

ONLINE CONF Manual

How to download receipt

AGRI SMILE, Inc.
ONLINE CONF Support

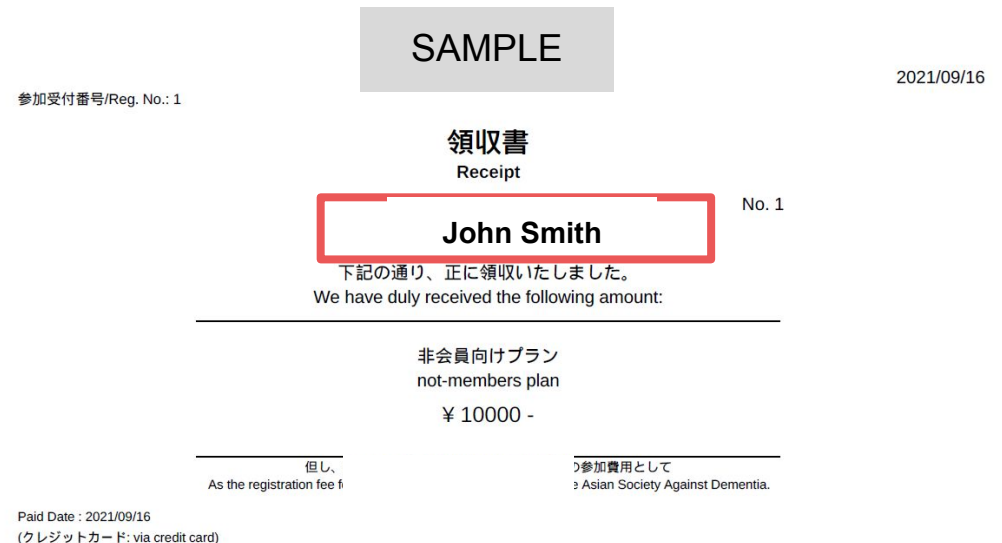
How to download the receipt

You can download the receipt 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**

