TSUBAME Portal User's Guide

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1. Introduction

This document describes how to operate the portal site, which is the first thing you need to know when using TSUBAME 4.0.

The TSUBAME Portal allows you to manage user authentication, user groups and TSUBAME points for the use of various computing resources.



In this manual, portal refers to the TSUBAME Portal, except where it is explicitly indicated as the Tokyo Tech Portal below.

1.1. How to access

The portal can be connected at the following URL

https://portal.t4.gsic.titech.ac.jp

Make sure it is protected by SSL.

Access to the portal requires a TSUBAME account in advance. To create an account, please click here.

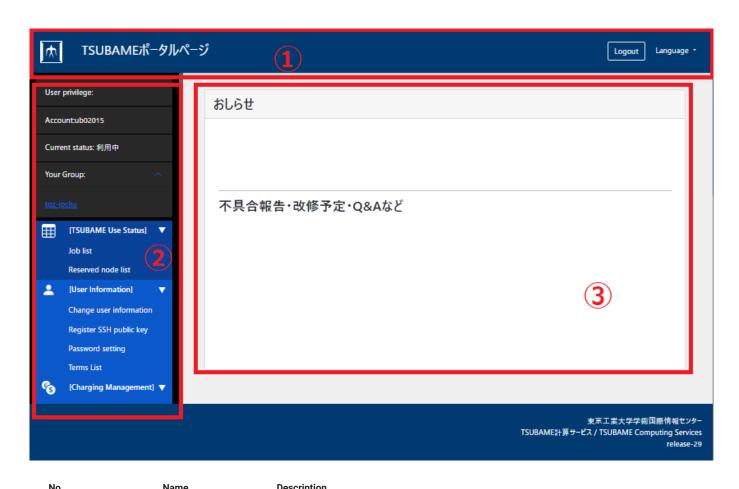
1.2. E-mail

The portal uses e-mail to authenticate and authorise users and for various notifications. All e-mails are digitally signed with S/MIME from portal@t4.gsic.titech.ac.jp. Please do not open emails that are not digitally signed or that have been improperly digitally signed, as they are dangerous.

1.3. Screen layout

The portal's screens consist of a header, a menu and an operation screen.

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No).	Name	Description
(1))	Header	A logout button and a language switch button are located. The language can be selected between Japanese and English.
(2))	Side Menu	A list of functions is displayed. Select the menu for the function you want to use and the operating screen will move to the screen for that function.
(3))	Operation screen	This is the area where operations are performed for the functions selected in the side menu. The top page displays announcements from the Global Scientific Information and Computing Center(GSIC).

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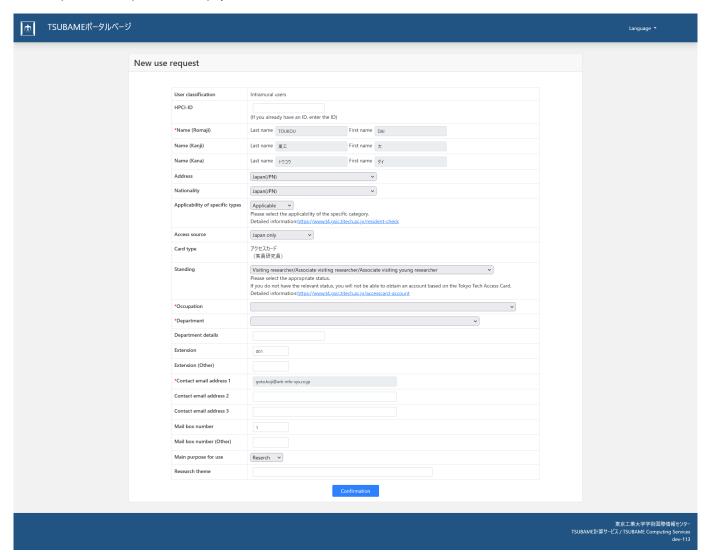
2. User registration

In order to use TSUBAME, you need to obtain an account. Students, faculty, and staff enrolled at Tokyo Tech can automatically obtain an account through the Tokyo Tech Portal. Other off-campus users and those with special status at Tokyo Tech will have their accounts created and notified by the person in charge at the Global Scientific Information and Computing Center(GSIC). For more information, please see How to apply for a TSUBAME account in TSUBAME Computation Service.

2.1. Register a user in the university

After login to Tokyo Tech Portal, access to the portal using menu.

If an account has not been obtained in the past, you will automatically be redirected to the Create Account screen. If you have already registered for use, the top screen of the portal will be displayed.



The information already registered on the Tokyo Tech Portal will be automatically entered in your account registration details. Fill in the blanks and click the "Confirm Application Details" button. Fields marked with * are required fields.

Click the "Confirm Registration" button to display the "Confirm New Application" page.

After confirming the contents, please press the "Apply" button. Your application will be reviewed and if it passes the review, your account will be registered.

If the GSIC staff determines that approval is required, the GSIC staff will decide whether or not to approve the application, and if approved, the application will be registered.



As described in Getting Accounts page, holders of an access card have to submit certificates to GSIC to make your account approved.

When an account is registered on the portal, an email notification is sent to the user informing them that their registration is complete and providing a login name. After receiving the email notification, the user can access the login screen of the portal and enter the account name to log in.

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3. Login to the TSUBAME portal

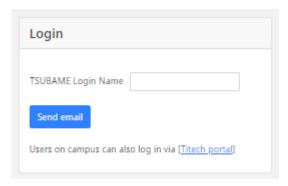
There are two ways to login to the portal: via the Tokyo Tech portal (Tokyo Tech users only) or using a one-time URL.

3.1. Login via the Tokyo Tech portal (Tokyo Tech users only)

You can log in to the TSUBAME portal via the TSUBAME portal link on Tokyo Tech portal.

3.2. Login using one-time URL

When you access the portal, the "Login" page is displayed.



Enter your login name in "TSUBAME Login Name" and click the "Send Mail" button. An email with a one-time login URL will be delivered to the email address registered in the TSUBAME portal.

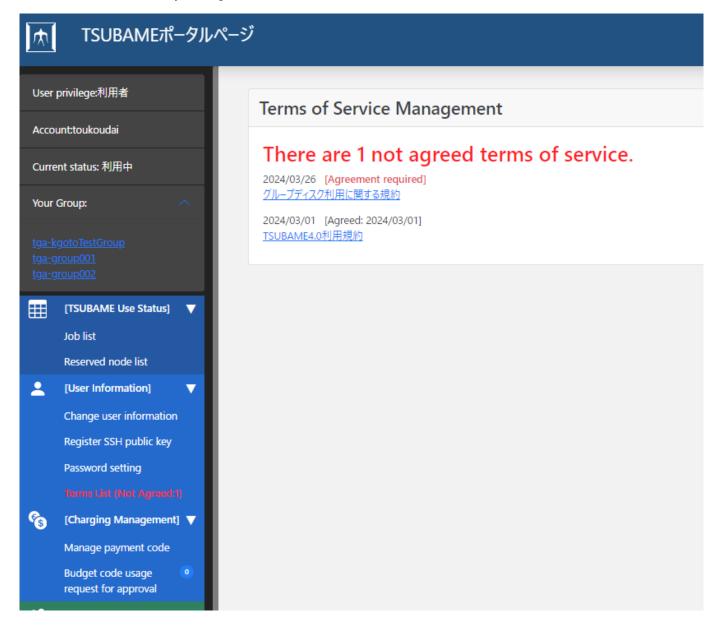
The emails are from portal@t4.gsic.titech.ac.jp and have a digital signature. Please check that the sender is correct before using the URL in the email.

