User guide

Organization My Page: Exhibits, Seminars and Newsletters

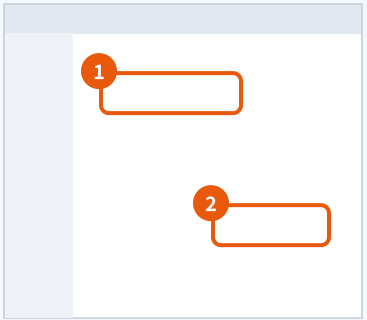
From applying to exhibit to your organization's exhibit data, seminars, matching profile, newsletters and seeds, this guide follows real screenshots step by step.

The screenshots were taken with sample data.

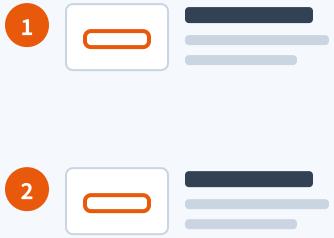
How to read this guide

- The numbered boxes on each screenshot show where to press or type. Read them together with the explanation of the same number in the right-hand column.
- For step-by-step detail, see the web guide, which walks through the real screens.

What a page looks like



A photo of the screen. The numbered boxes show where to press.



The row with the same number shows a close-up of that place and what it does.

Who can use it

- Exhibitors and staff who use the organization's My Page can use these features.

What this guide covers

1 Applying to Exhibit

Application: Choose your company
Application: Candidates
Application: Proposed registration details
Application: Choose how you will use the service

2 Your Organization: Exhibits, Seminars and Matching

Exhibit management (shared across exhibitions)
Automatic creation of exhibit data
Organization seminars
Matching profile
Meeting requests and comments on needs and seeds (as an organization)
Merge organizations

3 Your Organization's Newsletter

Email newsletter distribution

4 Seeds

List of seeds
Register the seed

5 CP for Using AI

CP for using AI (normal view)
CP for using AI (when your balance is low)

1

Applying to Exhibit

4 screens

Application: Choose your company



1 

Progress
You go through company, email, details and plan in order.

2 （見本）いずも精密工業

Company name
Enter your company name. It is searched only when you press Next.

3 

Next
Press this to see the matching companies.

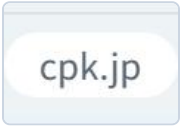
4 

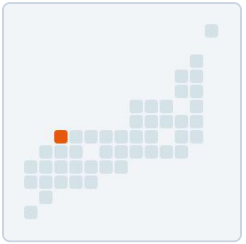
Exhibit page
This is the exhibit page being built. It is only an outline for now.

Application: Candidates



1 株式会社（見本）いずも精密工業 島根県 出雲市

Company
Press it to go on to the email screen.

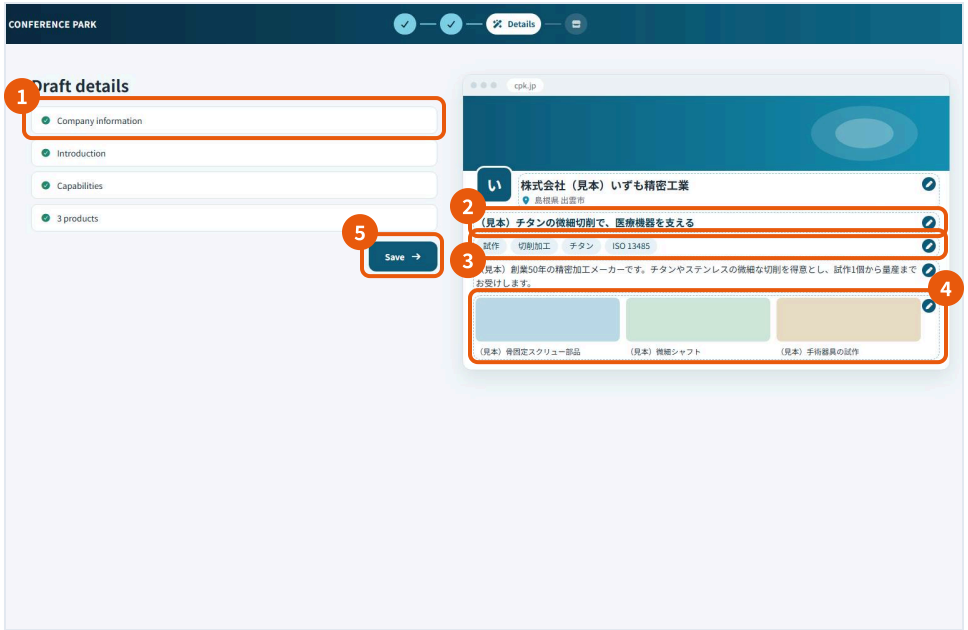
2 

Map
The prefecture of the company is highlighted.

