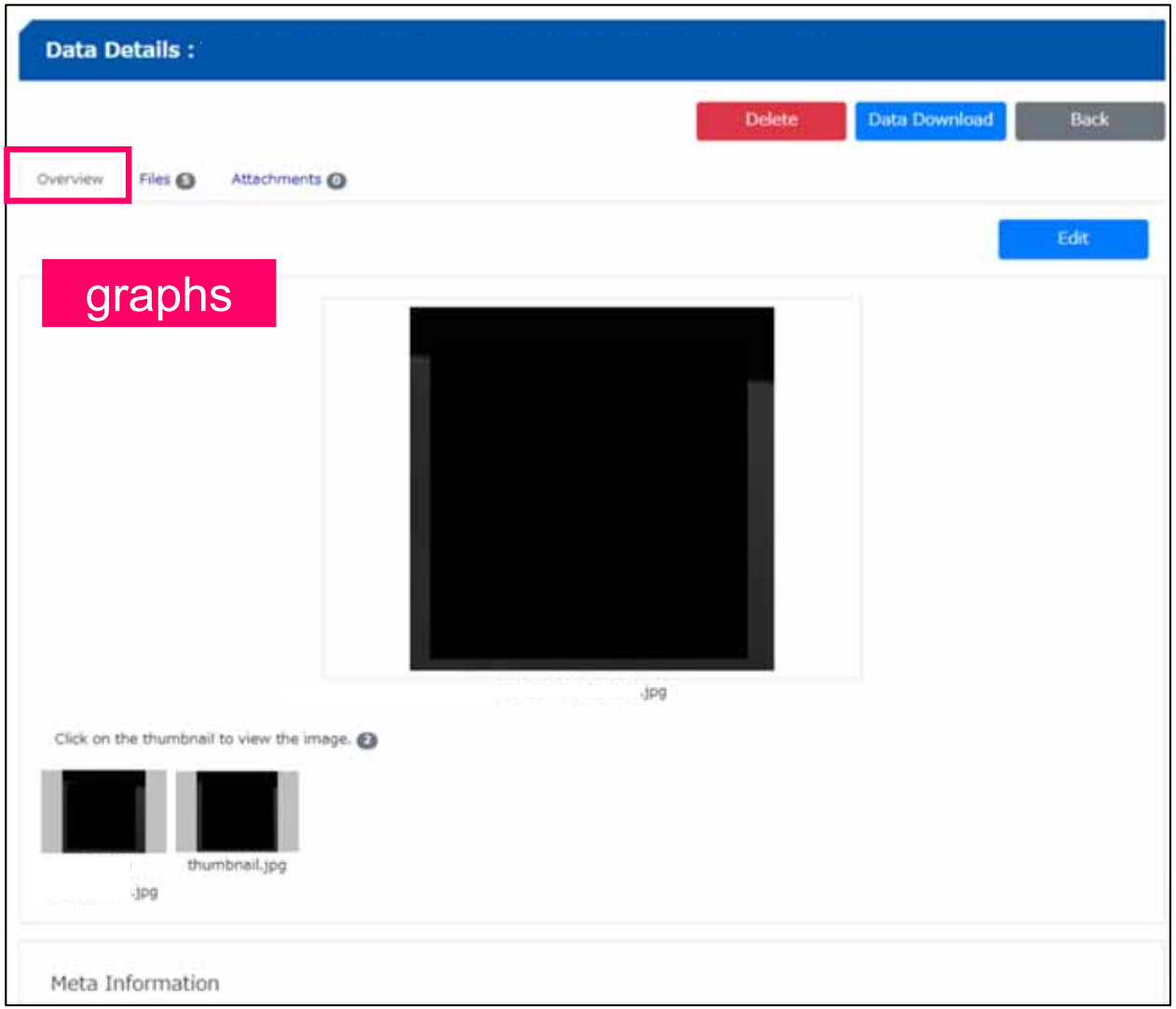
The Data Details screen has the following three tabs.

- Overview
- Files
- Attachments

4. How to view data

⑤ Overview tab [1/2]

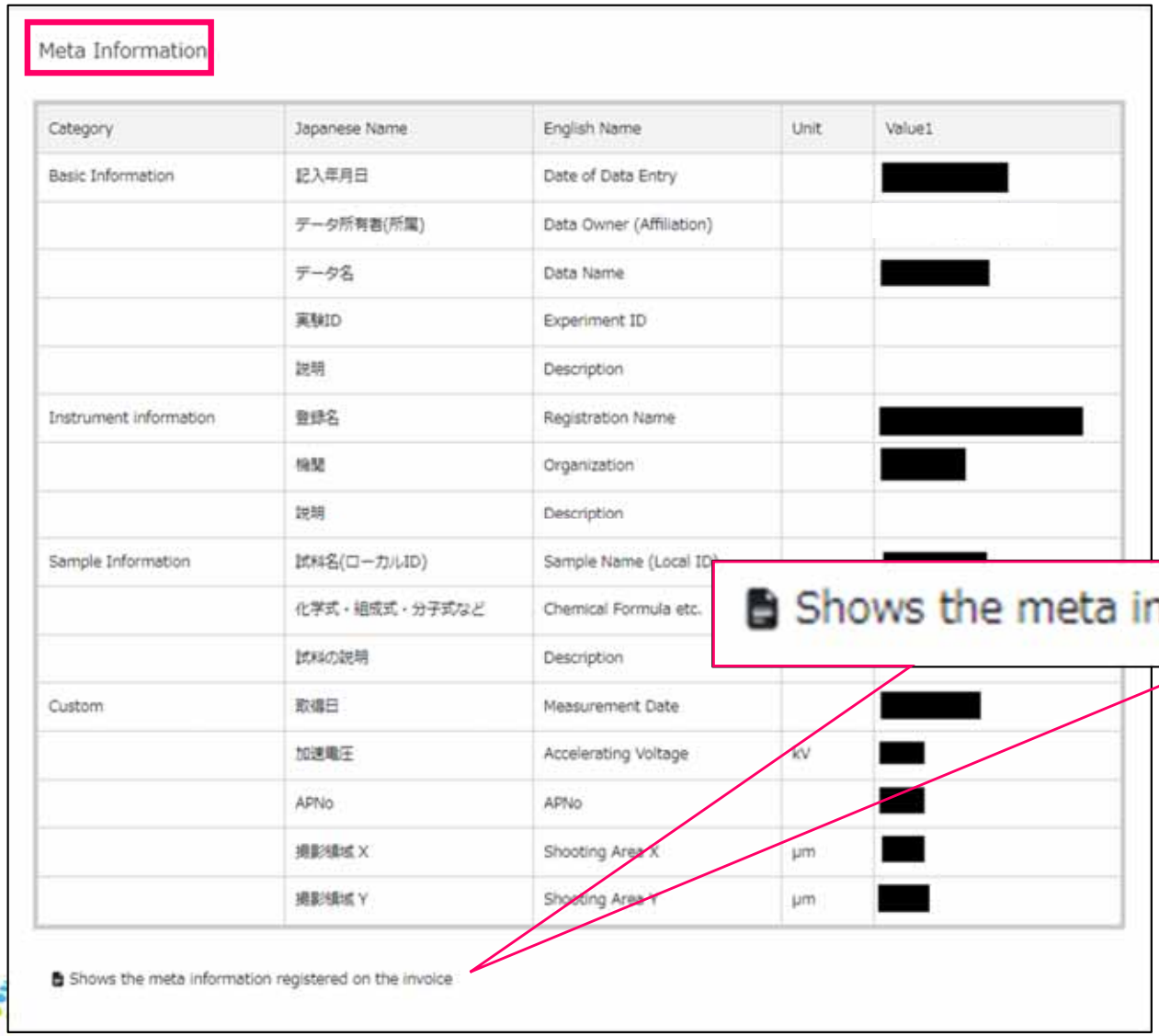
1. In the Overview tab, you can see graphs and metadata information of the registered data.



4. How to view data

⑤ Overview tab [2/2]

1. Metadata information is displayed below the graph.

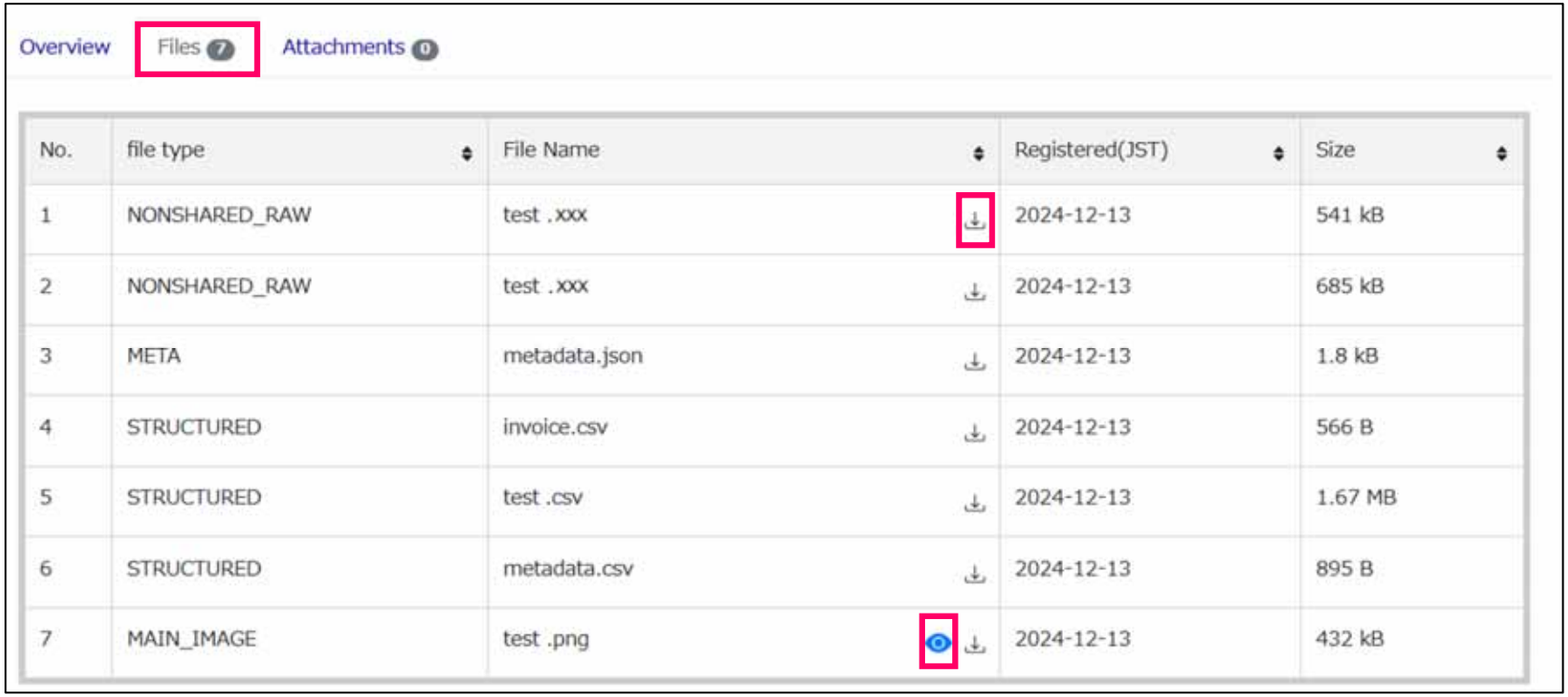


※The mark to the right of the Japanese name indicates the specific information entered manually on the invoice entry.

4. How to view data

⑥ Files tab

1. Click on the File tab to see a list of registered data files.



On the Files tab, you can see a list of the following files.

- raw data files (Non-shared_raw)
- File created by data structuring (meta, structured)
- Image files

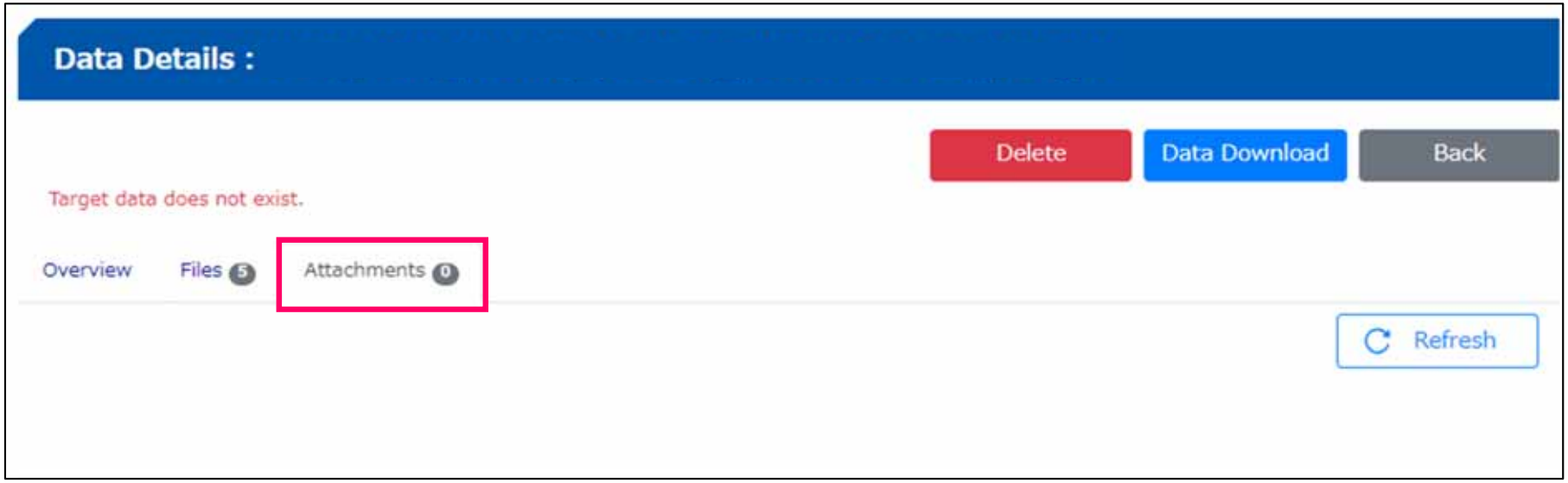
You can download the file by clicking the mark .