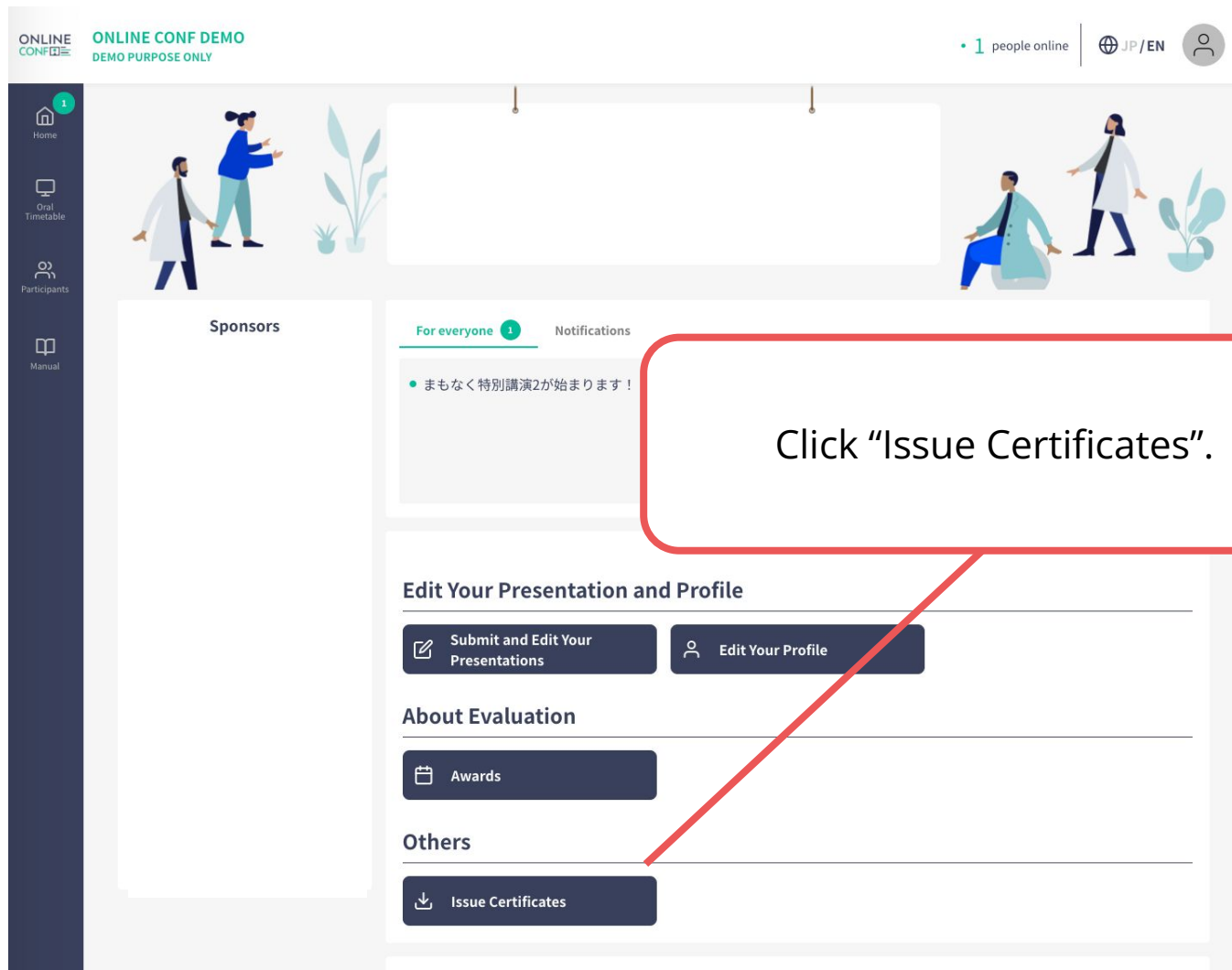
A. If addressed to "name" only

1. Go to "Issue Certificates" page on Dashboard.
2. Download



※The photo is a sample image

1. Go to "Issue Certificates" page on Dashboard.



※The photo is a sample image

2. Download

Click the link and download.

Certificates

Certificate of attendance

[Certificate of attendance](#)

Receipt

[Receipt](#)

For those who have paid by credit card: It will be shown as "ONLINE CONF" on your statement.

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

1. Go to "Edit Your Profile" page on Dashboard.
2. Change the address.
3. Go to "Issue Certificates" page and Download.
4. Restore the name.