3 + Not in this list

Not in this list
If yours is not listed, go on with the name you entered.

Application: Proposed registration details



1 Company information

Draft contents
Press a row to edit it here.

2 （見本）チタンの微細切削で、医療

Tagline
You can also press the pen on the page to edit.

3 試作 切削加工 チタン ISO 1

What you can do
This is used to show you as a matching candidate.

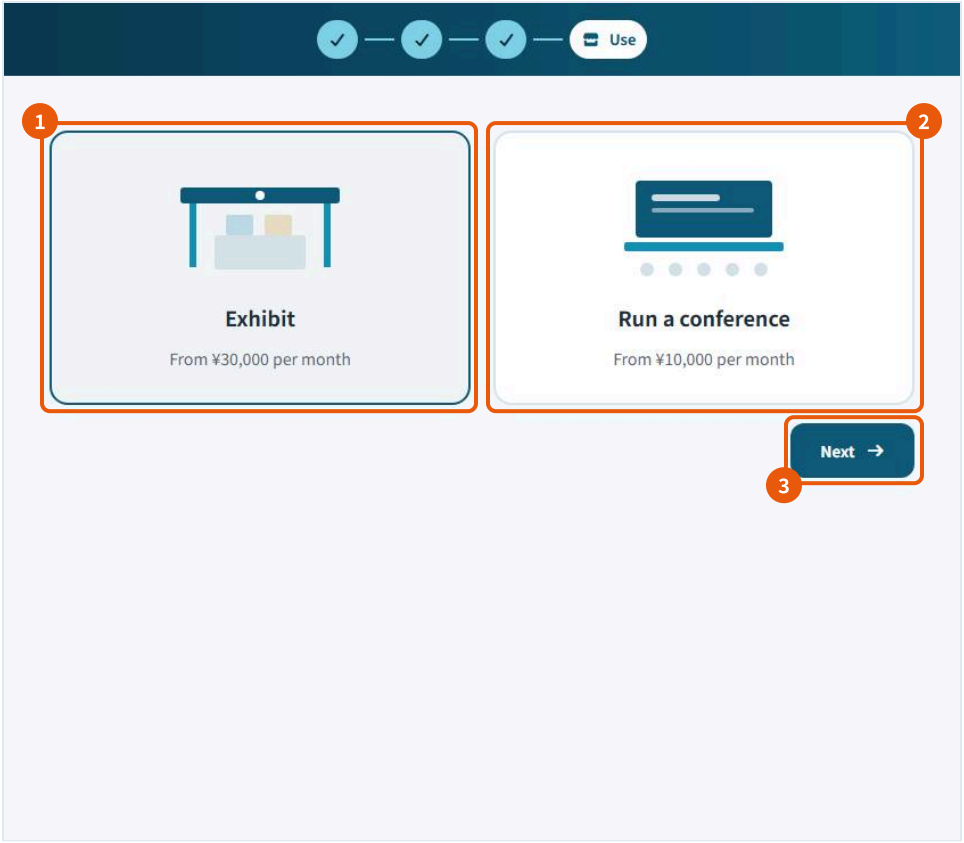
4 （見本）骨固定スクリュー部品

Products
You can add and remove products.

5 Save →

Save
After you save, automatic AI processing no longer changes these values.

Application: Choose how you will use the service



1

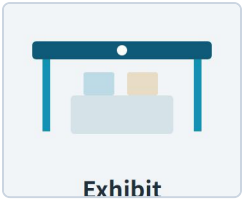
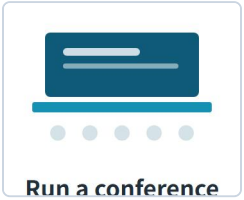


Exhibit
Goes to the exhibit application screen.

2



Run a conference
Goes to the plans screen.