Click on the mark to the right of the image file name to view the image.

4. How to view data

⑦ Attachments tab

1. In the Attachments tab, you can see a list of files that you have registered as attachments during or after data registration.



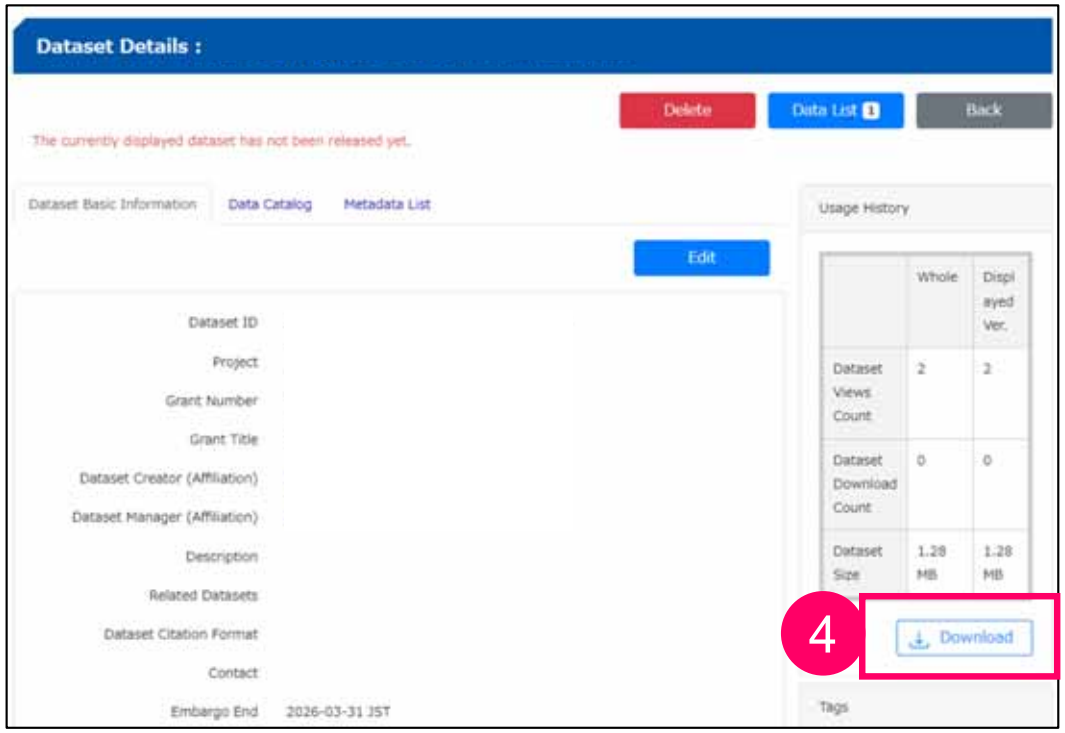
※ For details, please refer to the following.
How to attach files → 1) ④ Invoice entry –Attachment-
→ 2) Supplement 1. How to register attachments after data registration

5. How to download data

5. How to download data

① Batch download of all data registered in a data set

1. Access the RDE data viewing application (https://rde.nims.go.jp/) with a web browser.
2. Log in with either a DICE account or a NIMS account.(※)
3. Click the dataset whose data you want to download.
4. Click the "Download" button in the usage history column of the dataset details screen.
5. The data is downloaded as a zip file.

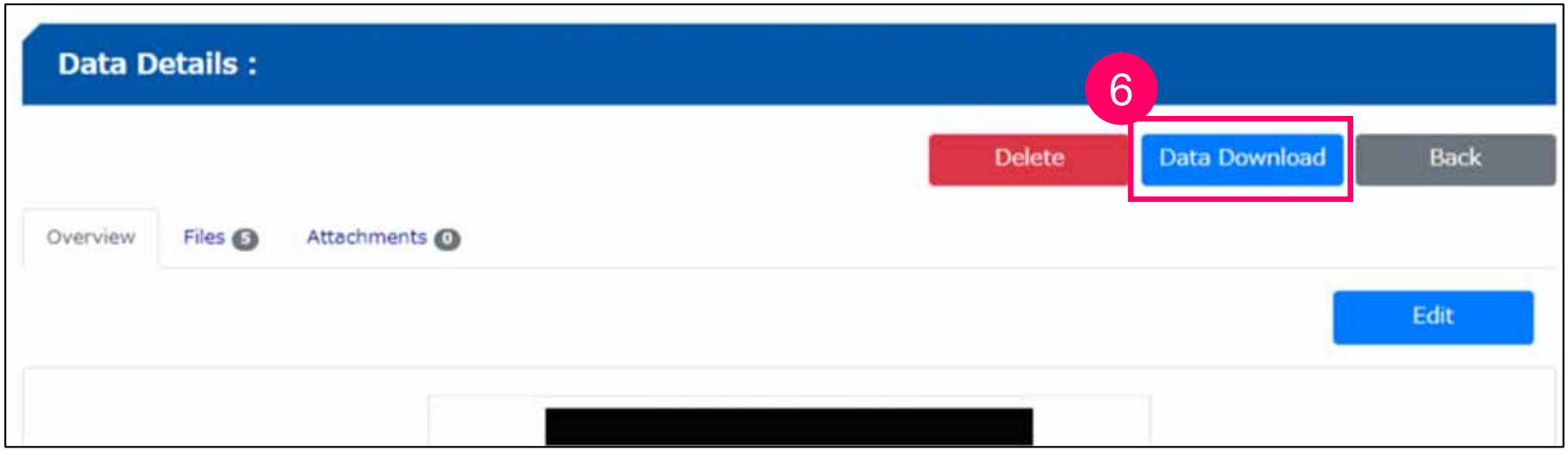


※For more details, please refer to “1. How to login to the RDE system."

5. How to download data

② Download specific data only

1. Access the RDE data viewing application (https://rde.nims.go.jp/) with a web browser.
2. Log in with either a DICE account or a NIMS account.(※)
3. Click the dataset whose data you want to download.
4. Click the "Data List" button.
5. Click the "Data Name" of the data you want to download.
6. Click the “Data Download" button on the Data Details screen.
7. The data is downloaded as a zip file.



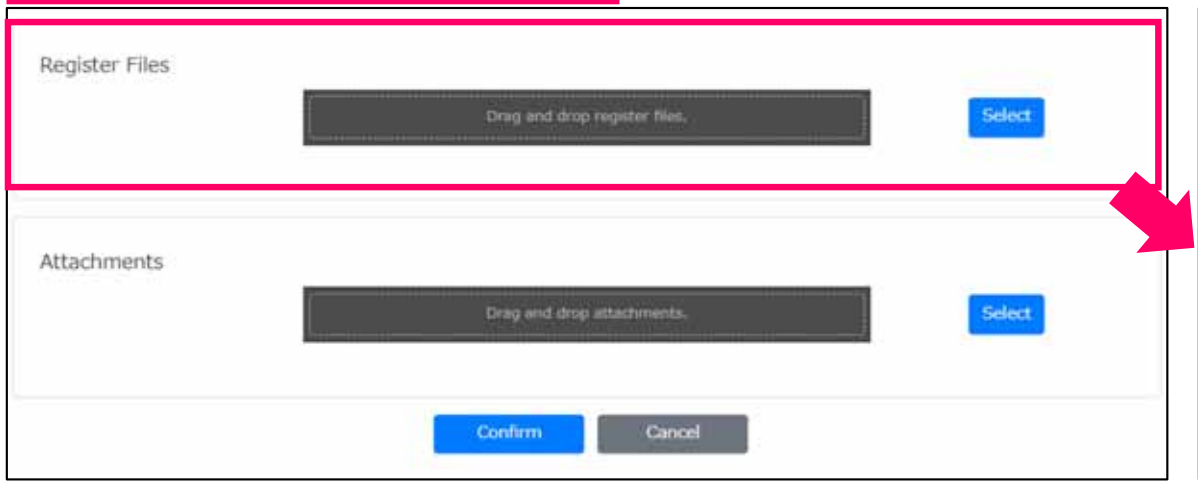
※For more details, please refer to “1. How to login to the RDE system."

5. How to download data

Supplemental info：DL destination folder for "Registration File" and "Attachment" [1/2]

1. The destination folder for downloading data entered in the “Register Files“.

“Enter Invoice” screen



Typical contents of a DL ZIP folder

Data files uploaded from the “Register Files" field of the invoice will be stored in the following folder when downloaded.

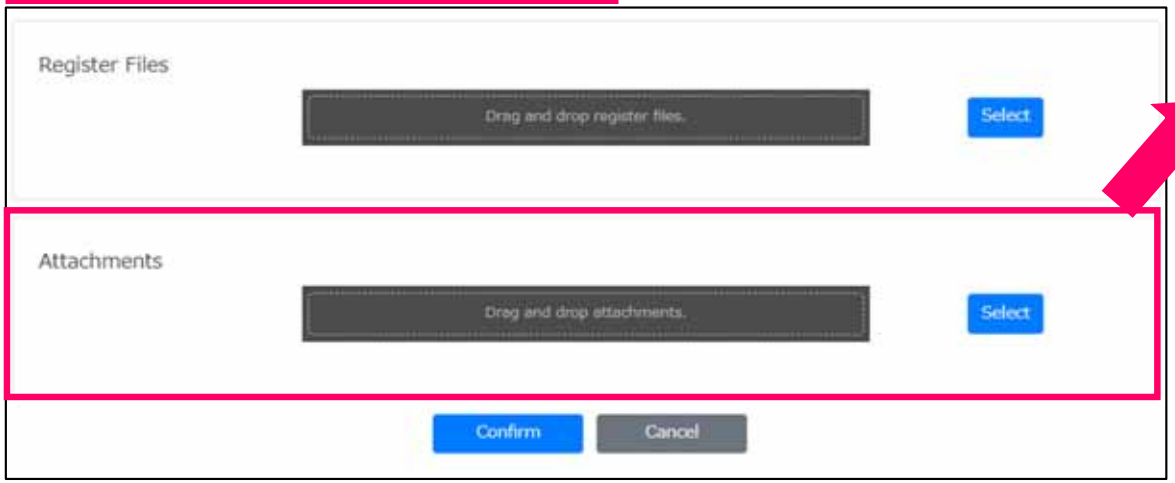
- raw data files(registered data files) →“nonshared_raw" folder in the ZIP folder.
- Structured data files → "structured" folder in the ZIP folder.

5. How to download data

Supplemental info：DL destination folder for "Registration File" and "Attachment" [2/2]

1. The destination folder for downloading data entered in the “Attachments“ filed.

“Enter Invoice” screen



Typical contents of a DL ZIP folder

Attachments files uploaded from the “Attachments" field of the invoice will be stored in the “attachment” folder when downloaded.

Supplement 1.
How to register attachments after data registration

Supplement 1. How to register attachments after data registration

Introduction

There are two ways to register attachments.

1. Registered at the time of data file registration

This way is done when you enter the Invoice.
It is described in “3. How to register data”.
Please refer there.

2. Registered after data file registration.

This way is done in the invoice edit from the data details screen.
This way is explained below.

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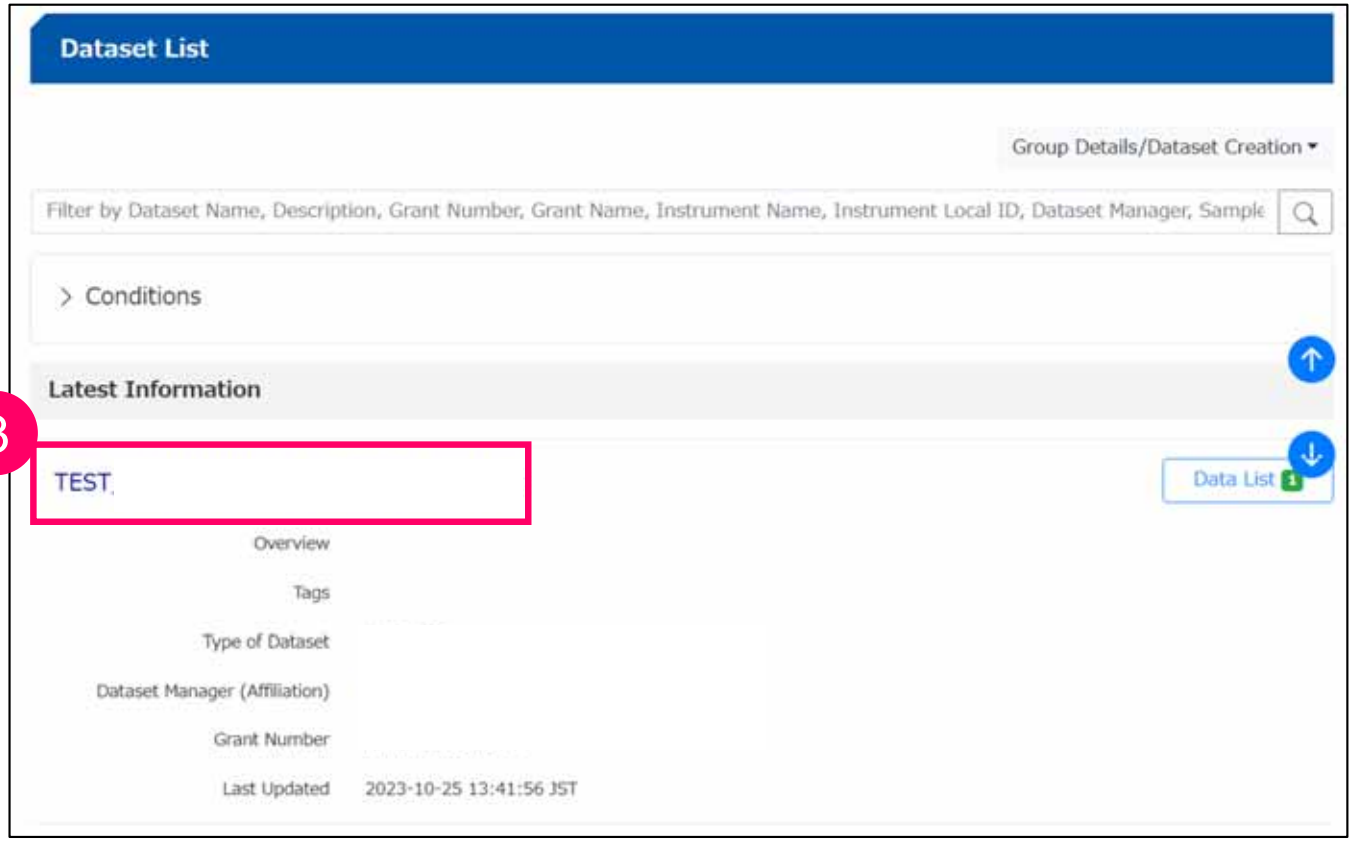
Supplement 1. How to register attachments after data registration

①Access to RDE Data Viewing Application

1. Access to RDE Data Viewing Application (https://rde.nims.go.jp/) with web browser.
2. Log in with either a DICE account or a NIMS account.(※)
3. Click on the dataset in which the data for which you want to register an attachment is registered.