4. Agreement to the Terms of Use

To use TSUBAME 4.0, you may need to agree to the terms. The terms of use have an application start date, and if you do not agree with the terms even after the application start date, some of the portal functions related to paid services will be deactivated.

4.1. List of Terms of Use

If you have unsolicited terms and conditions, a list of terms and conditions will be displayed immediately after logging into the system. You can check the contents of the terms of use by selecting the link for the terms of use.



By selecting each term from the list, you can see the details.

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4.2. Agreement to the Terms of Use



After confirming the terms and conditions, select the "Agree" button or the "Ignore" button.



If the contract application start date is reached without consenting to the terms of service, TSUBAME group points cannot be purchased, group disk capacity can be changed, and node reservation operations will be disabled. If you log in to the TSUBAME portal and agree to the terms and conditions that you have not agreed to, the restriction will be eliminated.

5. Management of user information

In this part, you can manage user information registered to TSUBAME. You need to prepare before using TSUBAME for the first time.

5.1. User information

Log in to the system and select "Change user information" link from the side menu, the "User information change" page will be displayed.



In this screen, you can refer / edit information on "user."

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5.2. SSH public key registration



- Please secure your SSH private key, with setting the passphrase to lock them.
- Do not register SSH public key corresponding to the private key which is not made by you, or is not managed correctly, such as the public key of other people.

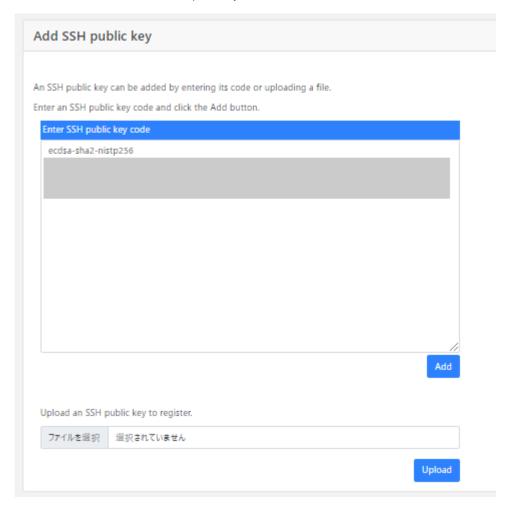


TSUBAME4.0 login node cannot connect with RSA key (SHA-1) which has short key length. ecdsa key or ed25519 key is recommended for SSH key pair.

To access the login node, you need to upload the SSH public key used for login. Please prepare an SSH public key in advance. See the FAQ below for how to create an SSH public key.

- How to create an SSH key pair in Linux/Mac/Windows(Cygwin/OpenSSH)
- I'm using PuTTY(MobaXterm), What do we need to register at SSH public key in TSUBAME portal?

From the side menu, choose "Add SSH public key."



Copy and paste the contents of the public key with text and click "Add" button, or upload the file from "SSH public key file" and click "Upload".

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- The file you need to paste or upload is an SSH public key. Never specify an SSH private key.
- The SSH public key registered by this function is additionally registered in the TSUBAME public key list. Already registered public key is not invalidated.
- In order to delete a registered public key, please login to TSUBAME, then edit .ssh/authorized_keys under the home directory, and delete it.

When the "Upload" button is clicked, the SSH public key is set and SSH login to TSUBAME is enabled.

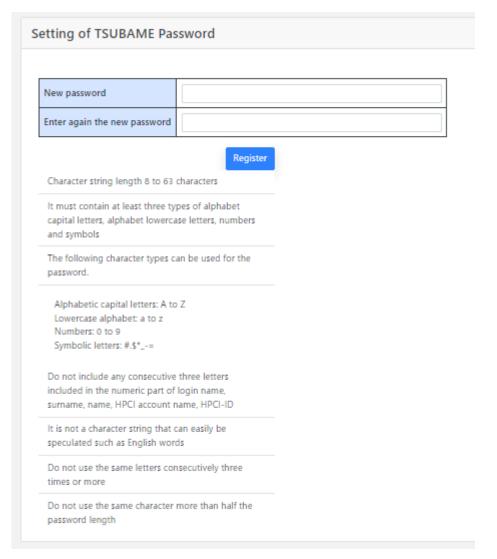
5.3. How to set TSUBAME password

Set passwords here for TSUBAME storage (Fast Storage Area, Big Storage Area, and Home Directory) to be used for CIFS access from terminals within the university.



If you access to TSUBAME only with SSH, rsync, etc., it is not necessary to set a password.

Login to the TSUBAME portal and choose "Password setting" from the side menu, the "Password setting" page will be displayed.



If you enter a new password here and click "Register", the password will be set.

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The password conditions are as follows.

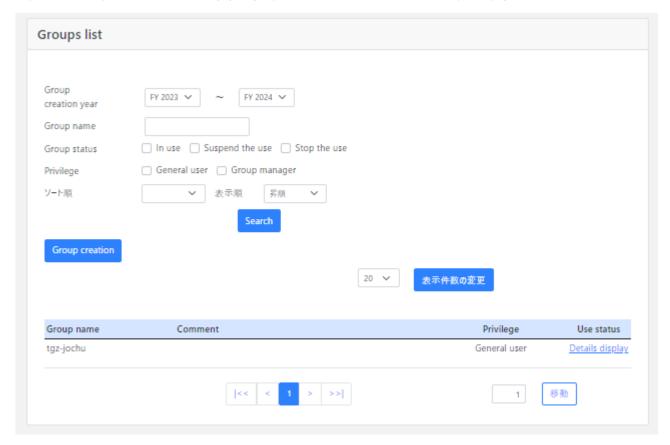
- String length: 8 to 63 letters
- It must contain at least 3 types of alphabet capital letters, alphabet lowercase letters, numbers and symbols.
- The following character strings can be used for the password.
- \bullet Uppercase Latin alphabet: $\mathtt{A}\ \mathsf{to}\ \mathtt{Z}$
- Lowercase Latin alphabet: a to z
- Numbers: 0 to 9
- Symbolic letters: #.\$*_-=
- Do not include any three consecutive letters included in the numeric part of login name, surname, name, HPCI account name, HPCI-ID.
- \bullet It should not be an easy-to-guess character string such as English words.
- Do not use the same letters consecutively three times or more.
- Do not use the same character more than half the password length.

You can also change the password in the same way.

6. Management of TSUBAME group

You can create a group in TSUBAME and manage members and resources. Users must be associated with a group to use paid services.