3



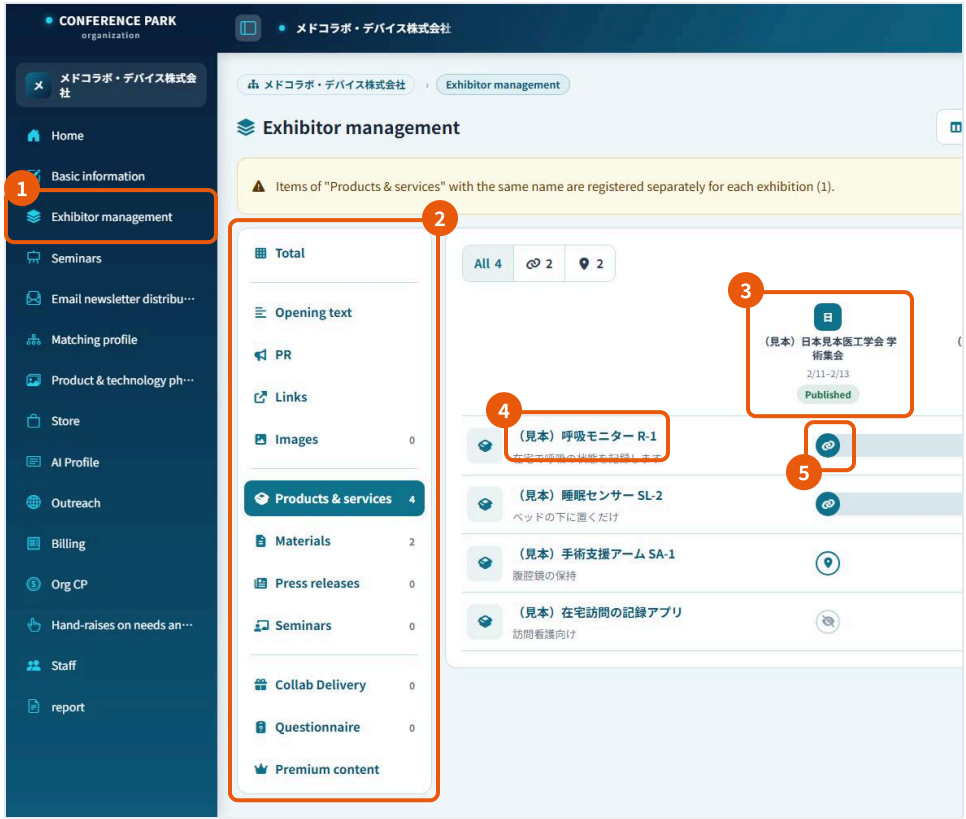
Next
Opens the screen you chose.

2

Your Organization: Exhibits, Seminars and Matching

6 screens

Exhibit management (shared across exhibitions)



1 Exhibitor management

Menu

Open it from "Exhibit management" in the organization menu.

2 Total / Opening text

Type

Choose a type in the list on the left. In “All”, rows are types, columns are exhibitions, and each cell shows how many items are shown there.

3 （見本）日本見本医工学会 学術集会 2/11–2/13 Published

Exhibitions

Each column is an exhibition, with its dates and status. Click its name to open the exhibitor page, the public page or the report.

4 （見本）呼吸モニター R-1 在宅で呼吸の状態を記録します

Edit

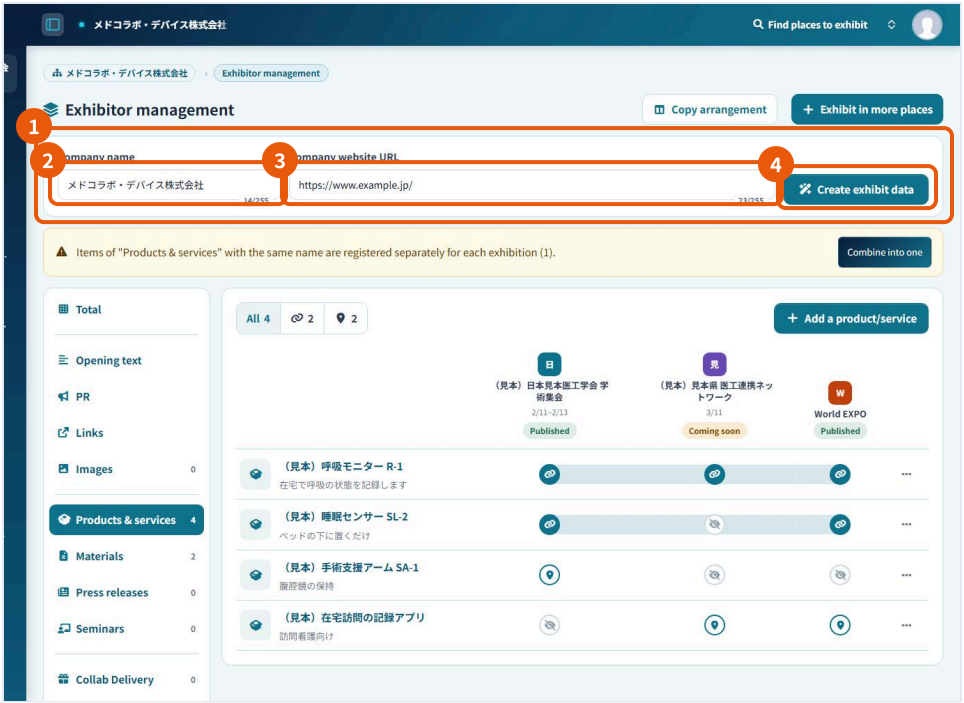
Click an item’s name to edit it in a panel on the right. Saving closes the panel and refreshes the table.