参加受付番号/Reg. No.: 1

SAMPLE

2021/09/16

領収書
Receipt

To: **John Smith IMGC 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 -

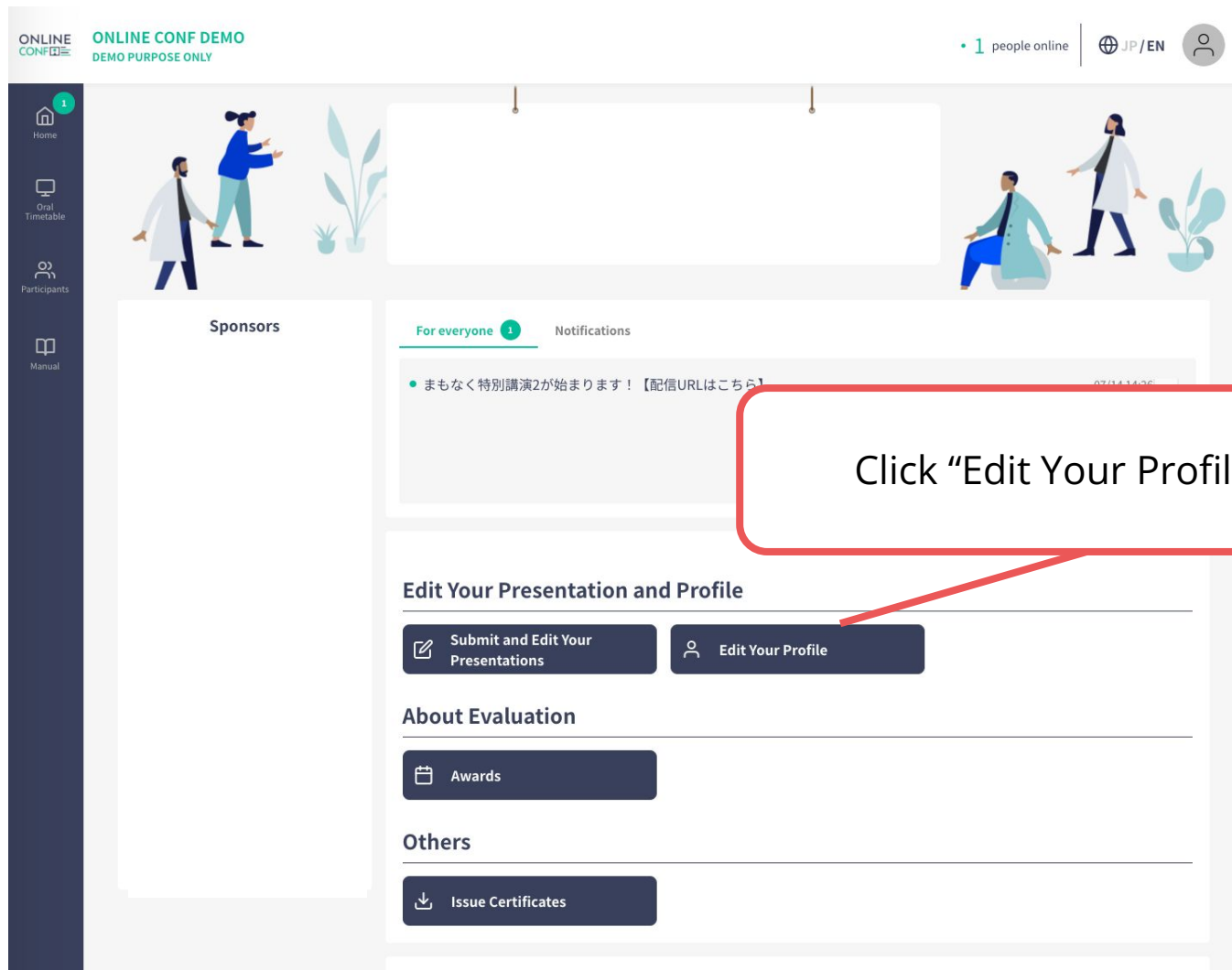
但し、
As the registration fee f

参加費用として
Asian Society Against Dementia.