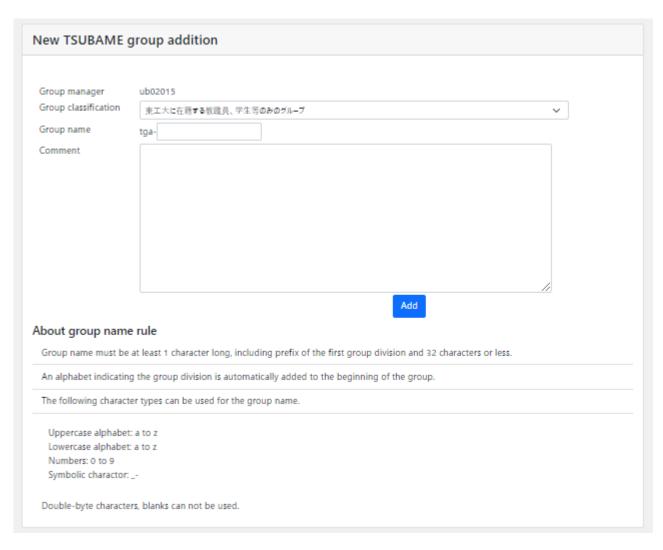
To perform basic operations, choose "Manage your group" from the side menu to show the "Groups list" page.



6.1. Create a group



Click "Group creation" to show the "New TSUBAME group addition" page.



Enter the necessary information and click the "Add" to create the group.

Items to enter when creating a group are as follows.

Item	Description
Group manager	The account name of the administrator when creating the group is displayed. When creating a group, the creator is set as the group administrator.
Group division	Select the classification of the group to be created from the pulldown.
Group name	Enter the group name. The group name prefix is set automatically by the selected group classification.
Comment	Optionally provide comments about the group to be created.

The group name length is limited to 32 characters, including the prefix depending on the selected group division. The following character types are allowed for the group name. (Multi-byte characters and blanks can not be used.)

• Uppercase alphabet: A \sim Z

• Lowercase alphabet: $a \sim z$

• Numbers: 0 ~ 9

• Symbolic character: _-

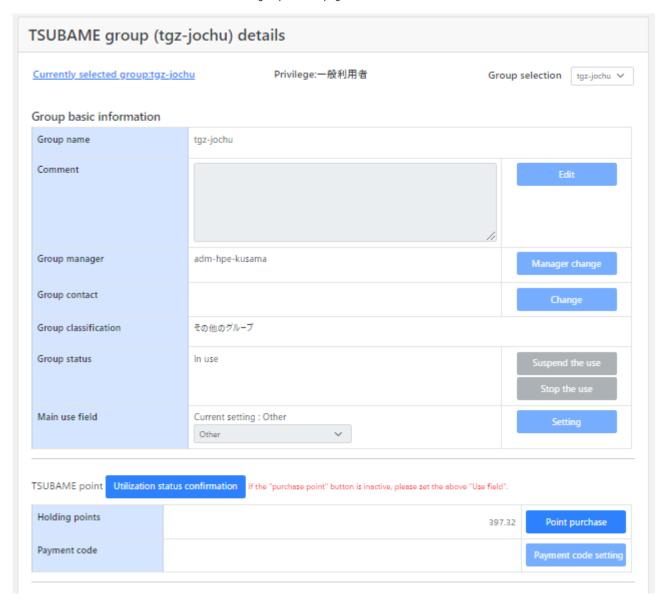
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6.2. TSUBAME main use field setting



You cannot use the "Point purchase" feature without setting the main use field.

The main use field can be selected on the "TSUBAME group details" page.



After selecting the appropriate field from the combo box displayed as "Please set the field of use" in the "Main use field" item on the "TSUBAME group details", and click "Setting" to set the Main use field.

6.3. Managing group members

グループ構成者の管理は、「TSUBAMEグループ詳細」画面にて行います。この画面は、左のメニューバーの「所属グループ管理」を選択、所属グループ一覧画面の対象グループ「詳細表示」リンクを選択することで表示されます。

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Only group managers can manage group members.

Members information

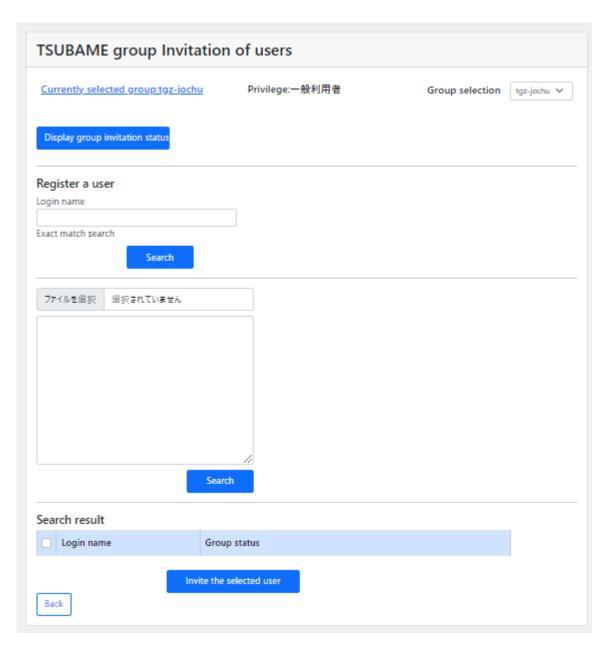
	Login name	Name	Class for use	Reserve Node	Group disk	User inviteGroup ♦ EleaveGroup	Point purchase	User Rights Application
	hpe- kusama	,	Group manager					
Z	un02		General user	✓			✓	0

6.3.1. Invite group members

Group members can be invited from the "Members information" menu on the "TSUBAME group details" page.



When you click "User addition" at the bottom of the "TSUBAME group detailed" page, the "TSUBAME group invitation of users" page will be displayed.



Add the account of the member you want to add to the group and click "Search".

The items listed in "TSUBAME group invitation of users" are as follows.

Item	Description
Login name	Enter the login name of the user you want to invite and search for by exact match.
Browse	Specify a file in which account names are separated by line feeds then click "Search".
Search	Search for the user corresponding to the specified login name and display the results in the search result column.
Search result	Display a list of users found by the search. A checkbox will appear in the leftmost column, so check the boxes for the users you wish to invite.
Invite checked users	Invite users who have the checkbox ON in the search result to the group.

Click the checkboxes of users you want to invite from the search results at the bottom of the page. By clicking "Invite the selected user", an invitation email will be sent to the selected user. When users accept the invitation, they are added to the list of group members.