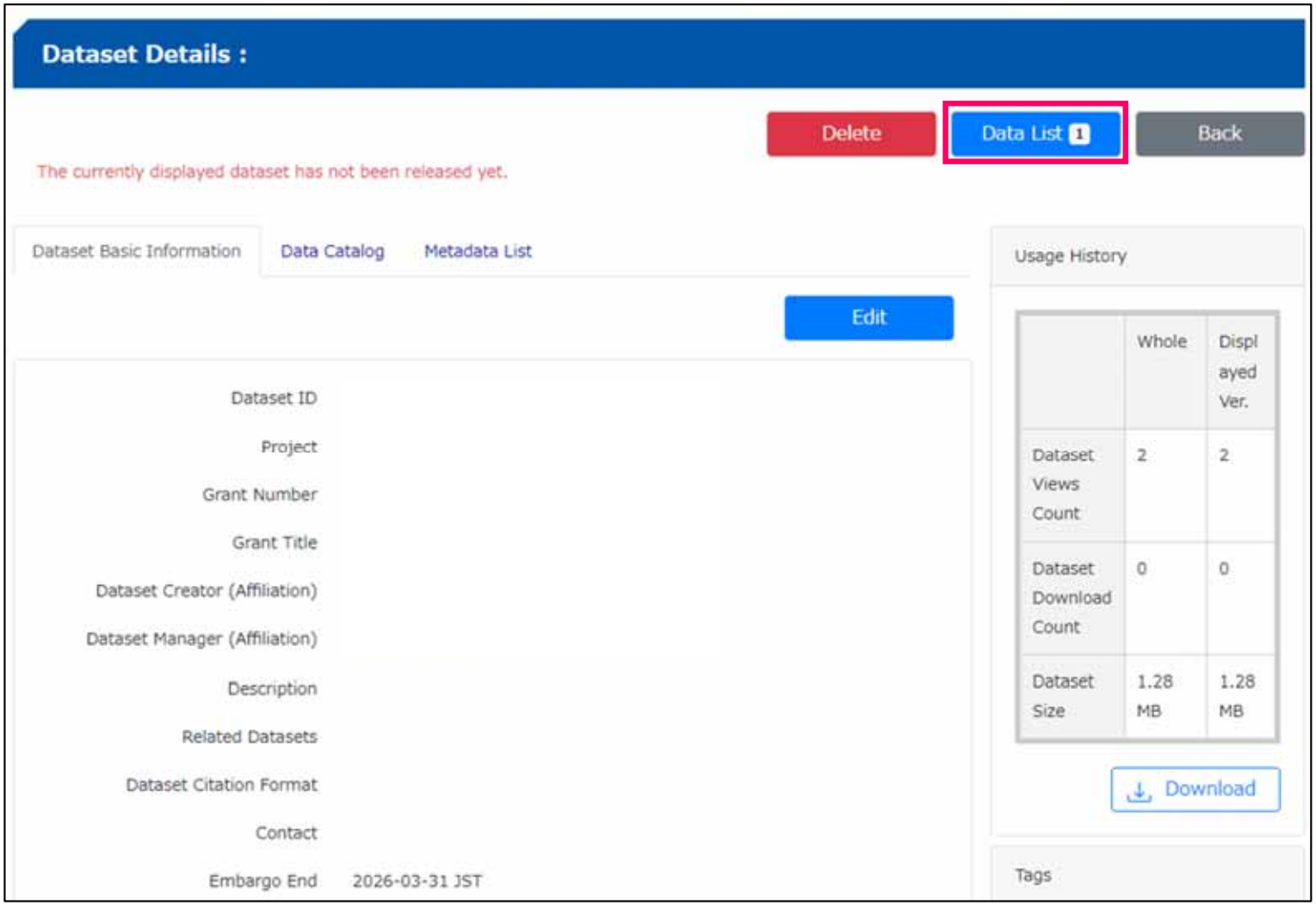


※For more details, please refer to “1. How to login to the RDE system."

Supplement 1. How to register attachments after data registration

② Access to data list

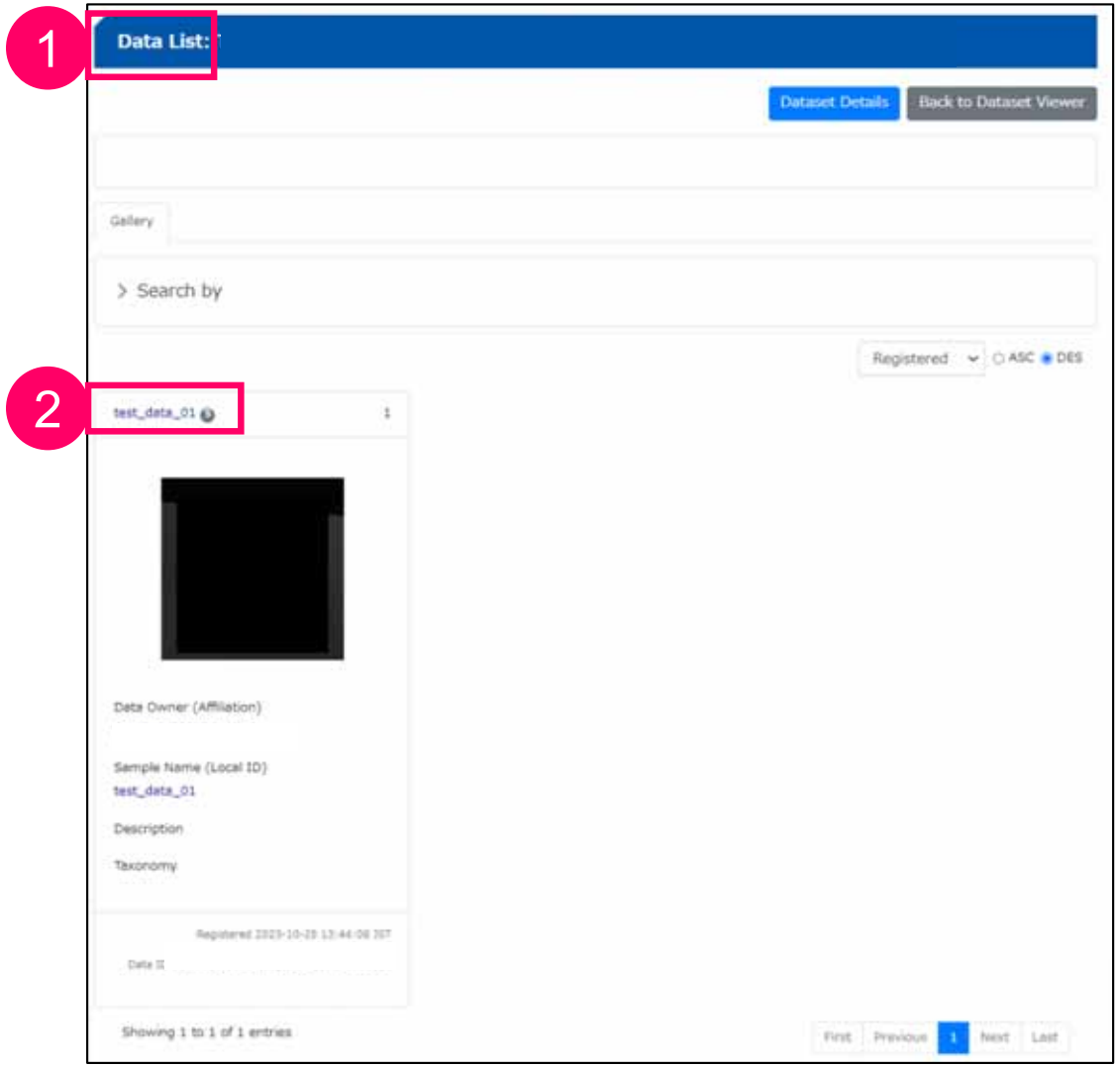
1. Click the "Data List" button on the DataSet Details screen.



Supplement 1. How to register attachments after data registration

③ Access to data detail screen

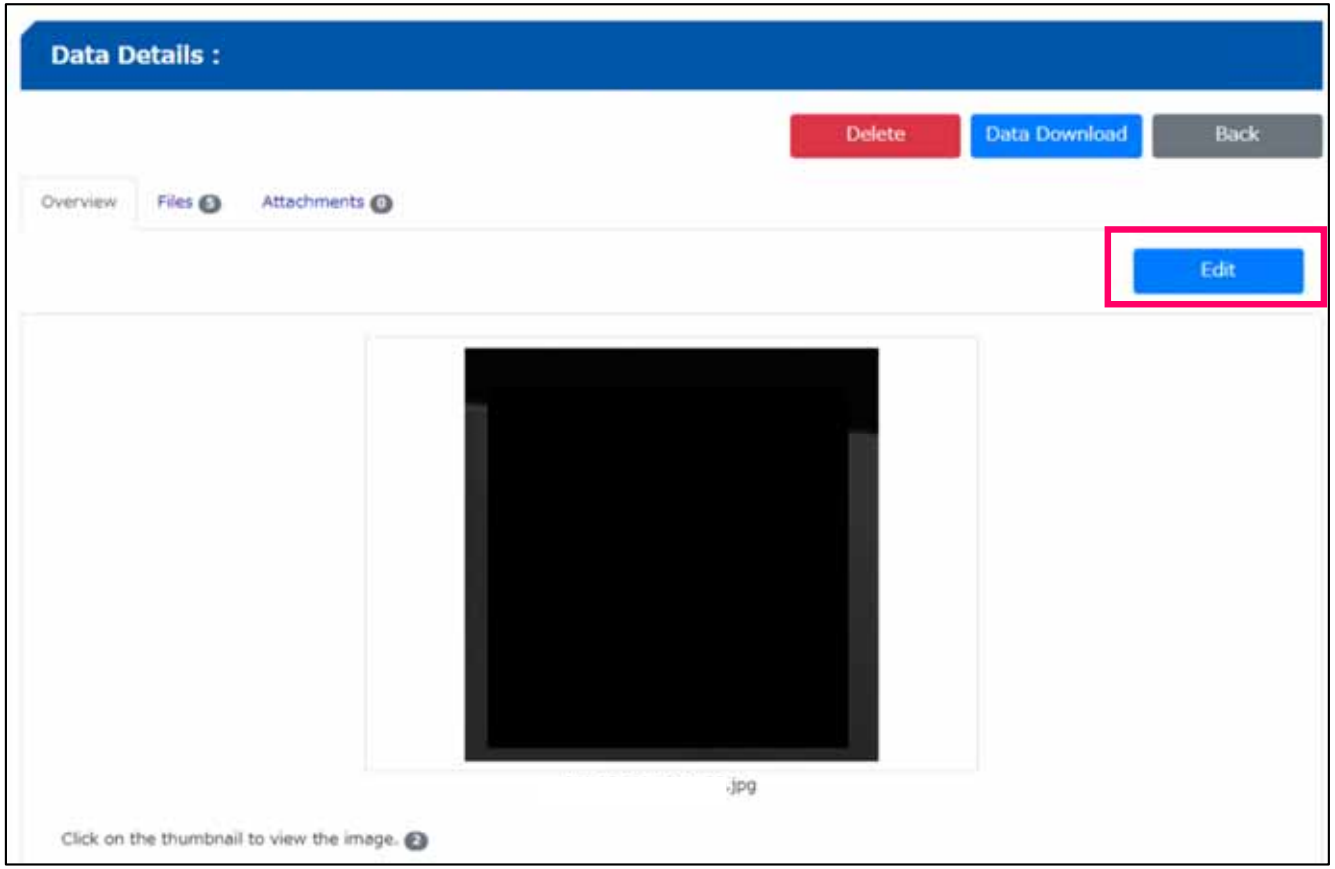
1. The Data List screen appears.
2. Click on the data name of the data for which you want to register attachment files.