5

All exhibitions

A row joined by a band is shown at all exhibitions. New items start this way.

Automatic creation of exhibit data



1

Company name
メドコラボ・デバイス株式会社

Create exhibit data

At the top of Exhibit management. Creates exhibit data as private from just the company name and website URL.

2

メドコラボ・デバイス株式会社

Company name

Enter the company name. The organization name is filled in.

3

Company name
メドコラボ・デバイス株式会社

Company website URL

Enter the website URL. The PR text, PR phrase, links, products and press releases are created from it.

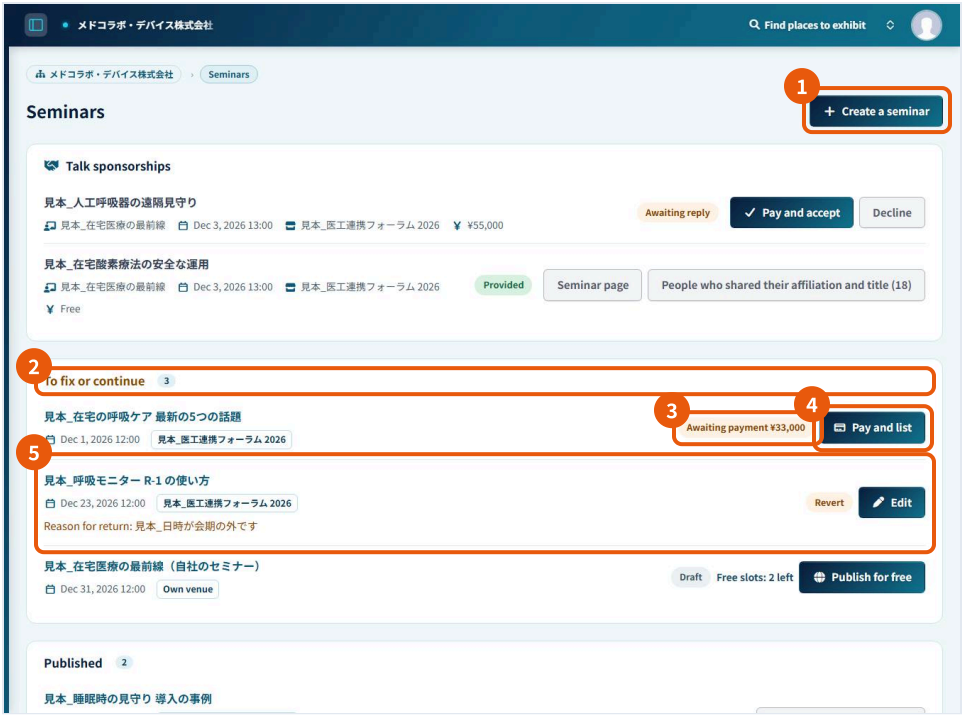
4

Create exhibit data

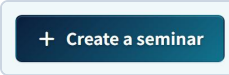
Create exhibit data

Press to start. Progress is shown for each item, and you are notified in chat when it finishes. Everything is private.

Organization seminars



1



Create a seminar

Opens a window to choose your own venue or a conference you exhibit at. At a conference, it becomes a listing application.

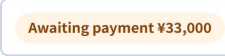
2



To fix or continue

Sent back, awaiting payment and drafts are gathered here.

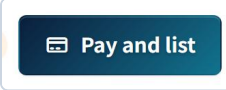
3



Awaiting payment

Approved at a conference with a hosting fee. It is not listed until paid.

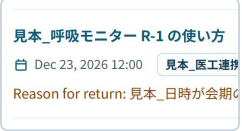
4



Pay and list

Pay by card to be listed in the conference's seminar hall. Only the total is shown.