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

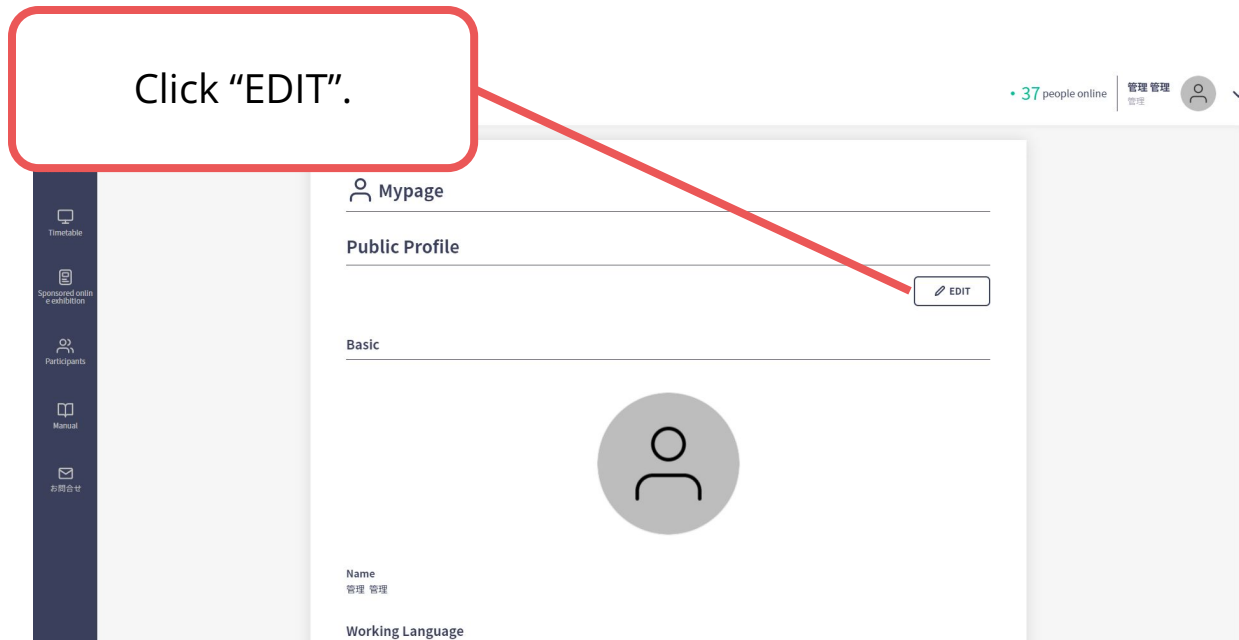
※The photo is a sample image

1. Go to “Edit Your Profile” page on Dashboard.



※The photo is a sample image

2. Change the address.



2. Change the address.

The image shows a user profile form with a dark blue sidebar on the left containing navigation icons for Dashboard, Timetable, Participants, and Manual. The main form area has a 'Select a Image' button at the top right. A red box highlights the text 'Enter your name (John Smith)' with a red arrow pointing to the 'First Name' field. Another red box highlights the text 'Enter your affiliation (IMGC Corp.)' with a red arrow pointing to the 'Last Name' field. The form fields are as follows:

- Honoric title** Required: Prof. (dropdown)
- First Name** Required: 管理
- Middle Name**: (empty)
- Last Name** Required: 管理
- Phone Number** Required: (empty)
- SNS Accounts**
 - Twitter**: https://twitter.com/xxxx
 - Facebook**: https://www.facebook.com/xxxxxx
 - LinkedIn**: (empty)

※The photo is a sample image

2. Change the address.

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 has a white background and is divided into sections by horizontal lines. The first section contains three input fields for 'First Name', 'Middle Name', and 'Last Name', each with a 'Required' label. The 'First Name' and 'Last Name' fields contain the Chinese characters '管理'. The second section is titled 'Affiliation' and contains three input fields: 'Organization/Company/University' (with 'Required' label) containing '管理', 'Department/Laboratory' (with 'Required' label) containing 'XXX Lab. / XXX Dept.', and 'Position/Rank' (with 'Required' label) containing 'Position/Rank'. The third section is titled 'Keyword Registration(Please set categories and keywords you are interested in.)' and contains a '+ Add Keyword' button. A red callout box at the top right contains the text 'Click "Update"' and a red line points from it to a red-bordered box around the 'Update >' button at the bottom right of the form.

Click "Update"

Dashboard
Oral Timetable
Poster Timetable
Contact
Manual
Mypage

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

管理 管理

Affiliation

Organization/Company/University **Required**

管理

Department/Laboratory **Required**

XXX Lab. / XXX Dept.