Supplement 1. How to register attachments after data registration

③ Invoice edit

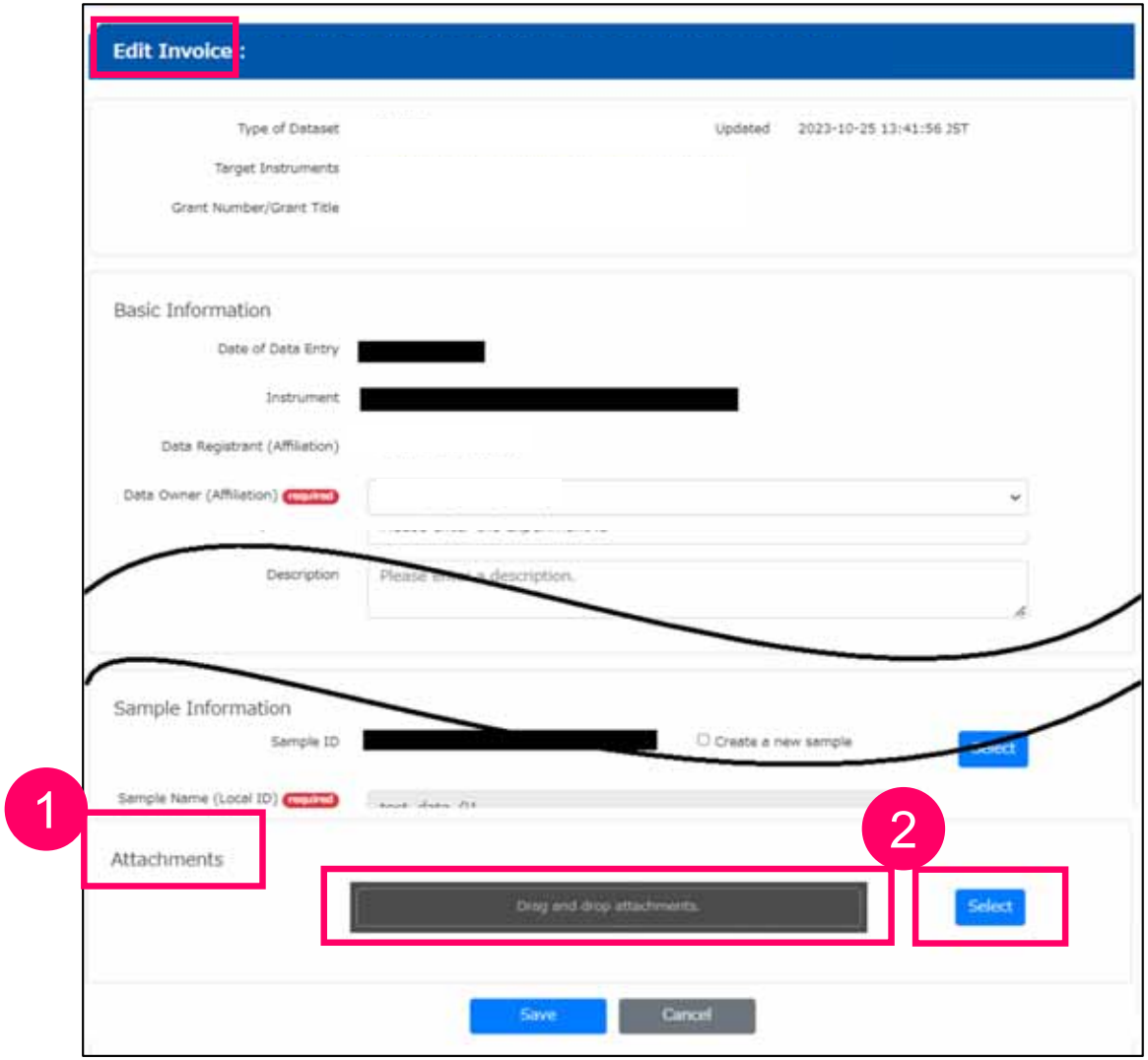
1. Click the "Edit" button on the Overview tab.



Supplement 1. How to register attachments after data registration

④ Attachment Saving [1/2]

1. At the bottom of the "Edit Invoice" screen, there is an "Attachments" field.
2. Select the attachment files to register by clicking the “Select" button..



Supplement 1. How to register attachments after data registration

④Attachment Saving [2/2]

1. Upload Complete" (※) will be displayed for the attached file.
2. Click the "Save" button.

※This "upload completed" refers to a temporary upload to the server and is not yet stored (registered) in the RDE.

Supplement 1. How to register attachments after data registration

⑤ Check attachments [1/2]

1. Click the "Attachments" tab on the Data Details screen of the data for which you saved attachments.
2. A virus scan will be performed on the saved attachment.

Supplement 1. How to register attachments after data registration

⑤ Check attachments [2/2]

1. Click the "Refresh" button as appropriate.
2. When the virus scan is complete, the file is saved (registered) as an attachment and displayed in the list.

Supplement 1. How to register attachments after data registration

⑥ Download data file when attachments are registered

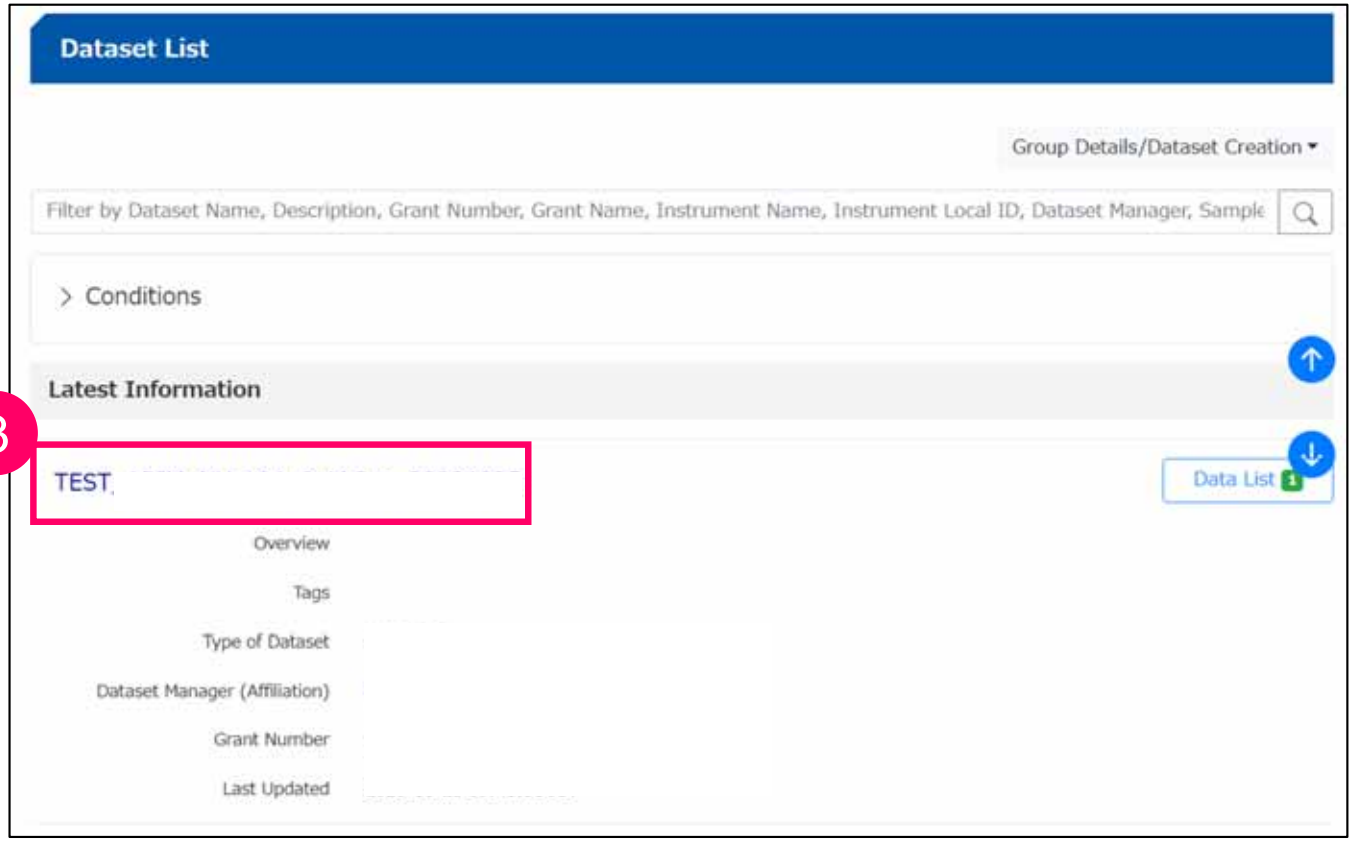
1. If attachments are saved (registered), the "attachment" folder will be included when the data is downloaded.
2. The attachment will be stored in that "attachment" folder.

Supplement 2.
How to modify invoice entry

Supplement 2. How to modify invoice entry

①Access to RDE Data Viewing Application

1. Access to RDE Data Viewing Application (https://rde.nims.go.jp/) with web browser.
2. Log in with either a DICE account or a NIMS account.(※)
3. Click on the dataset in which the data you want to modify the invoice entry are registered.

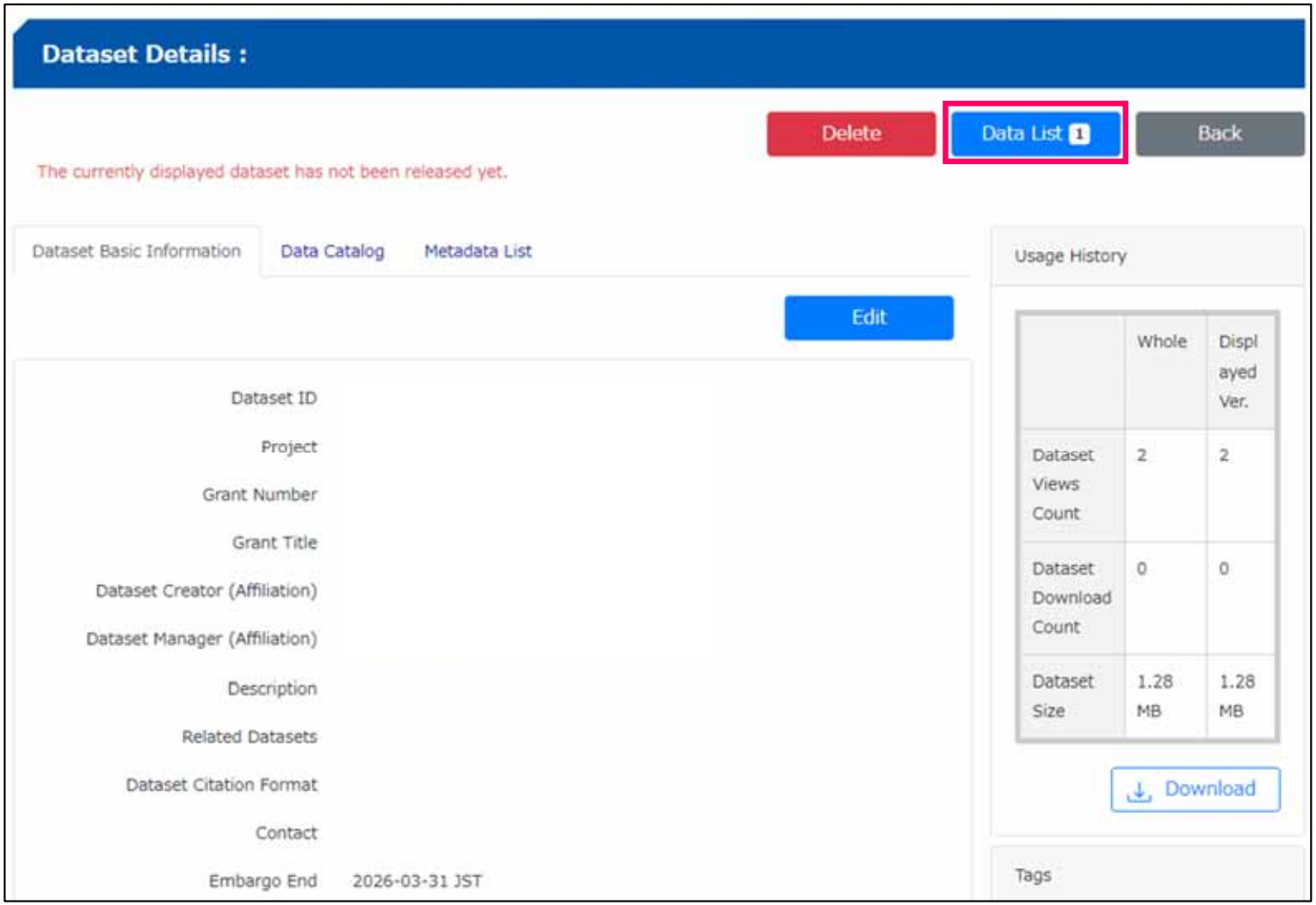


※For more details, please refer to "1. How to login to the RDE system."