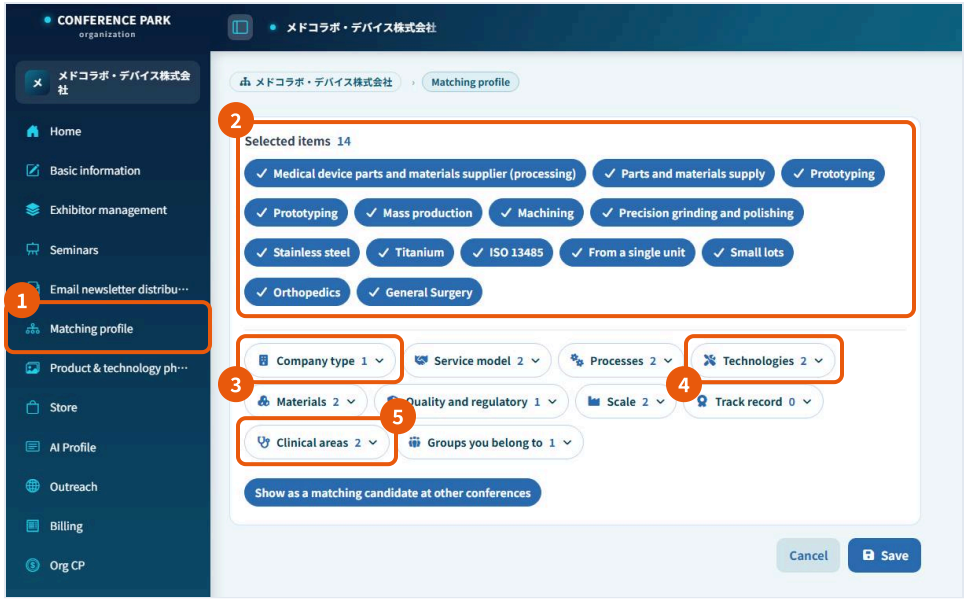
5



Sent back

The reason appears here. Fix it with “Fix” and save to apply again.

Matching profile



1 **Matching profile**

Menu

Open it from "Matching profile" in the organization menu.

2 Selected items 14 ✓ Medical device parts and mater ✓ Prototyping ✓ Mass prod

Selected items

The number of items you selected. It matches the line above the meeting request / comment list.

3 Company type 1

Company type

Once you are listed in the exhibition hall, AI fills this in from your introduction. Change it if it is wrong.

4 Technologies 2

Technologies

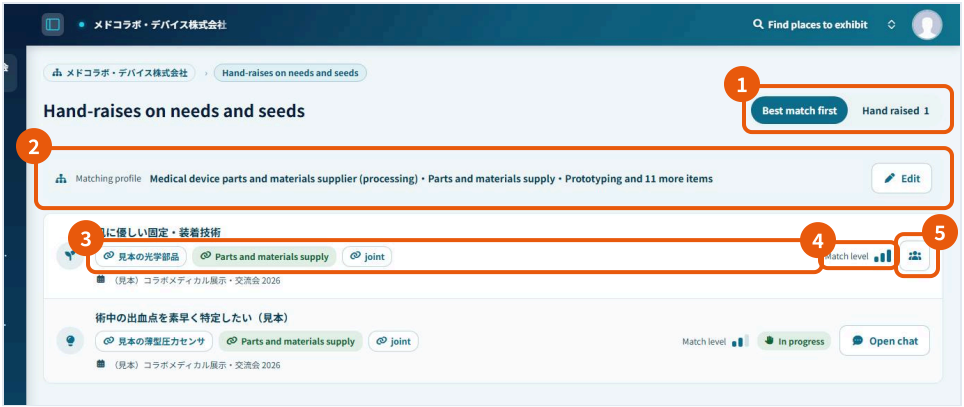
Select what you can do. This is used to find companies that fit needs and seeds.

5 Clinical areas 2

Clinical areas

Select the clinical areas of your products or experience.

Meeting requests and comments on needs and seeds (as an organization)



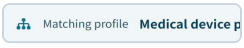
1



Best match or sent

Needs are listed best match first. Switch to "Sent" to see only those the organization sent a meeting request / comment for.

2



Matching profile

The company type, capabilities and clinical areas you selected. "Edit" opens a dialog.

3



Matching points

Your products, technologies and how you could be involved. Points that overlap your matching profile are green.

4



Match level

Three levels. Needs your product can solve as the final product rank highest.