Position/Rank **Required**

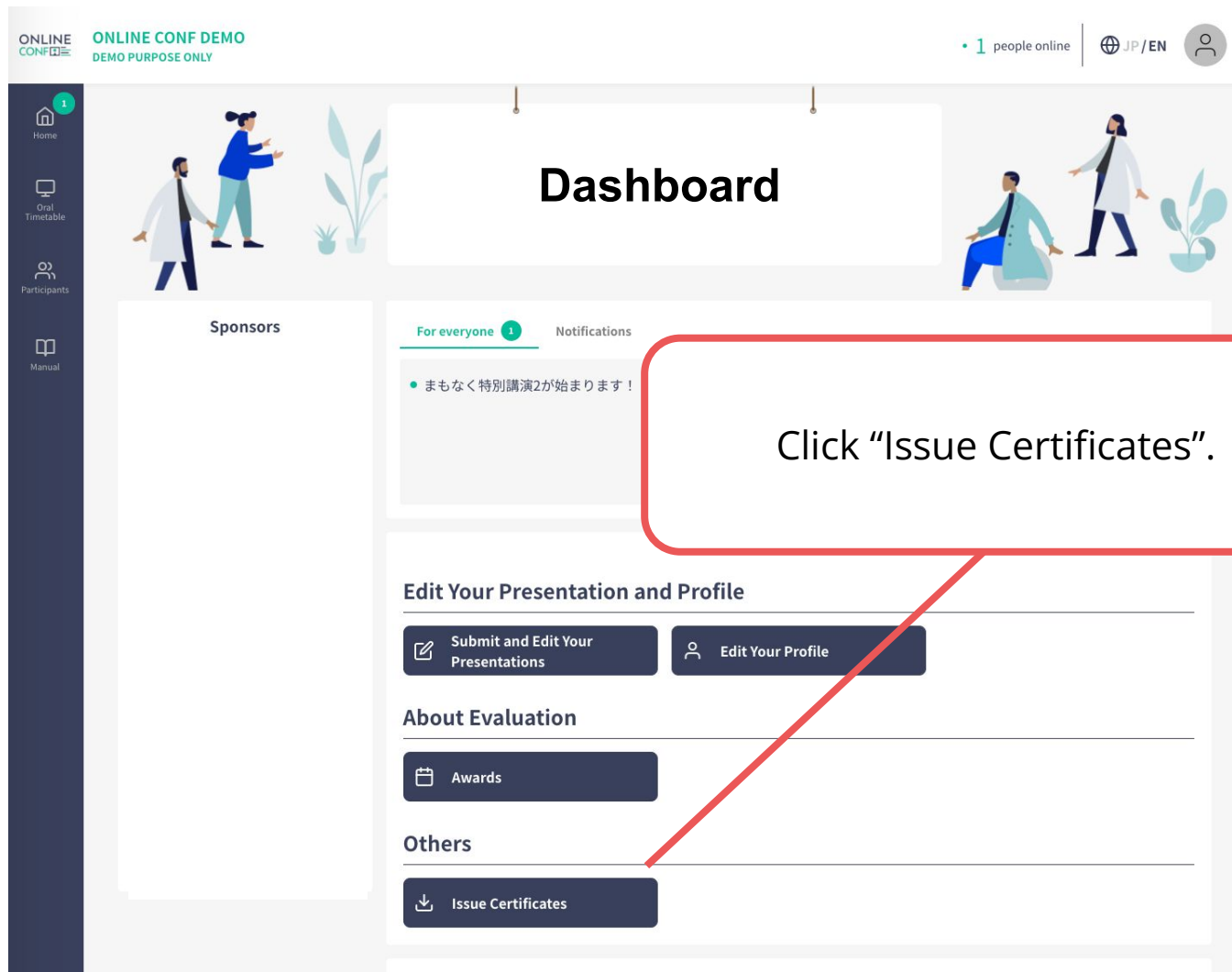
Position/Rank

Keyword Registration(Please set categories and keywords you are interested in.)

+ Add Keyword

Update >

3. Go to "Issue Certificates" page and Download.



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3. Go to “Issue Certificates” page and Download.

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4. Restore the name

- In the same way as step 1&2, change the name from “Edit Your Profile”.

C. If the address is "affiliation" only

1. Go to "Edit Your Profile" page on Dashboard.
2. Change the address.
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SAMPLE