6.3.2. Join the group

Users who are invited to join the group will receive an invitation email, as shown below.

```
このメールは送信専用メールアドレスから配信されています。
問い合わせは https://www.t4.gsic.titech.ac.jp/contact-t4 にお送りください。
山田太郎 様
東工大 様より、TSUBAMEグループ tga-group001 への参加を招待されております。
次のステップに従って、グループに参加するかどうかをお選びください。
1. TSUBAMEポータルにログインする
2. 下記のURLをクリックして、表示される画面に従って設定する
https://portal.t4.gsic.titech.ac.jp/t4po/invitegroup/RexUtqeiYlDhVCoTnSK2GSvTw921biJo8-n5sJQ3cAm2
上記URLの有効期限は1週間です。
有効期限が切れた場合や、誤って不参加を選択した場合には、グループの管理者に連絡して再招待を依頼してください。
This mail is sent from send-only address.
For inquiry, please visit https://www.t4.gsic.titech.ac.jp/en/contact-t4 .
To 山田太郎
You have been invided to join the TSUBAME group tga-group001 from 東工大 .
Please follow the steps to choose whether or not to join the group.
1. Log in to the TSUBAME portal
2. Click the following link and follow the instruction
https://portal.t4.gsic.titech.ac.jp/t4po/invitegroup/RexUtqeiYlDhVCoTnSK2GSvTw921biJo8-n5sJQ3cAm2
This URL is valid for one week.
If the link is expired, or you declined by mistake, ask the group manager to resend the invitation.
TSUBAME計算サービス / TSUBAME Computing Services
https://www.t4.gsic.titech.ac.jp
https://portal.t4.gsic.titech.ac.jp
```

When you click on the URL in the invitation email, the "Grup invitation approval page" will be displayed. Agree to the contents of the two checkboxes on the approval page, check the boxes and click the "Participate".



6.3.3. Remove a member from a group

Log in to the TSUBAME portal and select "Manage your group" from the side menu to show the "Groups list" page. Click on the "Detailed display" link of the group whose group members you want to delete, and go to the "TSUBAME group details" page. The current group members are displayed in a list at the bottom of the page. Click the checkboxes of the users you want to delete and click "User deletion".

Members information

	Login name	Name	Class for use	Reserve Node	Group disk	User inviteGroup ♦ EleaveGroup	Point purchase	User Rights Application
	hpe-		Group manager		✓			
	un02		General user					
~	uq02		General user					
~	us02		General user	0	0		0	
	ua02		General user					

A confirmation dialog box will be displayed. Click "OK" to delete the user from the group.

User addition

Do you want to delete the user?

Setting permissions



User deletion

An email will be sent to the deleted user.

6.3.4. Appointment of Group manager

A Group manager can be appointed from the Members information menu on the "TSUBAME group details" page to delegate part of authority and responsibility for the group.



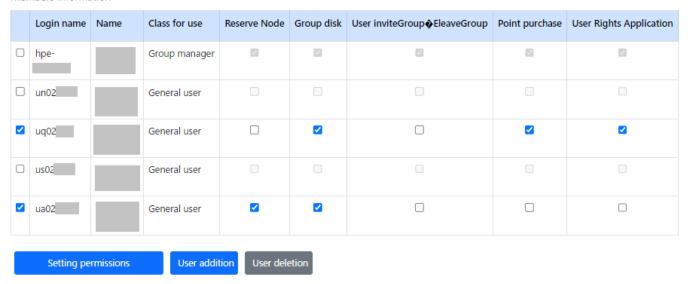
The contents that the Group manager can manage are as follows

- Compute node reservation
- Manage group disks
- · Manage group members
- Purchase points
- · Purchase applications

After selecting the group member you want to promote to the Group manager, click the "Group Manager appointment". The specified group member will be promoted to the Group manager.

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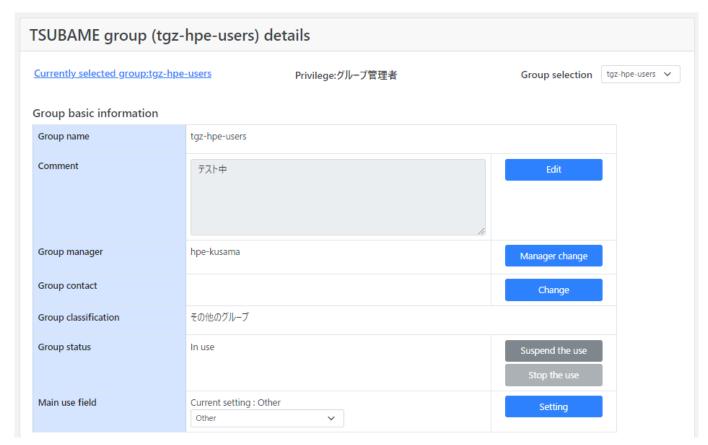
Members information



6.3.5. Application for change of Group manager

When changing the Group manager to another user, the new Group manager must agree to the transfer. Approval by GSIC is also required.

On the "TSUBAME roup Details" page, check that the current Group manager is yourself.



Click the "Manager change" on the right-hand side, and you will be taken to the "TSUBAME group manager change" page.

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[tgz-hpe-users] TSUBAME group manager change The group manager of the TSUBAME group tgz-hpe-users will be changed. To change the group manager, approval is required from the user who is asked to be the new group manager and the Global Scientific Information and Computing Center. For details, see the "User Guide". Specify the login name of the new group manager using the following form. Login name uq02038

Select the login name of the new Group manager and click the "Change" to proceed to the confirmation page.

[tgz-hpe-users] TSUBAME group manager change

The group manager hpe-kusama set for the TSUBAME group will be changed.

Check the TSUBAME4 Users Portal, the notes on the Users Guide, and the following notes before clicking the Change group manager button. An email will be sent to the new group manager.

- You will not be able to purchase the new payment resource to the group from the payment code whose current group is TSUBAME group. You cannot perform operations that require new charges until you set the payment code.
- Computational resources such as TSUBAME points that are associated with the TSUBAME group will remain after changing the group manager (main). Please check this takeover will not cause any problem from the budget management point of view.
- Even after changing the group manager (main), the purchases of computing resources before this change will still be billed to the payment code that is set by the previous group manager (main). The purchases after this change will be charged to new payment code associated by the new group manager (main).
- Even after changing of the group manager (main), the previous group manager (main) can display the details of budget consumption performed before this change. New group manager (main) can view the details of budget consumption for all terms including the ones that are completed before this change.
- Submitted jobs, purchase volume of the group disks, and the reservation of the nodes will remain even after the change of the group manager (main).
- Any purchases of computing resources that happened before this change cannot be reverted.

☐ have confirmed and agreed to the details above.
Please provide requests, if any, to the scientific information center, such as specifying of when to change the
group manager .
Please indicate notes, if any, to be informed to a new manager.
Group manager change

After reading the cautionary notes, click the checkbox that confirms your agreement, followed by "Group manager change." If there is something you need to tell GSIC or the new Group manager, do so in the relevant text box. Click "Group manager change" and the following approval request email will be sent to the new Group manager candidate.

```
このメールは送信専用メールアドレスから配信されています。
問い合わせは https://www.t4.gsic.titech.ac.jp/contact-t4 にお送りください。
東工大太郎 様
グループtga-group001 のグループ管理者変更の承認を下記のURLより行ってください。
```

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```
https://portal.t4.gsic.titech.ac.jp/ptl/changemanager/gyNAjoAp9FOtKjWm9ke-IQomtOFhuhXv-b9q22ypnzBy
----
This mail is sent from send-only address.
For inquiry, please visit https://www.t4.gsic.titech.ac.jp/en/contact-t4 .