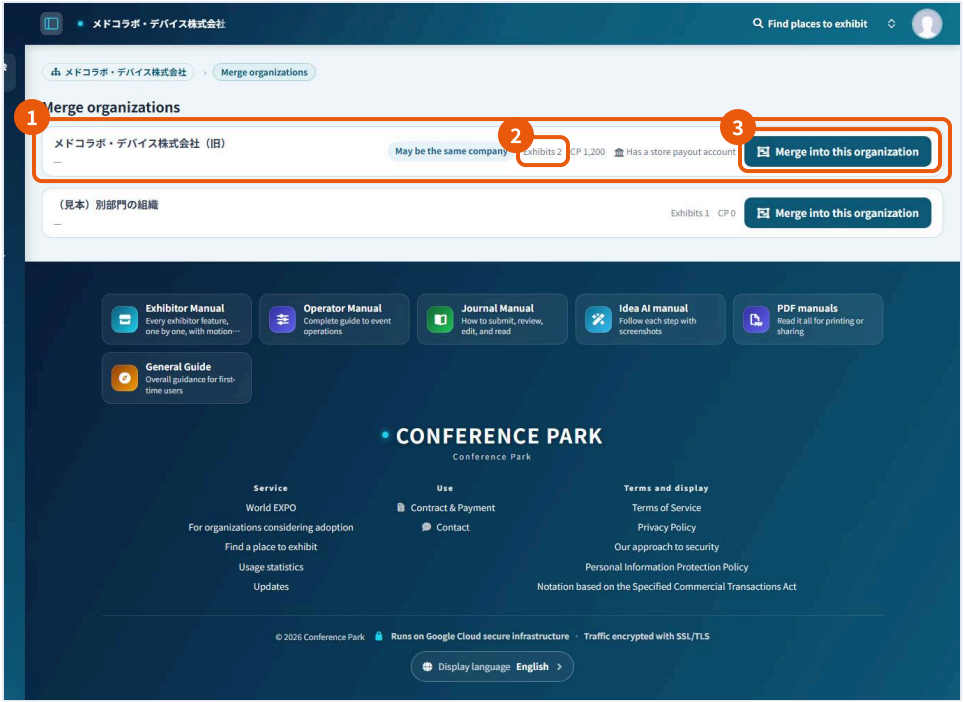
5



Discuss internally

Opens a chat for organization members only, one per need. The proposer cannot see it.

Merge organizations



1



Organizations you can merge

Other organizations you administer. Likely matches come first.

2



What moves

Shows the exhibits, CP and any store payout account that will move.

3



Merge into this organization

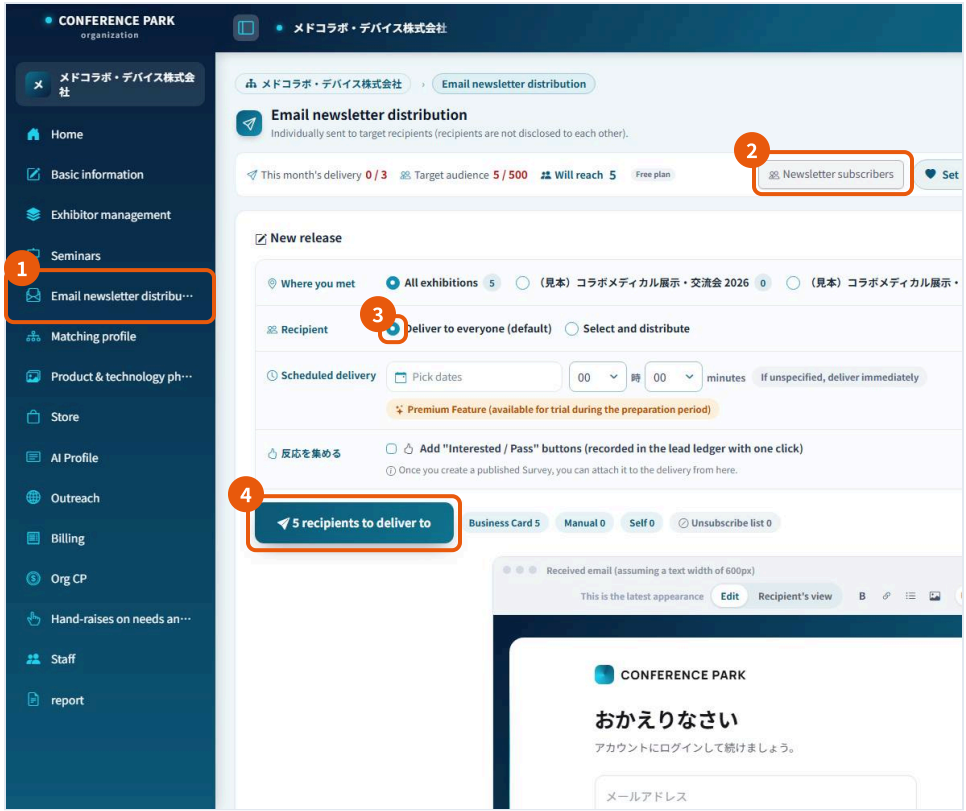
Press to open the confirmation. It cannot be undone, so check it.