Supplement 2. How to modify invoice entry

② Access to data list

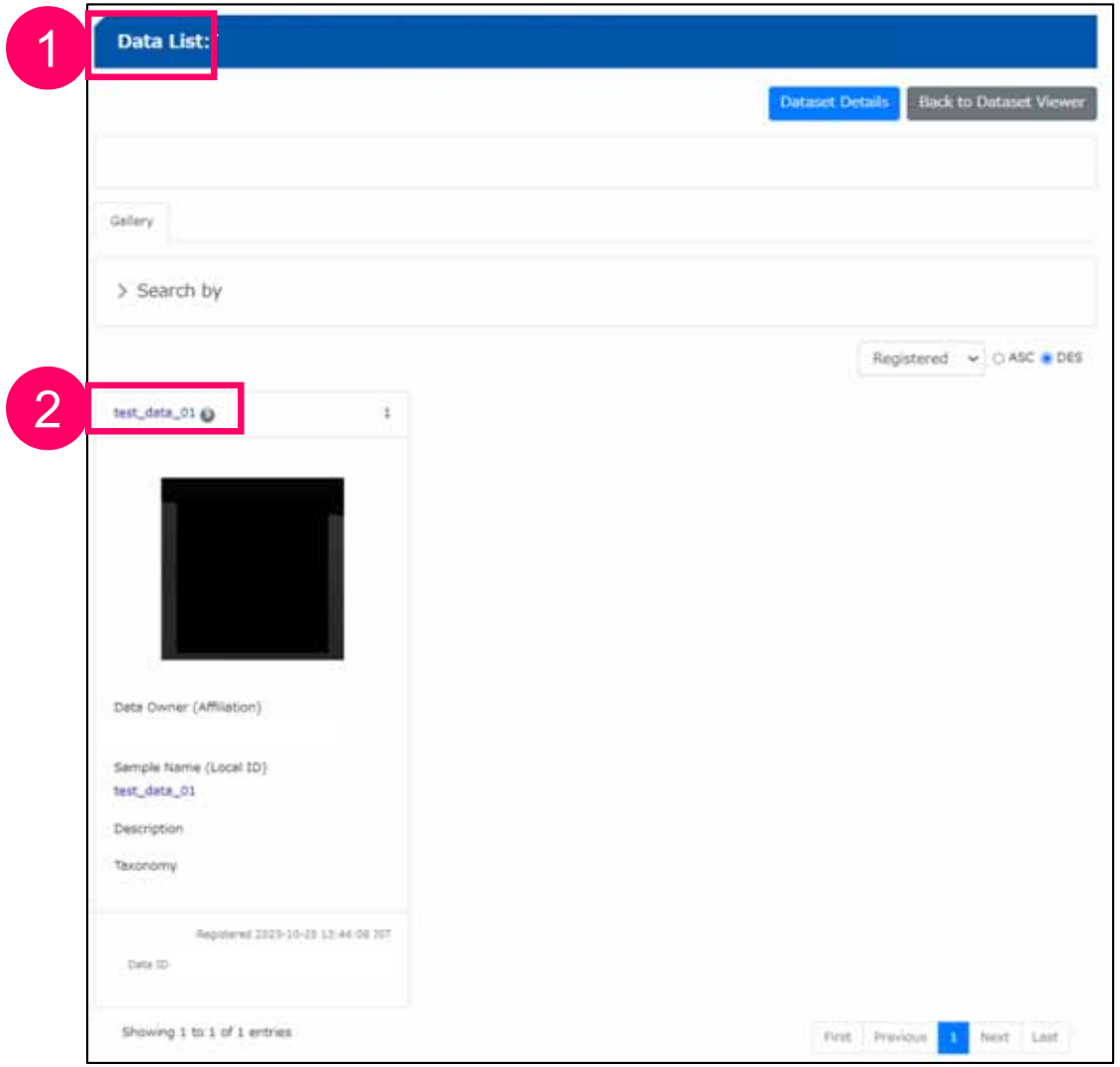
1. Click the "Data List" button on the DataSet Details screen.



Supplement 2. How to modify invoice entry

③ Access to data detail screen

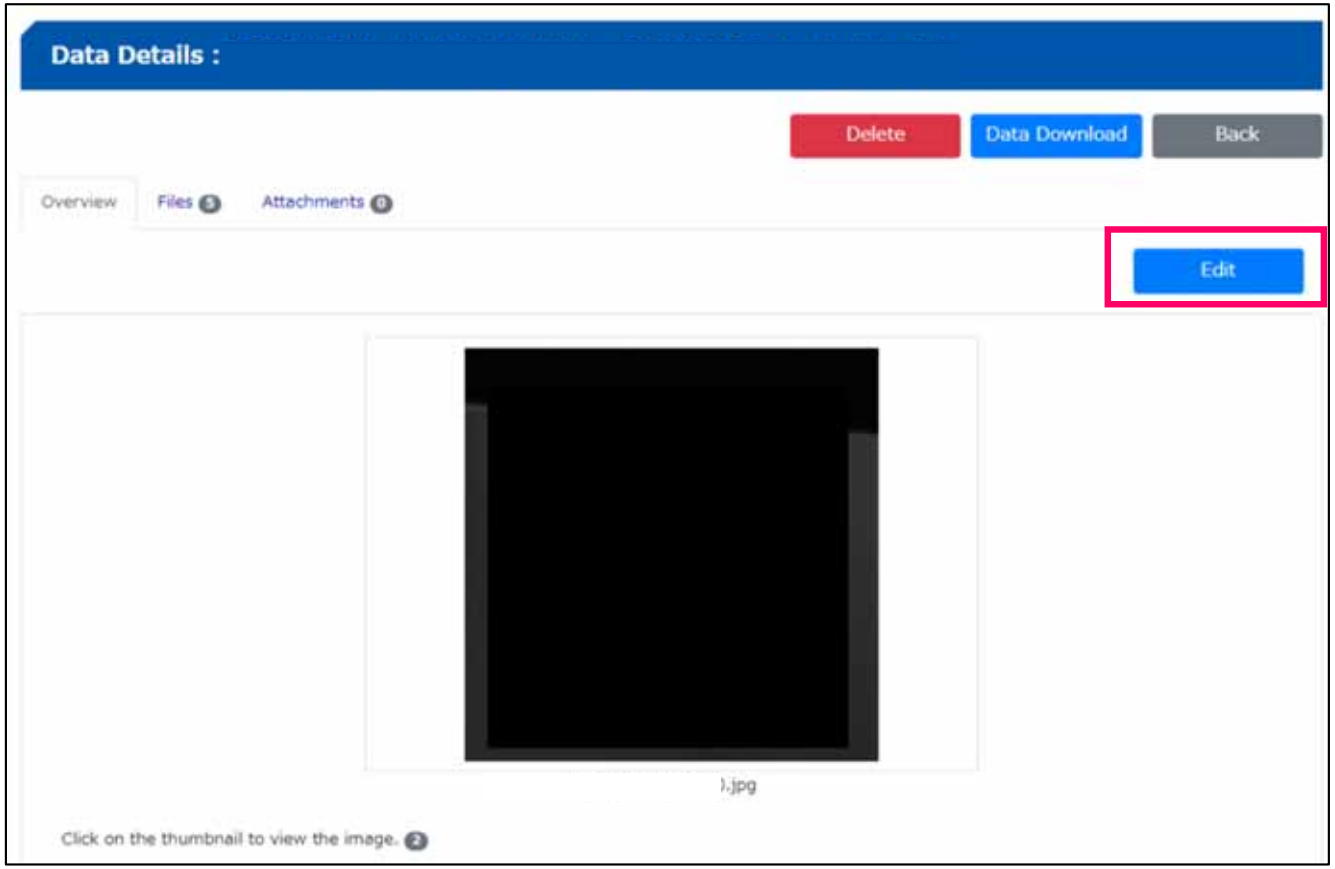
1. The Data List screen appears.
2. Click on the data name of the data you want to modify.



Supplement 2. How to modify invoice entry

③ Invoice edit [1/2]

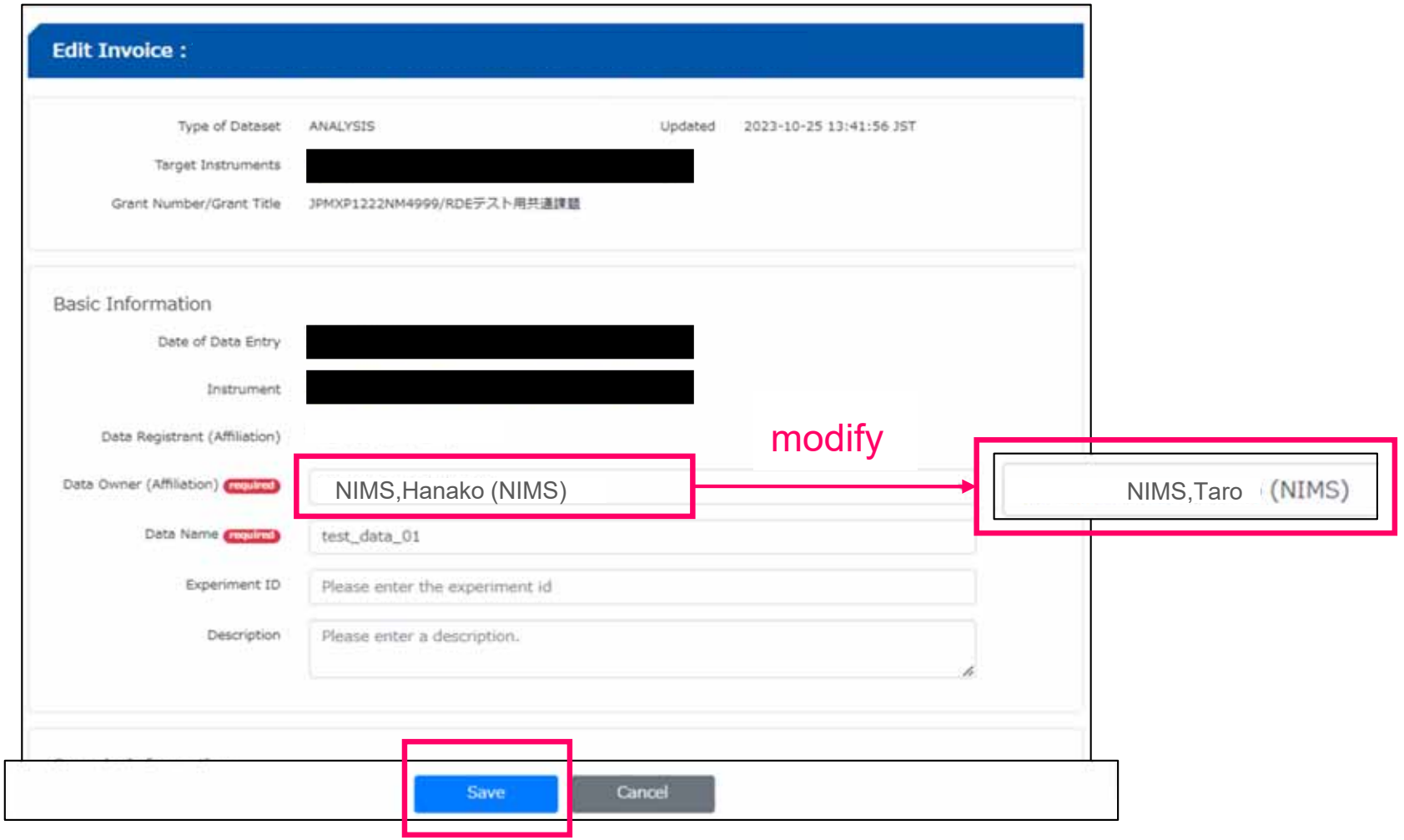
1. Click the "Edit" button on the Overview tab.



Supplement 2. How to modify invoice entry

③ Invoice edit [2/2]

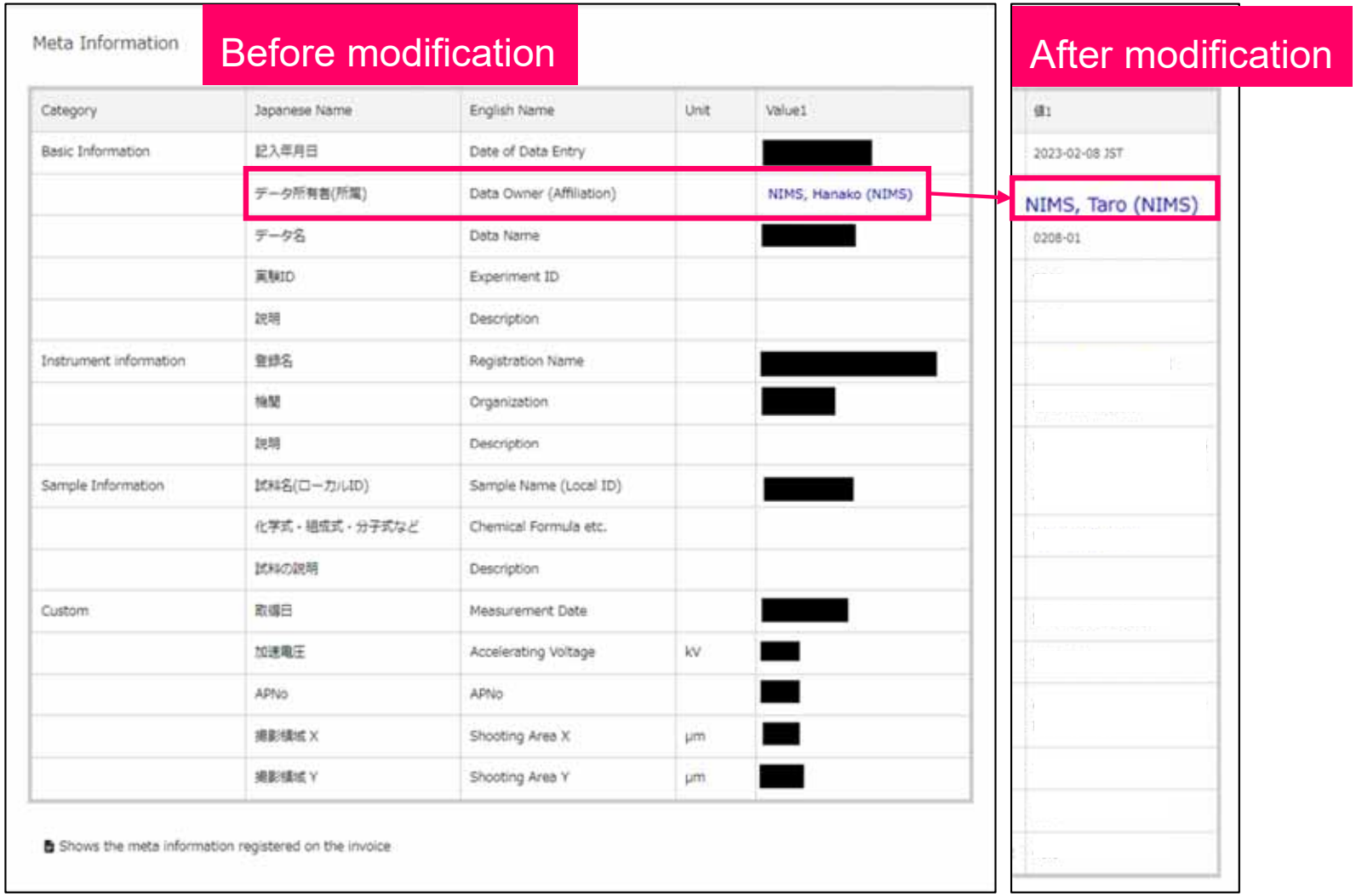
1. The Edit Invoice screen will appear.
2. Modify as needed for items that need to be corrected.
3. When you have finished modifying, click the "Save" button at the bottom of the screen.