To 東工大太郎
Please approve the change of the group manager of the group tga-group001 from the URL below.

https://portal.t4.gsic.titech.ac.jp/ptl/changemanager/gyNAjoAp9FOtKjWm9ke-IQomtOFhuhXv-b9q22ypnzBy
--
TSUBAME計算サービス / TSUBAME Computing Services
https://www.t4.gsic.titech.ac.jp
https://portal.t4.gsic.titech.ac.jp
```

The user designated as the new Group manager can click the URL in the email to open the "TSUBAME group manager change" page.

[tgz-hpe-users] TSUBAME group manager change

The group manager un02 set for the TSUBAME group will be changed.

Check the TSUBAME4 Users Portal, the notes on the Users Guide, and the following notes before clicking the Change group manager button. An email will be sent to the new group manager.

- You will not be able to purchase the new payment resource to the group from the payment code whose current group is TSUBAME group. You cannot perform operations that require new charges until you set the payment code.
- Computational resources such as TSUBAME points that are associated with the TSUBAME group will remain after changing the group manager (main). Please check this takeover will not cause any problem from the budget management point of view.
- Even after changing the group manager (main), the purchases of computing resources before this change will still be billed to the payment code that is set by the previous group manager (main). The purchases after this change will be charged to new payment code associated by the new group manager (main).
- Even after changing of the group manager (main), the previous group manager (main) can display the details of budget consumption performed before this change. New group manager (main) can view the details of budget consumption for all terms including the ones that are completed before this change.
- Submitted jobs, purchase volume of the group disks, and the reservation of the nodes will remain even after the change of the group manager (main).
- Any purchases of computing resources that happened before this change cannot be reverted.

	details above.
Please provide requests, if any, to the scientific informa group manager .	ation center, such as specifying of when to change the
	Group manager change

After reading the cautionary notes, click the checkbox that confirms your agreement, followed by "Group manager change" to complete the application. After approval by GSIC, authority will be transferred from the current Group manager to the new Group manager.



In the following cases, authority is transferred immediately after approval by the new group manager:

- the Tokyo Tech IC card type of the new Group manager is staff (full time or part time).
- the Tokyo Tech IC card type of the new Group manager is other than the above and following conditions are met
- The new group manager has an active payment code for the current fiscal year and is the budget manager of that payment code
- \bullet The target group has not purchased any points during the current fiscal year.

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Reject

7. Management of payment codes



This function is provided only for Tokyo Tech users.

A Payment code is required to purchase TSUBAME points required for using paid services.



Payment codes are only required for the Group manager.

Payment codes applied by anyone other than the Group manager cannot be used.

Students cannot manage payment codes other than the budgets for which they are responsible.

7.1. Payment code availability period

There is a billing deadline that depends on the budget category. We restrict new purchases of TSUBAME points close to the deadline to ensure the billing process (e.g., totaling) is completed in time.

If your budget category is other than Institutional Operating Expense Funds(法人運営費) or Donations for Education and Research(奨学寄附金), the payment code can only be used within a new billable period that satisfies the following criteria:

- · Is within a research period
- · Is before the date described below:
- If the last billable date is set and is the last day of the month, the last day of the previous month prior to the last billable date.
- If the last billable date is set and is not the last day of the month, the last day of the month two months before the last billable date.
- · If the last billable date is not set, the same date above calculated using the end of the research period instead.
- · Is before December 31st of every fiscal year



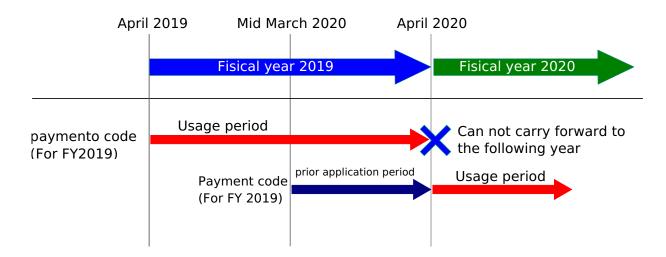
Regarding Institutional Operating Expense Funds and Donations for Education and Research, purchases of TSUBAME Points from January to March will be paid from the same budget for the following year.

7.2. Payment code expiration date

All payment codes will become invalid at the end of the fiscal year.

From mid-March, we will begin accepting applications for payment codes for the following fiscal year. Payment codes applied for in advance will be held until the start date of the next fiscal year, following approval by GSIC and the budget supervisor (required if the budget manager is different). The code will become available from the start date of the new fiscal year and can then be assigned to groups, used to purchase points, etc.