2021/09/16

領収書
Receipt

To: **IMGC Corp.**

No. 1

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not-members plan
¥ 10000 -

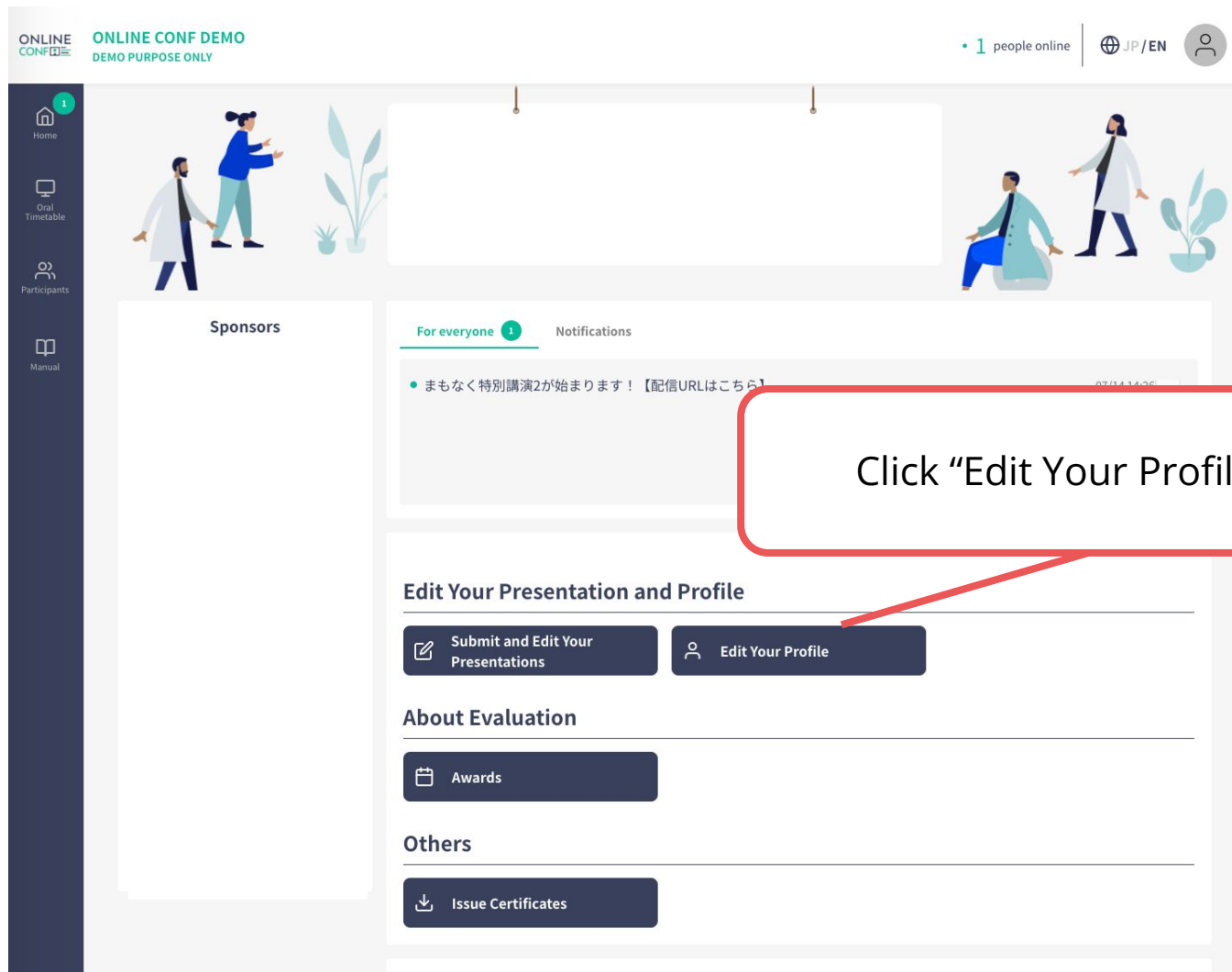