Supplement 2. How to modify invoice entry

④ Modification Confirmation

1. Check the Meta Information column on the Overview tab to see if the modified information has been reflected.



Supplement 3: How to Create a DICE Account and Edit Your Profile

<Note>
If you have a NIMS email address, please do not use it to create a DICE account.

This may cause issues when logging into RDE

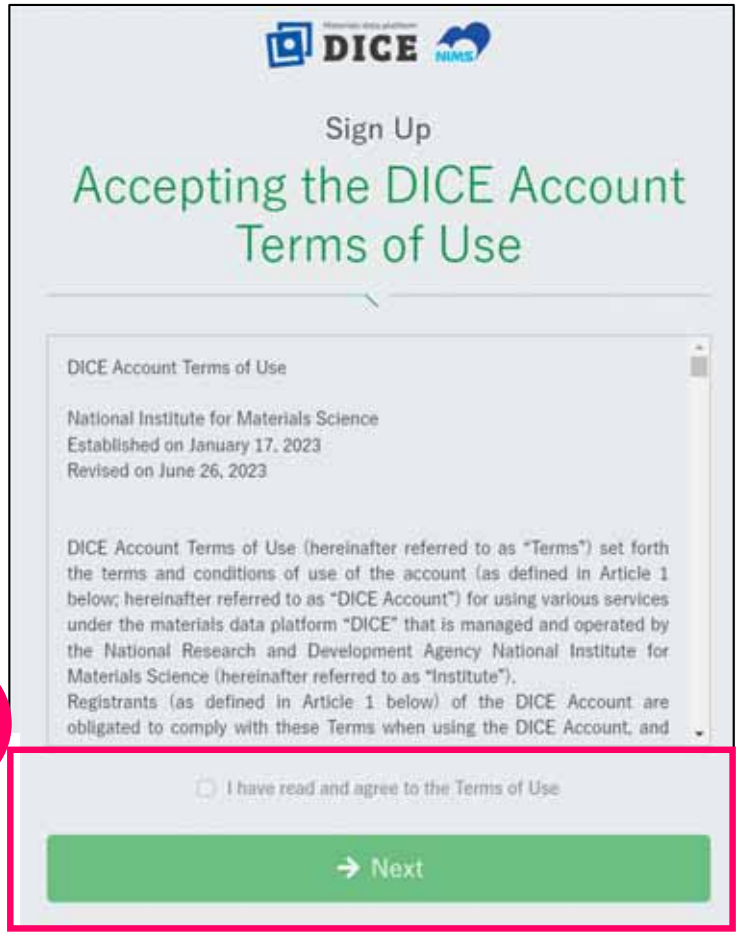
Supplement 3: How to Create a DICE Account

■ 1. Creating a DICE account (signing up) [1/6]

1. Accesse https://diceidm.nims.go.jp/csp/signedup/ with a browser.
2. Click ‘Start Registration' on the Start DICE Account Registration screen.
3. Check the content on the DICE Account Terms of Use to the end, then click 'I have read and agree to the Terms of Use' and click 'Next'.

2.

3.

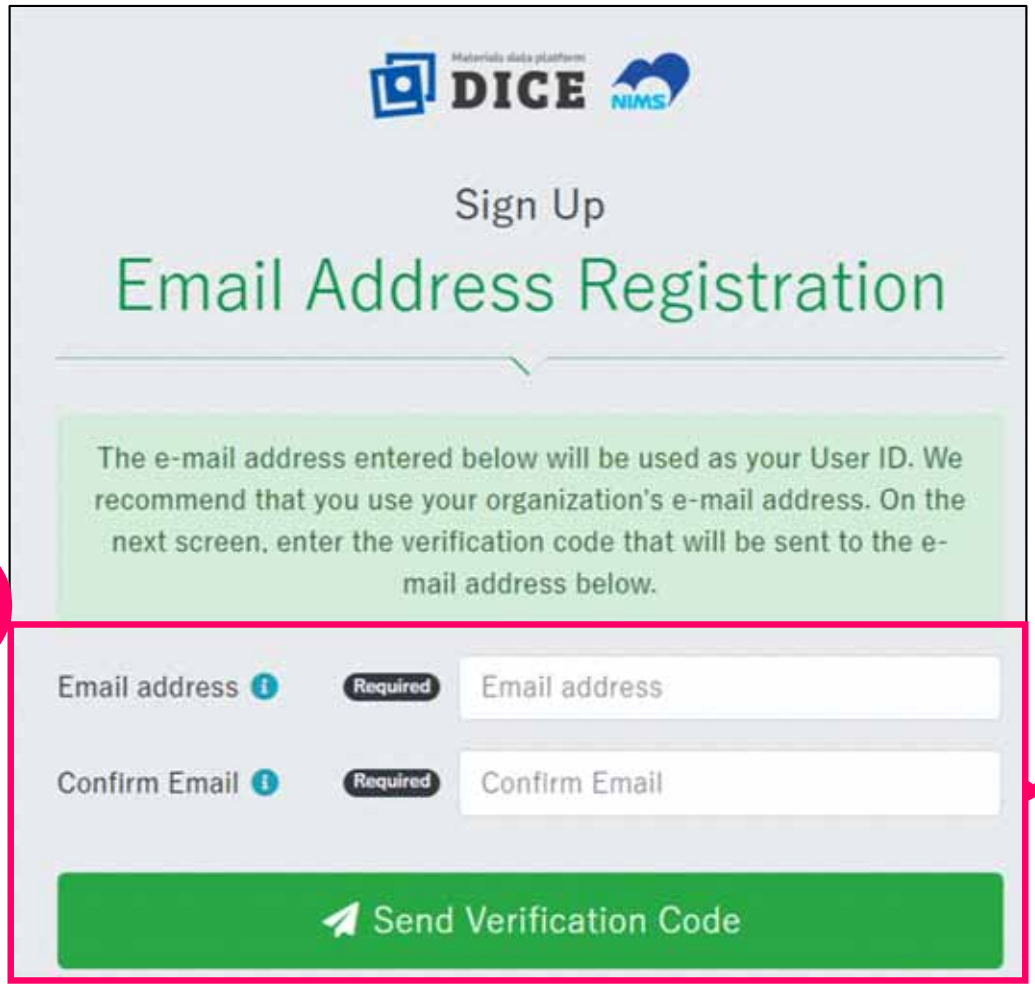


※Attention for NIMS related persons only
NIMS email address (*@nims.go.jp) has a different management system.
Please do not create a DICE account with a NIMS email address (*@nims.go.jp)

Supplement 3: How to Create a DICE Account

■ 1. Creating a DICE account (signing up) [2/6]

4. Enter your email address (from your institution) and click 'Send Verification Code'.



・Only the institution's email address is acceptable.

・Free email addresses such as Gmail are not acceptable.

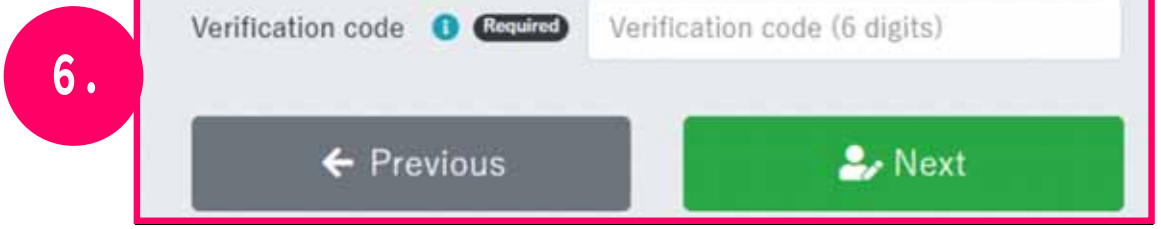
※Attention for NIMS related persons only
NIMS email address (*@nims.go.jp) has a different management system.
Please do not create a DICE account with a NIMS email address (*@nims.go.jp)

ARIM Japan

Supplement 3: How to Create a DICE Account

■ 1. Creating a DICE account (signing up) [3/6]

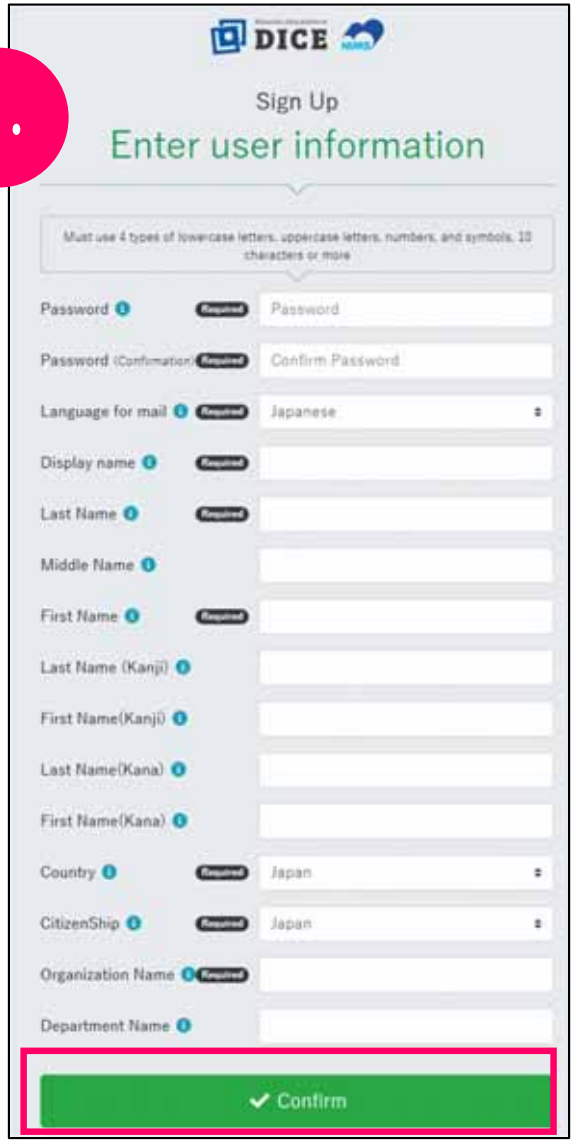
5. An email with an authentication code will be sent to the email address entered.
6. Enter the authentication code provided in the email on the ‘verification code’ and click ‘Next'.



Supplement 3: How to Create a DICE Account

■ 1. Creating a DICE account (signing up) [4/6]

7. Enter user information. ★ is required. Click the 'Confirm'.



Item	Description	character limit
★Password	Please enter the password you use to log in to the system.	
★Password(Confirmation)	Enter the same password once again.	
★Language for mail	Select your language.	-
★Display name	Enter your name as it will appear on the screen after login.	200
★Last Name	Enter your last name in the alphabet.	64
Middle Name	Enter your middle name in the alphabet.	64
★First Name	Enter your first name in the alphabet.	64
Last Name (Kanji)	Enter your last name in Chinese characters.	64
First Name (Kanji)	Enter your first name in Chinese characters.	64
Last Name (Kana)	Enter your last name in Katakana.	64
First Name (Kana)	Enter your first name in Katakana.	64
★Country	Select your country of residence.	-
★CitizenShip	Select your nationality.	-
★Organization Name	Enter the name of your institution.	200
Department Name	Enter the name of your department.	200

Check the notes on the next page about user information.

Supplement 3: How to Create a DICE Account

■ 1. Creating a DICE account (signing up) [4/6]

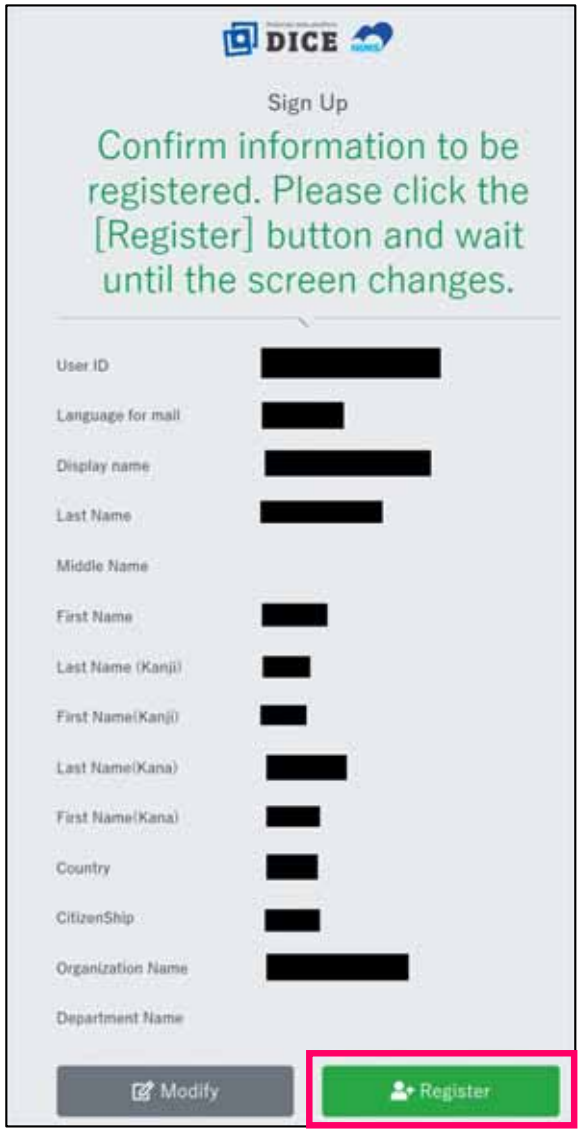
Notes about user information

1. For display name, please enter full name.
   - Example: YAMADA, Taro (Last Name, First Name)
   - Do not enter anything like a nickname.
2. Please enter as much as possible about the Kanji and Kana of the name.
3. For password, you must use 4 types of lowercase letters, uppercase letters, numbers, and symbols, 10 characters or more.