3

Your Organization's Newsletter

1 screens

Email newsletter distribution



1 Email newsletter distribu…

Email newsletter distribution

Open it from the menu on the left of your organization page.

2 Newsletter subscribers

Newsletter subscribers

See, add and remove subscribers without leaving your organization page.

3

Recipients

Send to everyone or only to the people you choose.

4 5 recipients to deliver to

Send

The number on the button is how many will receive it. Unsubscribed people are removed automatically.

4

Seeds

2 screens

List of seeds



1

（見本）低照度でも高精細な内視鏡画像処理技術

One seed per row

The applications and kinds of partnership you chose appear under the name.

2

Edit

Edit

Change the name, summary, applications or whether it is public.

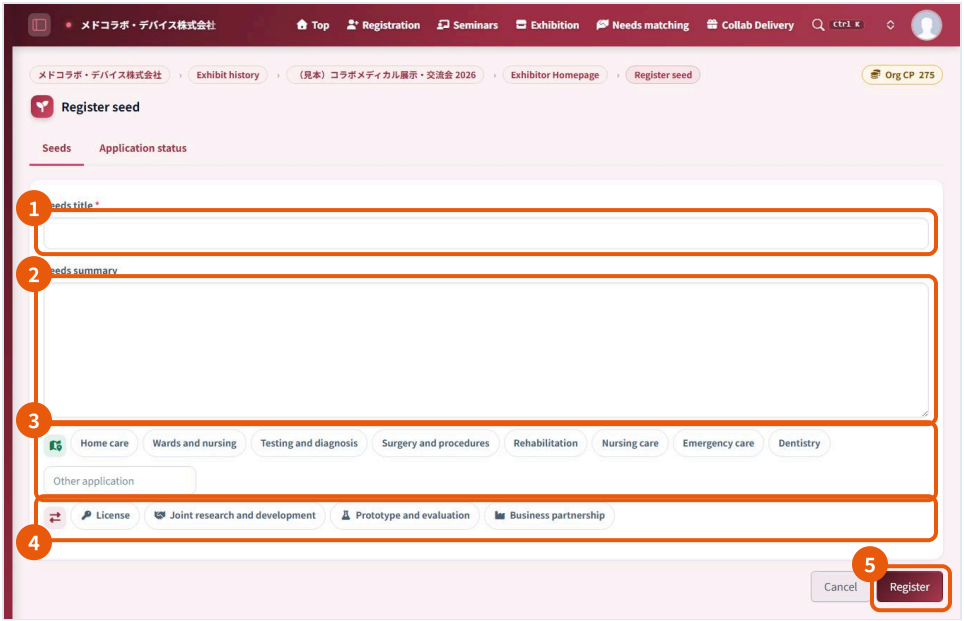
3

+ Register seed

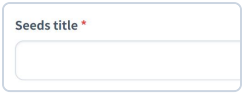
Register seed

Opens the screen for registering a new seed.

Register the seed



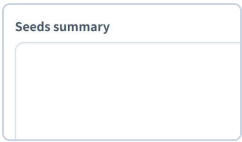
1



Seed name

The name of the technology. It becomes the heading on the public page.

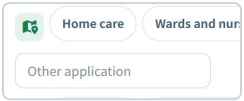
2



Seed summary

What the technology can do and what kind of partner you are looking for.

3



Applications

Press the settings where it could be used. Type any others in the box on the right.

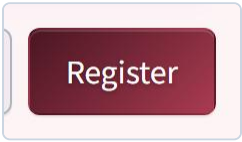
4



Kinds of partnership

Choose the kinds of partnership you want, such as a licence or joint research.