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When applications for payment codes for the next fiscal year become available, a checkbox for the next fiscal year will appear at the year of use on the "New payment code application" screen. If you want to apply for a payment code for the following fiscal year in advance, click the checkbox.

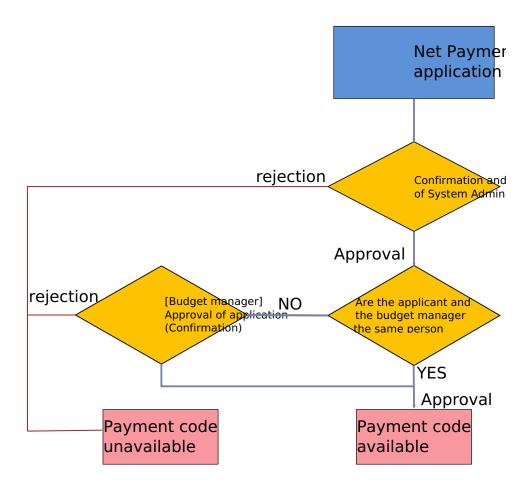
7.3. Approval by the budget manager (Confirmation)



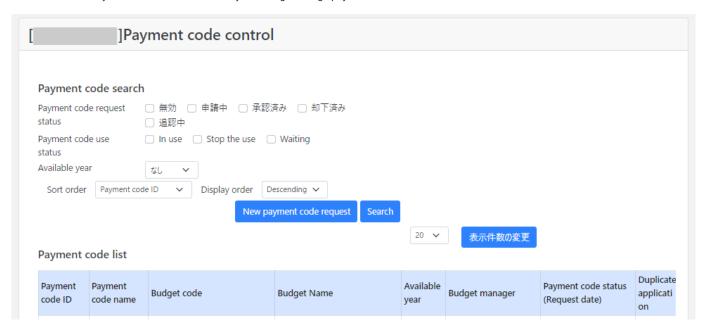
Grants-in-Aid for Scientific Research(科研費) has four different budget codes for each category, and TSUBAME's computer usage fee is classified as "Others(その他)". (Correnponding to "Facility and equipment usage fee in the research organization(研究機関内の施設・設備使用料)" in the Table of expense categories shared by ministries and agencies(府省共通経費取扱区分表))

Please note that applications for payment codes for expenses other than "Others(その他)" will be rejected as an incorrect expense category.

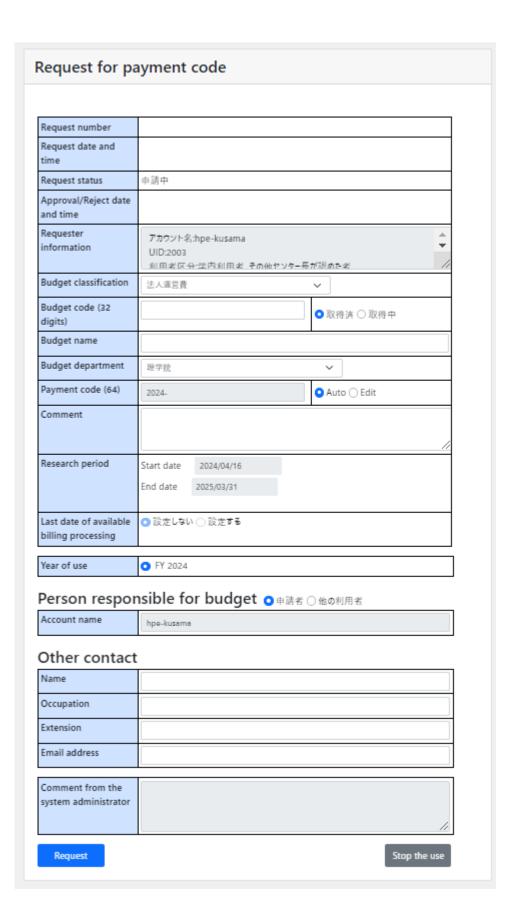
The process for payment code application is as follows.



You can use the "Payment code control" screen by choosing "Manage payment code" from the side menu.



Click the "New payment code request" to show the "Request for payment code" screen.



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The following items are to be completed:

Item	Description
Payment code	Enter the payment code, if necessary. If you specify "Auto" in the radio button, the name of the payment code combined with the "Budget Name" will be generated automatically. When "Input" is specified, any payment code can be specified in the text box.
Budget classification	Please select the category of the budget to be applied for.(reference:学内予算の種類について Limited to Tokyo Tech)
Budget code Budget name	Please follow the steps below to obtain the budget code and budget name for your payment code application Log in to "新物品等請求システム" Select "予算管理" Select "予算執行状況確認" Select "CSV作成" ranscribe "予算コード"(Budget Code) (32 digits) and "予算名称"(Budget Name) in the output CSV file. Please use the above method to obtain the budget code because the number of digits in the budget code is large and the beginning and end of the code may be cut off when copying and pasting the display on the system.
Badget department	Chose one from pulldown menu.
Comment	Enter any comments you need to manage your payment code.
Research period	Depending on the budget category, you may be required to enter a research period. If the research period start date is earlier than the current fiscal year, enter April 1 of the current fiscal year as the start date. The start date of the research period cannot be earlier than the first day (April 1) of the corresponding fiscal year.
Last date of available billing processing	You can specify the date by when the billing should be complete. This field is used to calculate the Payment code availability period, and the end of the research period is used if this field is left blank.
Person responsible for budget	Please enter the budget manager's TSUBAME login name.
Other contact	This will be used following unsuccessful attempts to contact the payment code manager.

Please be careful not to make mistakes in the part transcribed from the Purchase Request System. Applications that cannot be confirmed as containing correct information will be rejected. Enter the required items and click "Request."

After the application, the person in charge of GSIC will confirm the application contents and decide whether to approve or reject it. After this approval, if the budget manager and the payment code applicant are not the same person, a payment code confirmation request email will be sent to the budget manager. Once approval by the budget manager is complete, the payment code will be available. If the budget manager and the applicant are the same, the payment code can be used following approval by the person in charge of GSIC.



In many cases, approval of payment codes is stalled because the budget manager's addendum is not processed. If your payment code approval is taking a long time, please check with your budget manager first.

7.3.1. Approval by the budget manager (Confirmation)

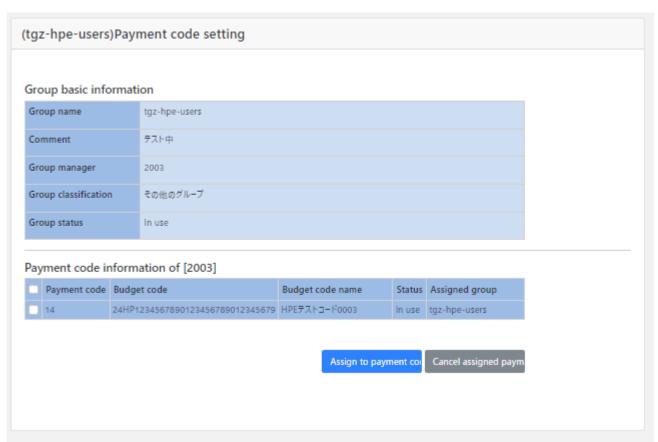
If the applicant for a payment code does not match the budget holder, an email will be sent to the budget holder requesting approval of the payment code application after GSIC has processed the application.

The requested payment code cannot be used until the payment code application is approved in one of the following ways

- When you use the link in the email
- a. log in to TSUBAME portal, and go to the URL in the email.
- If the login screen of TSUBAME portal is displayed, please log in and then move to the URL on the email again.
- If the URL is displayed as invalid, please check if the URL is not split in the mailer. If you still can't use it, please use the following method to approve directly from TSUBAME portal Check the information on the screen, and select approve or reject.