Supplement 3: How to Create a DICE Account

■ 1. Creating a DICE account (signing up) [4/6]

7. Confirm the information entered and click the 'Register'. Then wait until the screen changes.



Supplement 3: How to Create a DICE Account

■ 1. Creating a DICE account (signing up) [5/6]

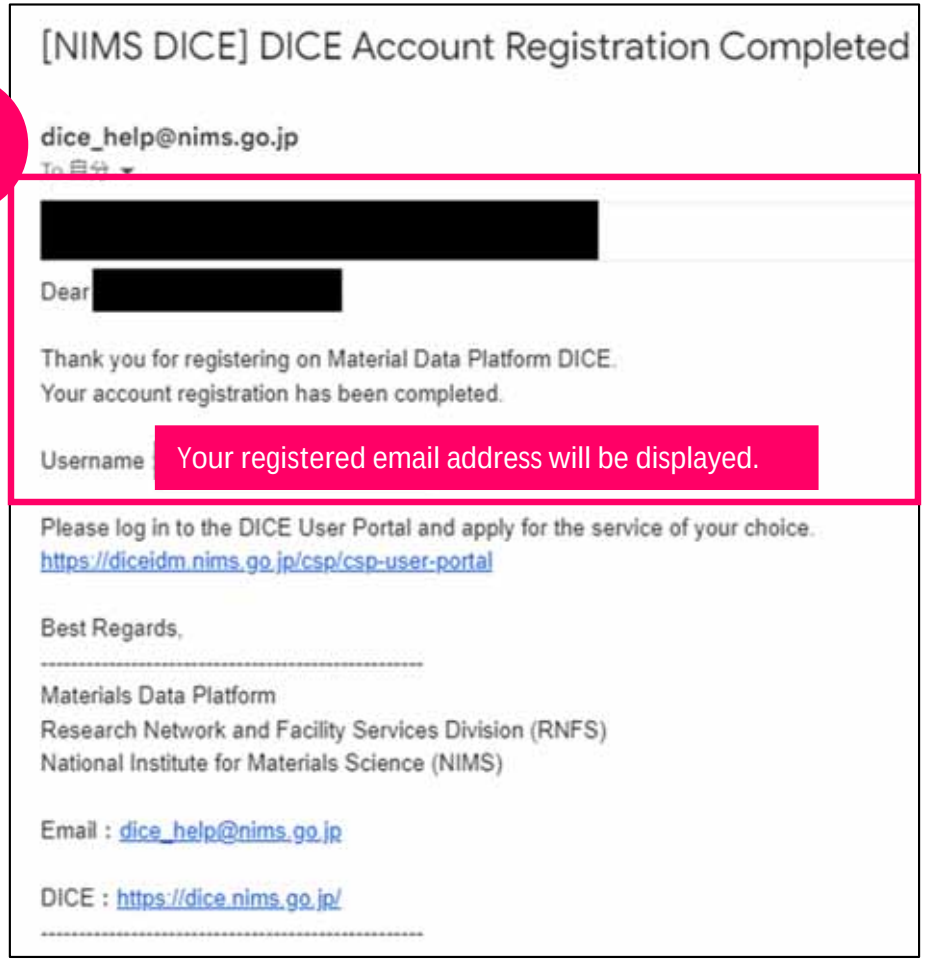
8. Registration completion screen appears.

Supplement 3: How to Create a DICE Account

■ 1. Creating a DICE account (signing up) [6/6]

9. An e-mail is sent to the registered e-mail address to inform you of the completion of registration for the DICE account.

9.



[NIMS DICE] DICE Account Registration Completed

dice_help@nims.go.jp

To 自分

[redacted]

Dear [redacted]

Thank you for registering on Material Data Platform DICE.
Your account registration has been completed.

Username Your registered email address will be displayed.

Please log in to the DICE User Portal and apply for the service of your choice.
https://diceidm.nims.go.jp/csp/csp-user-portal

Best Regards,

Materials Data Platform
Research Network and Facility Services Division (RNFS)
National Institute for Materials Science (NIMS)

Email : dice_help@nims.go.jp

DICE : https://dice.nims.go.jp/

＜ご注意＞

In the email text,

'Please log in to the DICE User Portal and apply for the service of your choice

https://diceidm.nims.go.jp/csp/csp-user-portal'

Please ignore this description!

With the arrival of this completion email, your DICE account has been created.

※DICE accounts are not only used for RDE, used for various other NIMS database services.

This is why it is marked as such.

Supplement 3: How to Create a DICE Account and Edit Your Profile

Users with NIMS email addresses cannot edit their DICE account profiles.

Users without NIMS email addresses can edit their DICE account profiles.

Supplement 3: How to Edit Your Profile of Your DICE Account

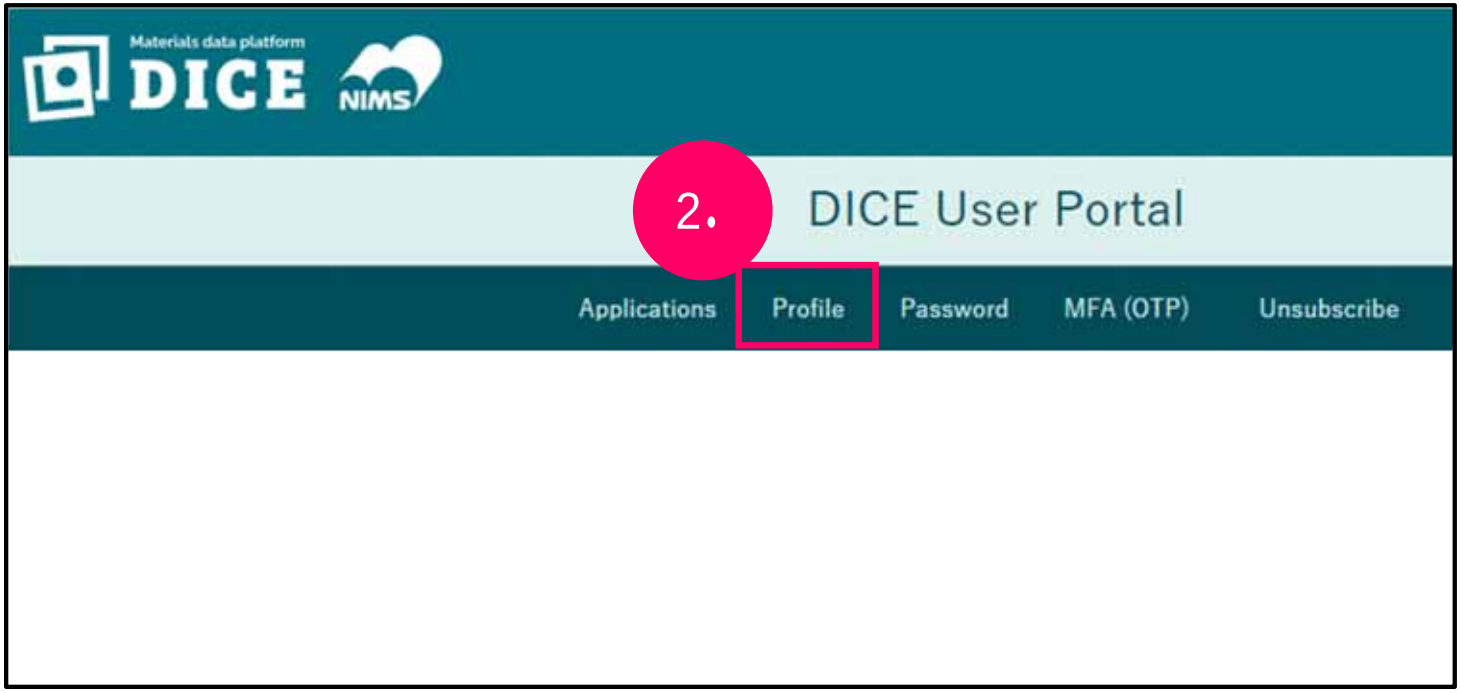
■ 3. How to login to the DICE User Portal site[1/2]

1. Access the DICE User Portal site（https://diceidm.nims.go.jp/csp/csp-user-portal/）.
2. Enter your email address to the "User Name" and click "Next".
3. Enter your Password and click "Next".

Supplement 3: How to Edit Your Profile of Your DICE Account

■ 4. How to modify your DICE account profile[1/2]

1. Click on "Profile“.



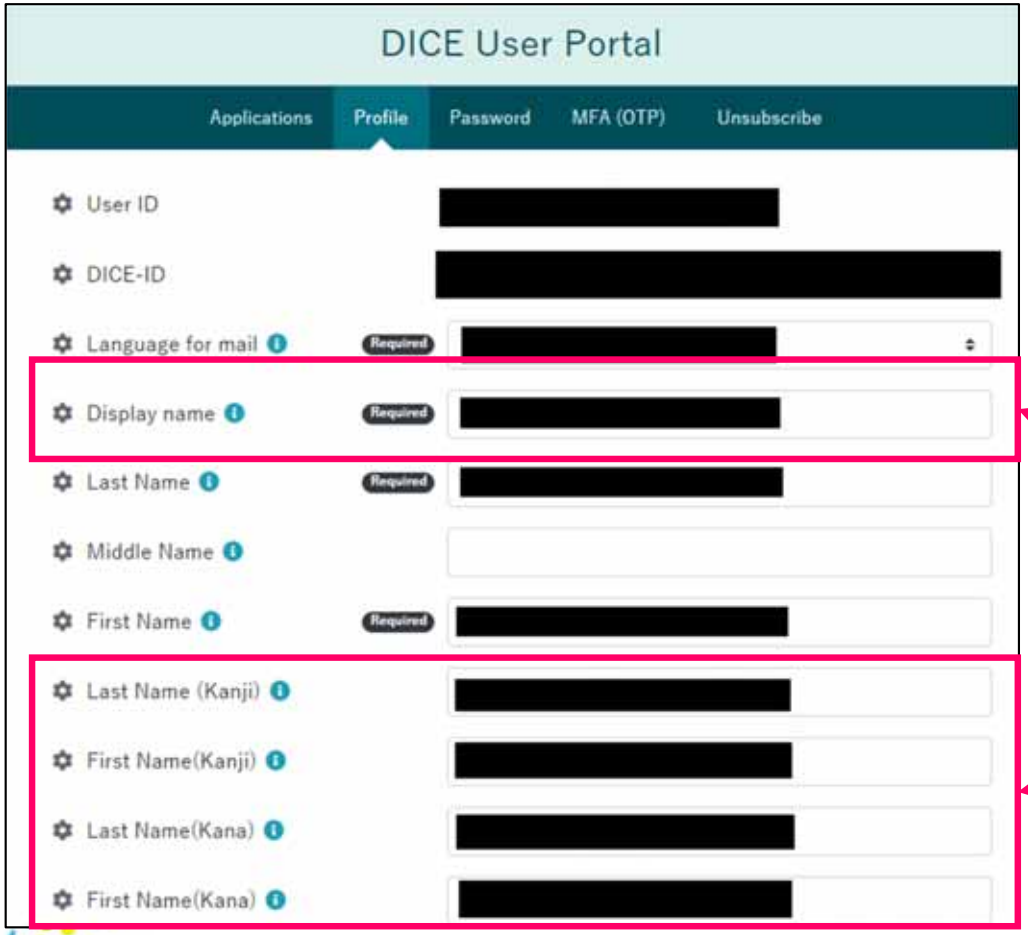
※Attention
Profile modification is not possible for DICE account linked to a NIMS email address.
If you log in with the DICE account linked to your NIMS email address, ”Profile” will not be displayed.

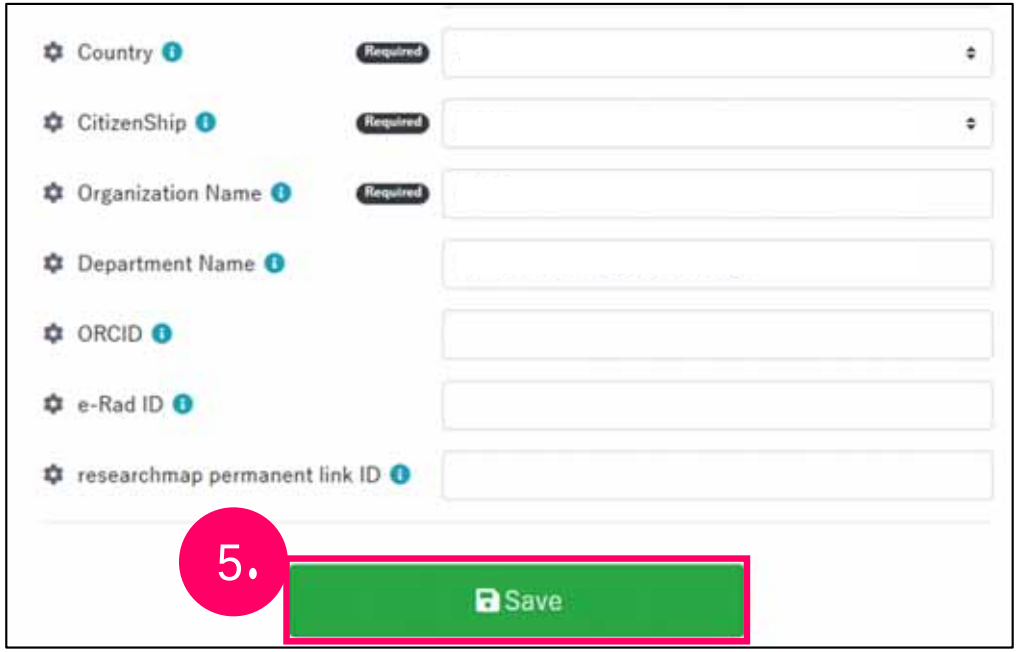
ARIM Japan

Supplement 3: How to Edit Your Profile of Your DICE Account

■ 4. How to modify your DICE account profile[2/2]

3. The profile information entry screen appears.
4. Correct the necessary items.
5. Click "Save".





・For display name,
enter your full name.
・Do not enter anything like a nickname.