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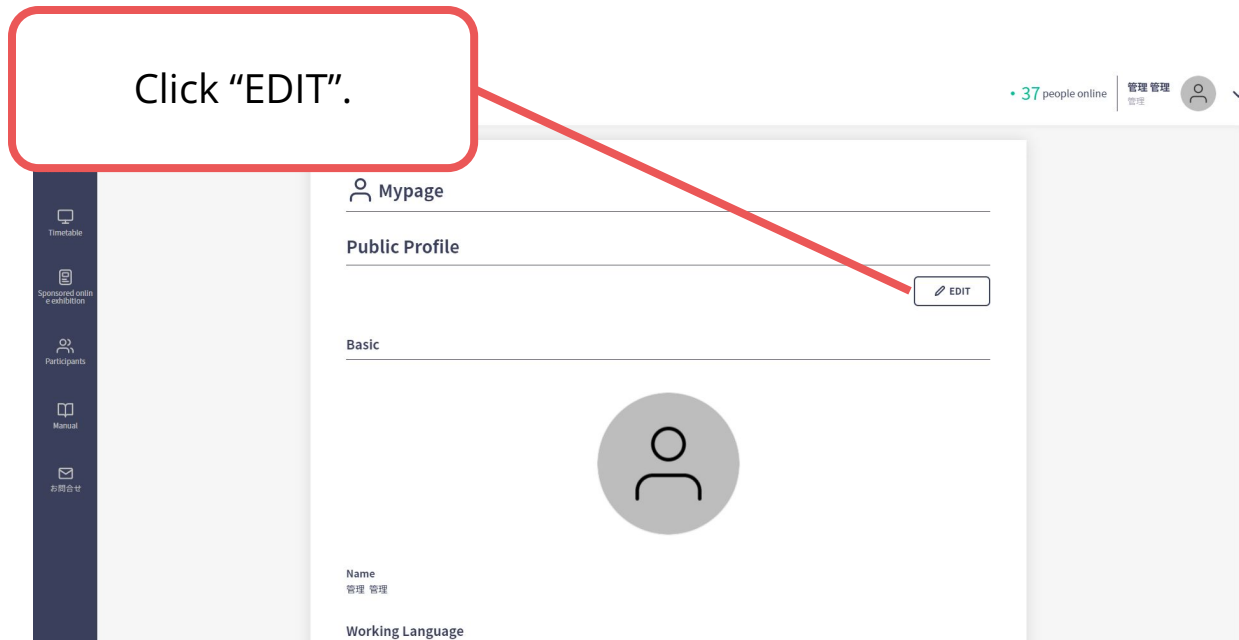
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1. Go to “Edit Your Profile” page on Dashboard.