- b. Review the information on the screen and select Approve or Reject.
- If you want to approve directly from TSUBAME Portal
- a. Login to TSUBAME portal
- b. Click "Budget code usage request for approval" in the "Charging Management" group on the left side menu.
- c. Check the contents on the screen, and select "Approve" or "Reject".

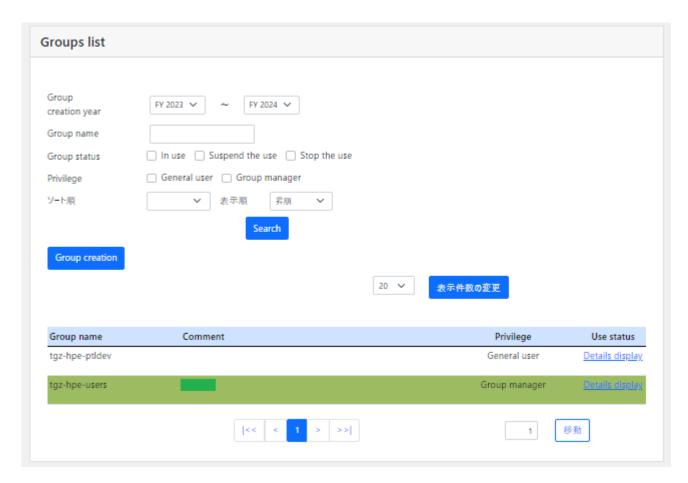
7.4. Set payment code to group

You can set the payment code to a group on the "TSUBAME group details" page. You can reach the screen by selecting "Manage your group" in the menu bar on the left, followed by "Detailed display" for the target group on the "Groups list page."



Click "Payment Code Setting" in "TSUBAME group details" to show the "Payment code setting" page, where you can see the list of applicable payment codes.

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Click the checkbox of the payment code to be used by the group followed by "Assign to payment code."

If you want to cancel the assignment, select the payment code you wish to cancel and click "Cancel assigned payment code."



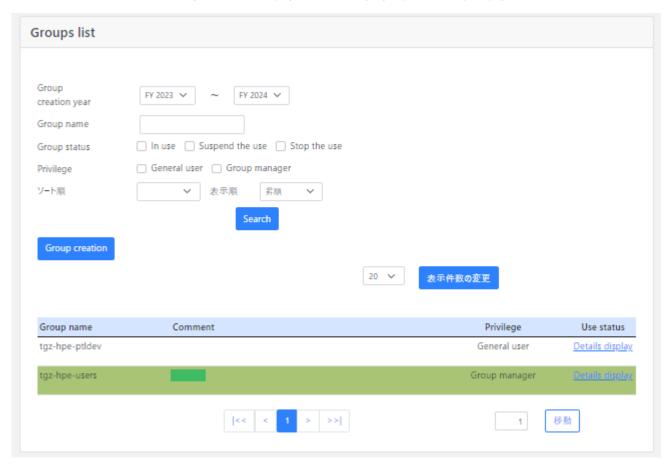
8. Management of TSUBAME points



This function is provided only for groups with payment codes. If the group does not have a payment code, set the payment code to the group in advance.

TSUBAME points are used as compensation when using paid services such as computation and group disks. Points can be purchased from a prespecified payment code or assigned by the department in charge.

Operations related to TSUBAME points are performed on the "TSUBAME group details" page. This page is displayed by selecting "Manage your group" in the menu bar on the left, and selecting the "Detailed Display" link for the target group on the Group list page.



Select "Details display" link for the group you want to manage points for, and "TSUBAME group details" will be displayed. Operations related to points can be performed from the TSUBAME point menu on this page.



8.1. Points available for purchase and validity period

In general, no new points can be purchased from January 1 to March 31 due to the terms of the payment code availability period. However, new points can be purchased from Institutional Operating Expense Funds (法人運営費) and Donations for Education and Research (奨学寄附金) even in that period. In this case, please note that the expenses are deducted from the same budget for the next fiscal year.

TSUBAME points are valid only within the fiscal year of purchase. Remaining points will be invalidated the following year. (cf. 東京工業大学学術国際情報センターTSUBAME4.0スーパーコンピュータ利用料の課金等に関する取扱い 第7条)

8.2. Point purchase



Points can be purchased only by the group manager and the member who has purchasing privilege.

Click the "Point purchase" on the "TSUBAME group details" page to move to the "Purchase of TSUBAME point chase" page.

Purchase TSUBAME point

Payment code 23 V Additional quantity 1 Lot 16.00Point (1,000yen) Purchase

Please be sure to keep a budget in place. Please be especially mindful of this when spending from external funds.

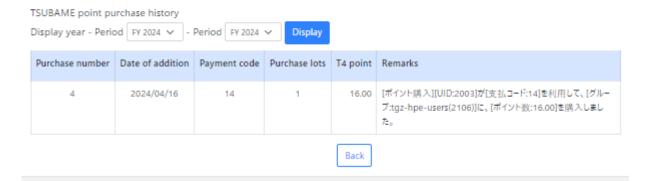
On the "Purchase TSUBAME point" page, specify the payment code and additional quantity and click the "Purchase".



When the "OK" button on the confirmation dialog is pressed, the specified quantity of points is purchased and the points are credited to the group.

8.3. Check point purchase history

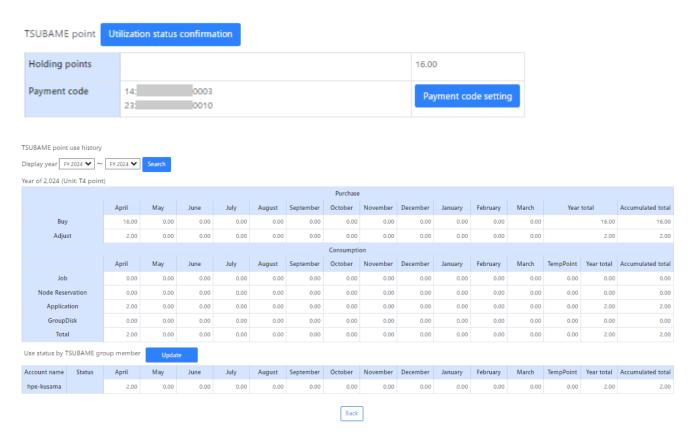
Click "Purchase" on the "TSUBAME group details" page to move to the "Purchase TSUBAME point" page. You can display the purchase history for the specified period (fiscal year) in "Display year."



The purchase history is displayed below the TSUBAME point purchase history section.

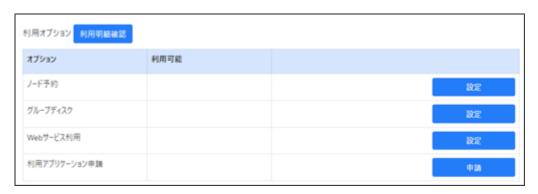
8.4. Check point usage

Click "Utilization status confirmation" on the "TSUBAME group details" page to show the "Utilization status confirmation" page.

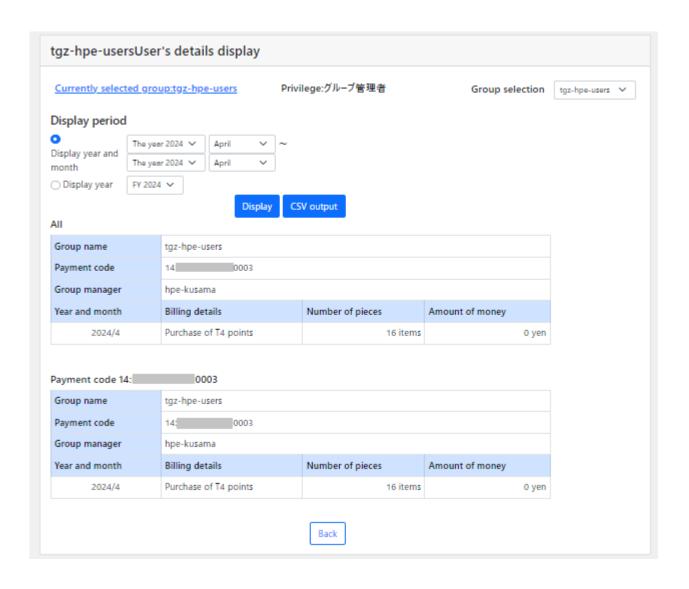


On the "Utilization status confirmation" page, you can refer to the total points used in each month.

On the "TSUBAME group details" page, click "Usage details confirmation" in the "Use options" section to move to the "Usage details confirmation" screen.



On the "Usage details confirmation" screen, you can check the point purchase history for each month by payment code.



9. Compute Nodes Reservation

9.1. Node reservation method

Select "Manage your group" from the side menu, followed by "Detailed Display" of the point group to be used, and "configuration" button of the "node reservation option to use" section to open the "Node reservation setting" page.

Use the "Node Reservation" section at the bottom of this "Node Reservation" page to reserve compute nodes.

Node reservation

Please enter the period and resource you want to use and press the reservation button.

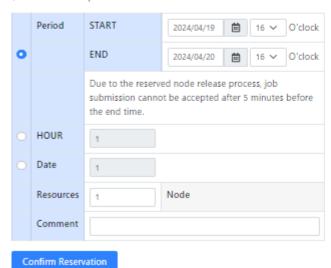
* Note: Cancellation will be refunded according to the cancellation rule.

Please check in advance, thank you for not misoperating.