・For kanji and Kana of your name,
please enter as much as possible.

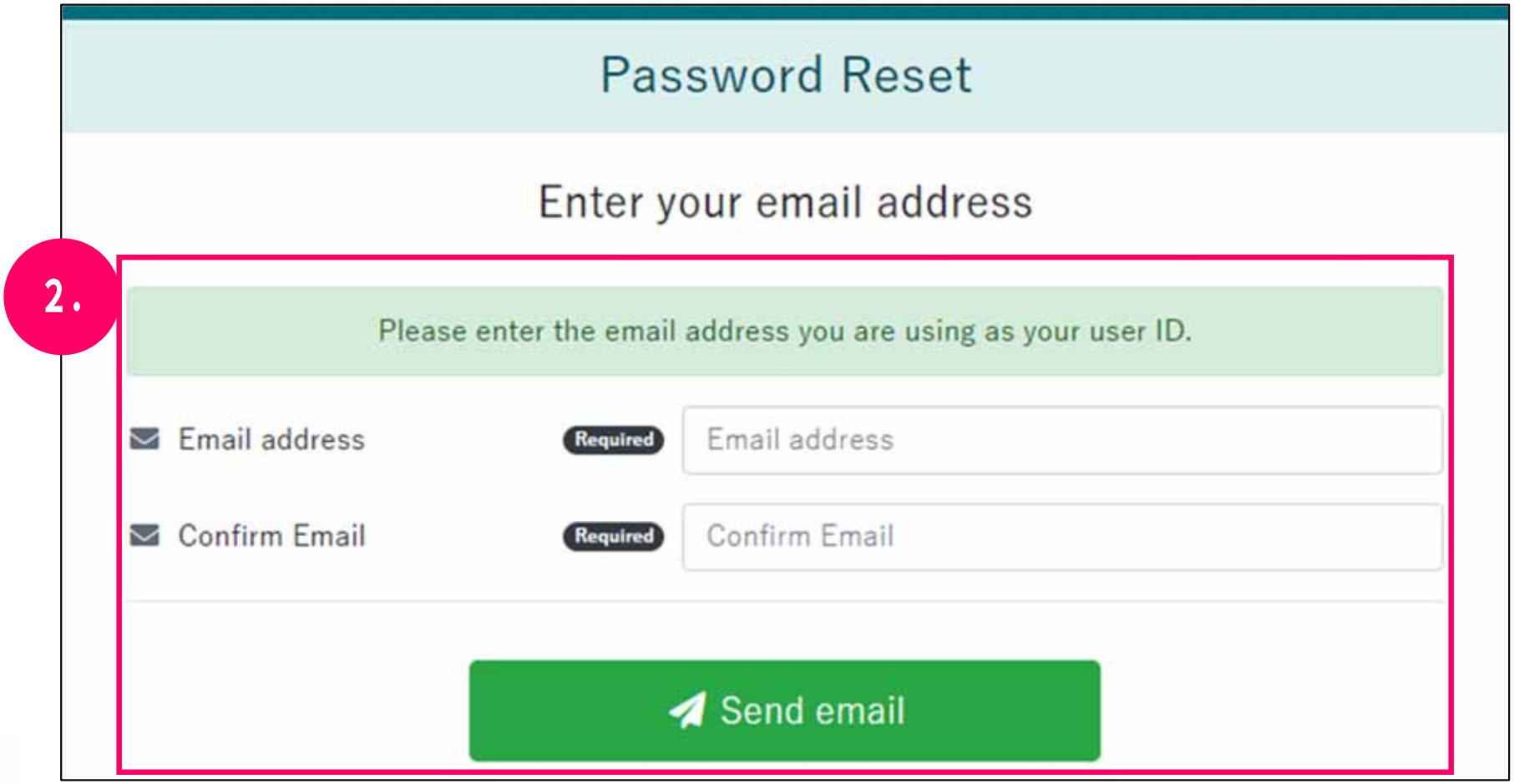
※Necessary to contact you.

Supplement 4: How to reset and change your DICE account password

Supplement 4: How to reset your DICE account password

■ Reset DICE account password [1/2]

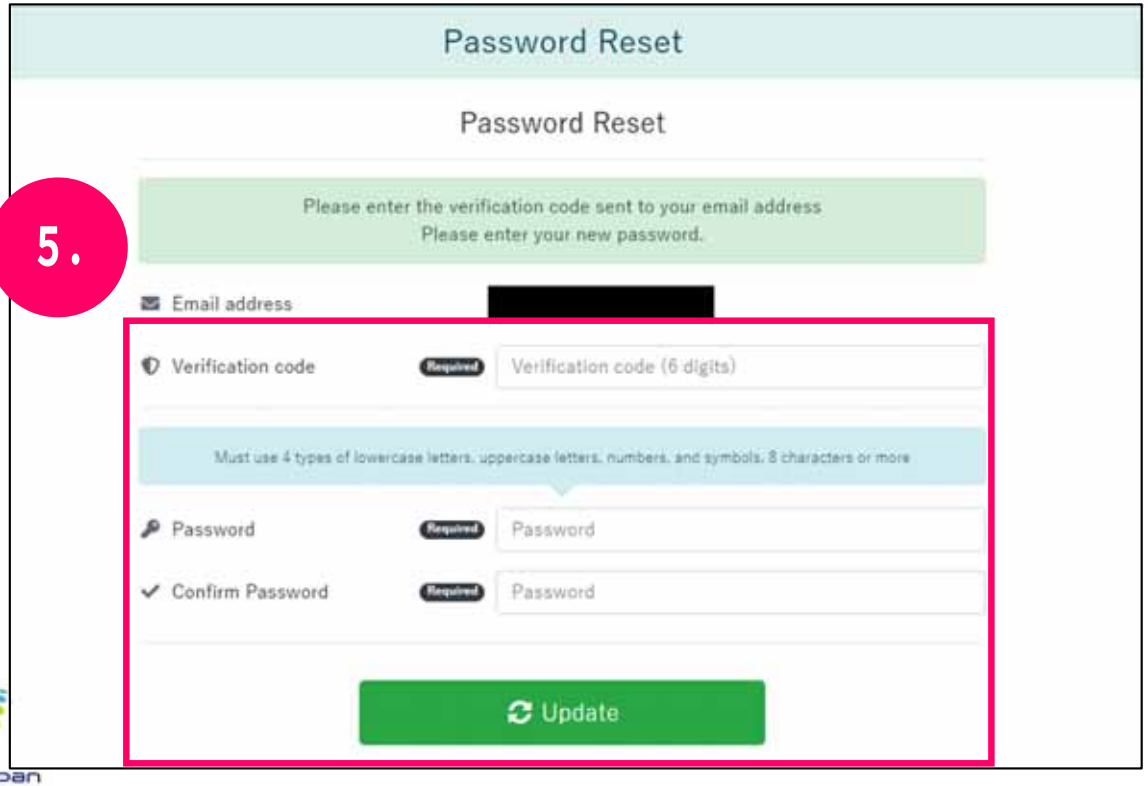
1. Access the password reset site (https://diceidm.nims.go.jp/csp/pwreset/).
2. Enter the email address registered in your DICE account and click "Send email".

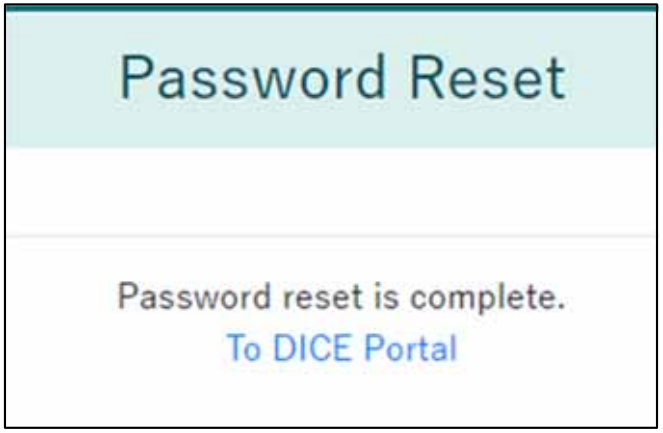


Supplement 4: How to reset your DICE account password

■ Reset DICE account password[2/2]

3. The password reset screen will open.
4. A verification code will be sent to the e-mail address you entered.
5. On the password reset screen, enter the verification code, new password and the same new password again, then click the "Update".
6. The password reset completion screen will appear.

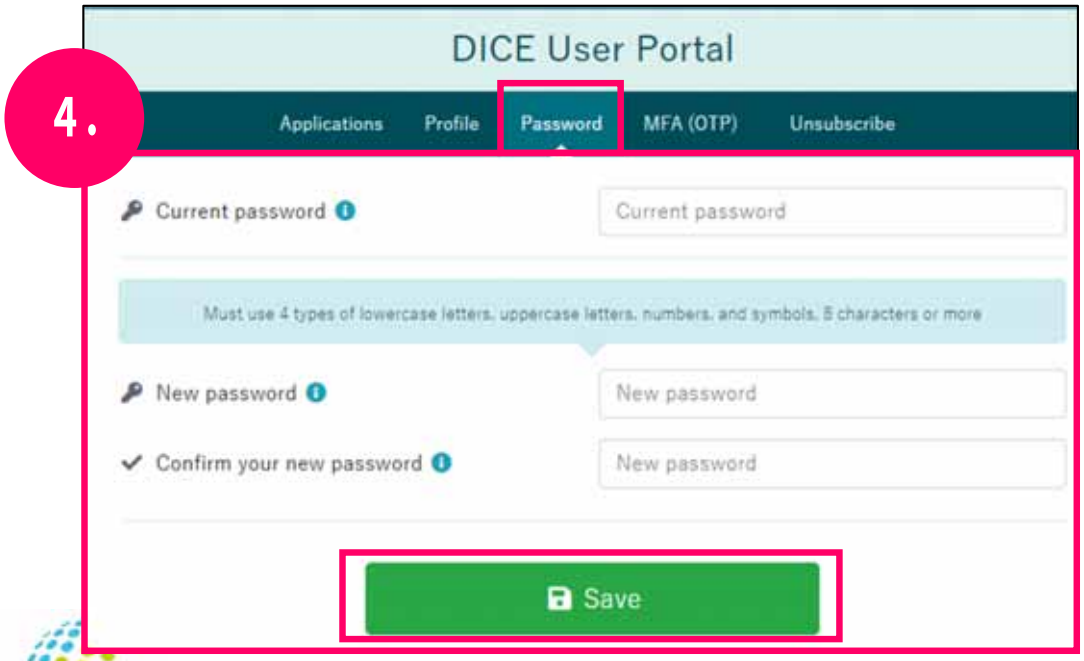


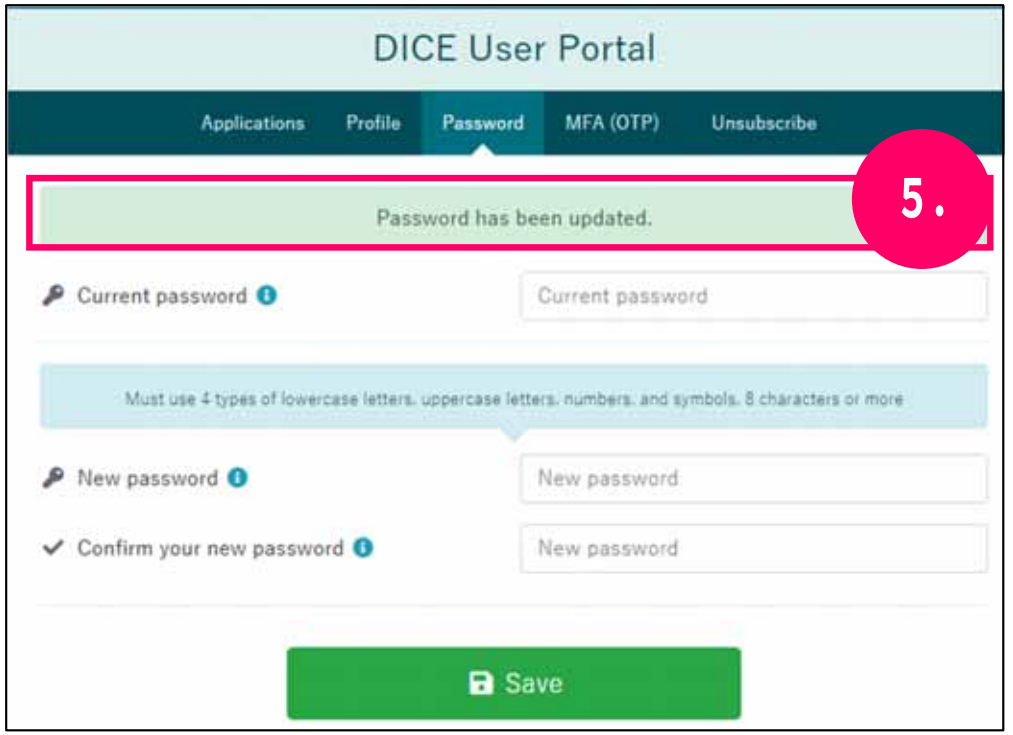


Supplement 4: How to change your DICE account password

■ Change the DICE account password

1. Access the DICE User Portal (https://diceidm.nims.go.jp/csp/csp-user-portal/).
2. Sign in with your DICE account.
3. Click "Password".
4. Enter "Current password", "New password", and "Confirm your new password" respectively, and click "Save".
5. The message "Password has been updated. “is displayed, then the password change (setting) is completed.





ARIM Japan