5



Register

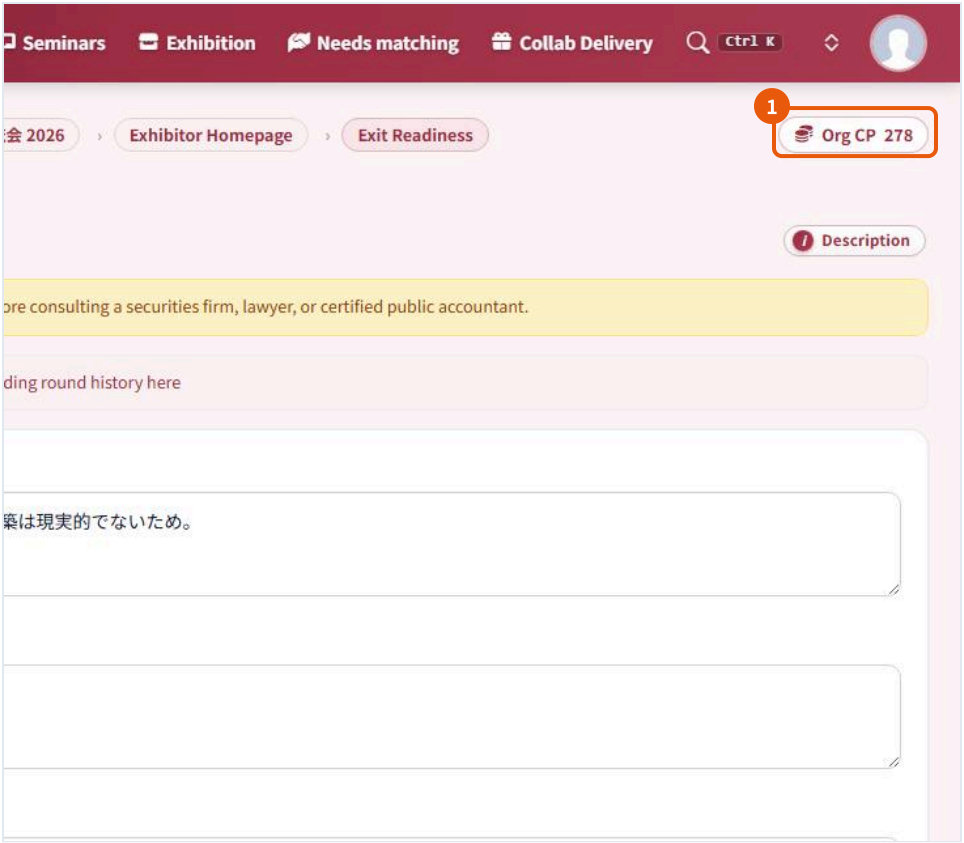
The seed is saved as private and its edit screen opens.

5

CP for Using AI

2 screens

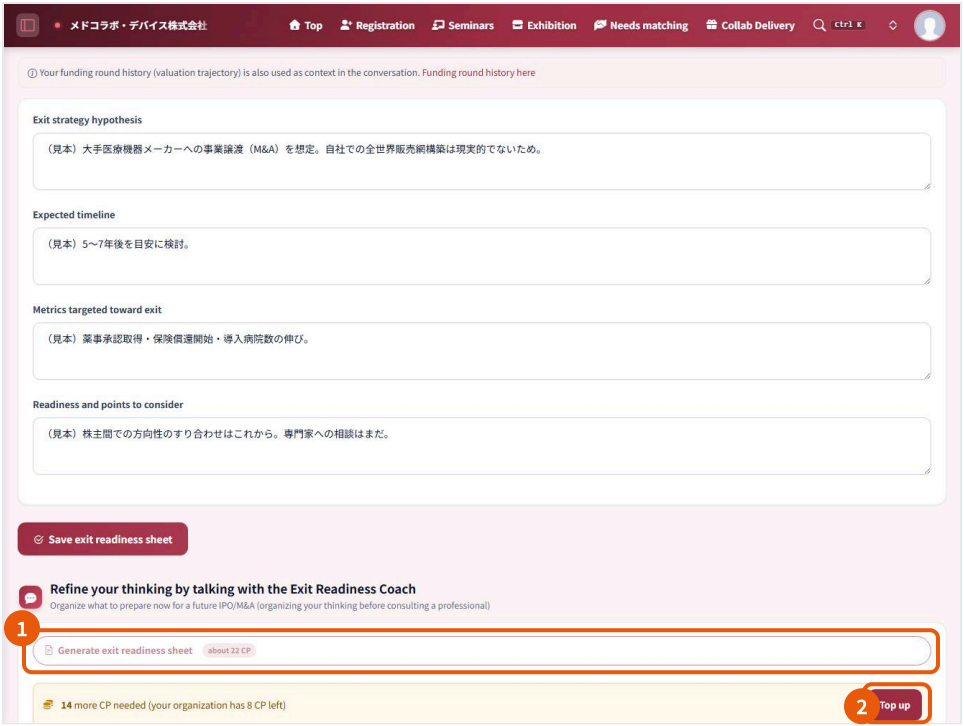
CP for using AI (normal view)



1 Org CP 278

Organization CP
Your organization's remaining CP.

CP for using AI (when your balance is low)



1



It stops before you press

The balance is below about 22 CP, so it cannot be pressed.

2



Top up

Opens the CP page, where you choose a pack.

If you need help

- Use "i Description" at the top right of a screen to see how that screen works.
- Use "Contact" at the bottom of the screen to reach our staff.
- The latest version of this guide is at https://cpk.jp/manual/pdf