※The photo is a sample image

2. Change the address.



2. Change the address.

The image shows a user profile form with a dark blue sidebar on the left containing navigation icons for Dashboard, Timetable, Participants, and Manual. The main form area has a 'Select a Image' button at the top. A red box highlights the text 'Enter the company name (IMGC)' with a red arrow pointing to the 'First Name' input field. Another red box highlights the text 'Enter the juridical personality (Corp.)' with a red arrow pointing to the 'Last Name' input field. The form includes a dropdown menu for a title (set to 'Prof.'), input fields for 'First Name', 'Middle Name', and 'Last Name', and a 'Phone Number' field. Below these are sections for 'SNS Accounts' with input fields for 'Twitter', 'Facebook', and 'LinkedIn'. The 'First Name' and 'Last Name' fields contain the Chinese characters '管理'.

Dashboard

Timetable

Participants

Manual

Select a Image

Enter the company name (IMGC)

Prof.

First Name **Required**

管理

Middle Name

Last Name **Required**

管理

Phone Number **Required**

SNS Accounts

Twitter

https://twitter.com/xxxx

Facebook

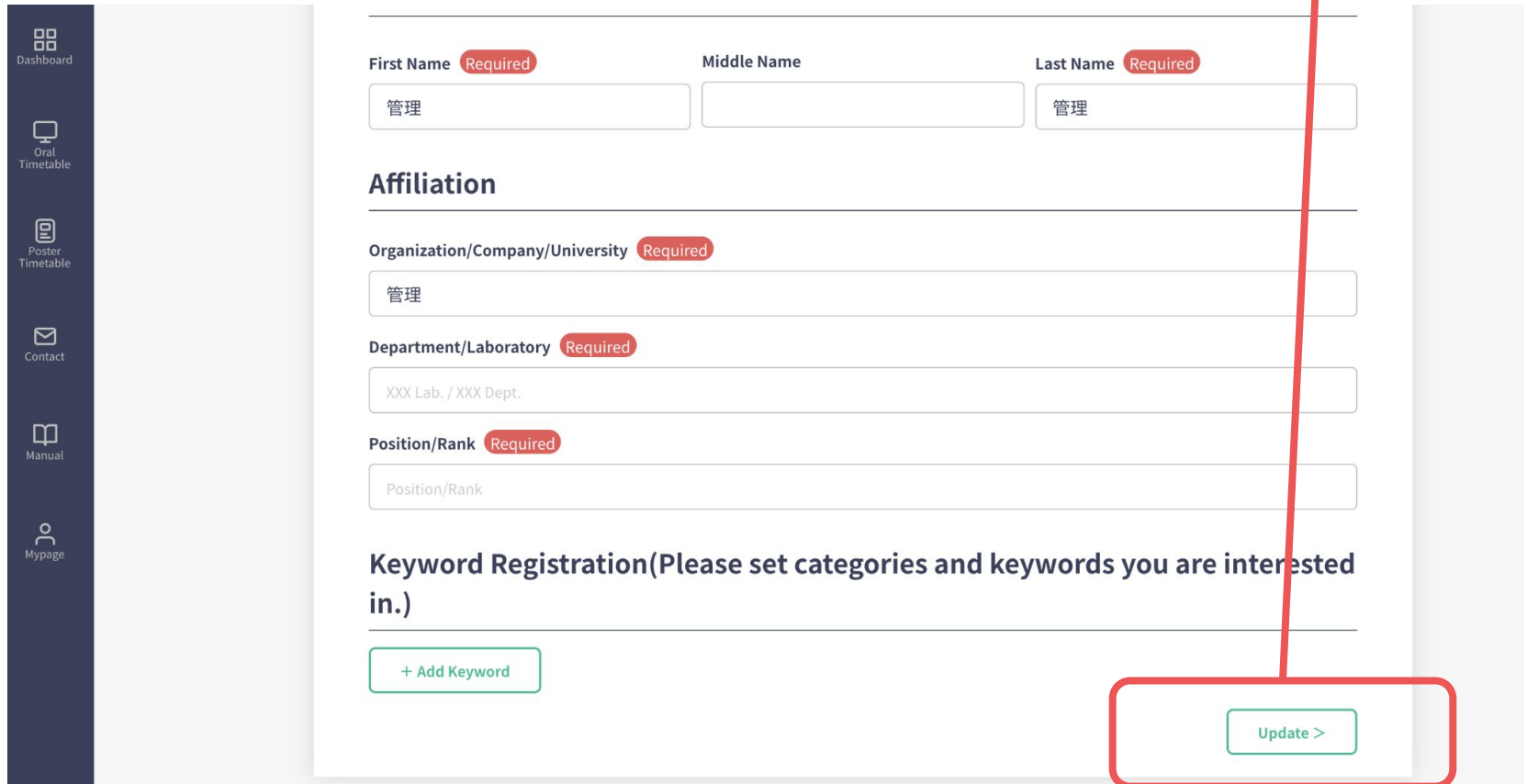
https://www.facebook.com/xxxxxx

LinkedIn

Enter the juridical personality (Corp.)

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2. Change the address.



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 has a white background and contains 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): 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.)" and a green button labeled "+ Add Keyword".
- Update Button:** A green button labeled "Update >" located at the bottom right of the form.

A red callout box with the text "Click 'Update'" is positioned above the "Update >" button, with a red line pointing to it.

3. Go to "Issue Certificates" page and Download.

The screenshot shows the 'ONLINE CONF DEMO' dashboard. At the top left, it says 'ONLINE CONF DEMO DEMO PURPOSE ONLY'. At the top right, it shows '1 people online' and language options 'JP/EN'. The main header area is titled 'Dashboard' and features illustrations of people in lab coats. A sidebar on the left contains navigation icons for Home, Oral Timetable, Participants, and Manual. The main content area is divided into several sections: 'Sponsors', 'Notifications' (with a sub-header 'For everyone 1' and a notification in Japanese), 'Edit Your Presentation and Profile' (with buttons for 'Submit and Edit Your Presentations' and 'Edit Your Profile'), 'About Evaluation' (with a button for 'Awards'), and 'Others' (with a button for 'Issue Certificates'). A red rounded rectangular callout box with the text 'Click "Issue Certificates".' is positioned over the 'Issue Certificates' button, with a red line pointing from the box to the button.

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3. Go to “Issue Certificates” page and Download.

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4. Restore the name

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