* Users who can use reserved nodes will be group members.

You can check the availability of the current reservation by executing the following command on the login node.

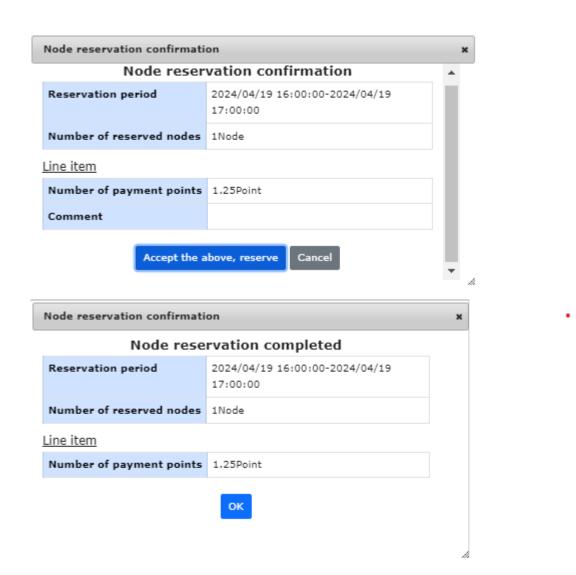
\$ t4-user-info compute ars



ノード予約設定

名称	説明
Period	Specify the start/end date and time of the reservation.
Time(hour)	You can specify the duration by hour.
Day	You can specify the duration by the number of days.
Resources	Specify the number of nodes to reserve.
Comment	Optional comment field to leave description.
Confirm Reservation	Check the system whether the requested reservation is available.

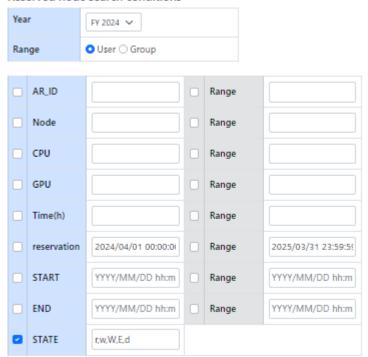
By clicking "Confirm Reservation," the following confirmation dialog will be displayed. Check the reservation period and point consumption displayed in the dialog and click "Accept the above, reserve" to complete the reservation.



After the reservation is completed, it may take a few minutes before the reservation data appearing in the list.

To search the existing reservation, you can display the reservation information by specifying the search condition from the "Reservation node search condition" in the same screen and clicking "Search."

Reserved node search conditions



r:In operation / w:Waiting / E:Stopped / W:In preparation / d:Deleting



Following options are available for searching:

Item	Description
AR ID	The ID number of the reservation.
Node	The number of reserved nodes.
CPU	The number of CPU cores of the reserved node.
GPU	The number of GPUs of reserved nodes.
Time(h)	The duration of the reservation in hour.
reservation	The date and time when the reservation was made.
START	Start date and time of the reservation.
END	End date and time of the reservation.
STATE	The status of the reserved node.

 $\label{thm:continuous} \mbox{Enter search criteria and press the "Search" button to display the following list of search results. \\$

This list represents one reservation per line.

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Select	AR ID	GroupName	User	Comment	Node	CPU(core)	GPU	Time(h)	ST	ATE	Reservation date	Start using	End of use	POINT
	368	tgz-jochu	ub02015		1	192	4	1	w	Waiting	2024/04/16 16:18:47	2024/04/20 18:00:00	2024/04/20 19:00:00	(1.25)
	365	tgz-jochu	ub02015		1	192	4	1	W	Waiting	2024/04/16 16:11:35	2024/04/19 16:00:00	2024/04/19 17:00:00	(1.25)
	366	tgz-jochu	ub02015		1	192	4	1	W	Waiting	2024/04/16 16:16:26	2024/04/17 16:00:00	2024/04/17 17:00:00	(5.00)
	367	tgz-jochu	ub02015		1	192	4	25	W	Waiting	2024/04/16 16:17:20	2024/04/16 18:00:00	2024/04/17 19:00:00	(125.0)

Colors in the reserved node list:

Color	Description
Light yellow	The state within 5 minutes after reservation. In this state, cancellation is possible, all points at the time of reservation are returned.
Light green	The reserved node that has exceeded 5 minutes after reservation and has not reached 24 hours before the start. In this state, cancellation is possible, half points at the time of reservation will be returned.
Light blue	The reserved node in the state within 24 hours before the start. In this state, it can not be canceled.
Blue	the reserved node that is currently in operation. In this state, it can not be canceled.

Reserved node list display items

Item	Descrption
AR ID	Indicates the ID number of the reserved node.
Node	Indicates the number of reserved nodes.
CPU	Shows the number of CPU cores in the reserved node.
GPU	Indicates the number of GPUs of reserved nodes.
Time(h)	Indicates the utilization time of the reserved node.
STATE	Indicates the reserved node status. r: Running / w: Waiting / E: Stopping / W: Preparing / d: Deleting
Reservation date	Specify the date and time when the node reservation was made.
Start	The start date and time of the reserved node.
End	The end date and time of the reserved node.
POINT	The point of the reserved node.

9.2. Cancel reservation

Select "Manage your group" from the side menu, followed by "Detailed Display" of the point group to be used, and "Cancel" button of the "node reservation option to use" to open the "Reserved node Cancel" page.

By using "Reserved node search" in this "Reserved node cancel" page, you can see the list of reservation that can be canceled at that time. Select the checkbox of the reservation to cancel, and click "Cancel reservation" to cancel the reservation.

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The reservation can be canceled even after the reservation slot starts. Please release the slot for other users if you no longer need the slot because of the early completion of your experiments.



TSUBAME points will be returned depending of when the reservation is canceled.

Timing	Return Rate
Within 5min after reservation is made	100%
More than 24h before the reservation slot starts	80%
Before the reservation slot starts	50%
After the reservation slot starts	50%(Only for remaining time)

Select	AR ID	GroupName	User	Comment	Node	CPU(core)	GPU	Time(h)	ST	ATE	Reservation date	Start using	End of use	POINT
	368	tgz-jochu	ub02015		1	192	4	1	W	Waiting	2024/04/16 16:18:47	2024/04/20 18:00:00	2024/04/20 19:00:00	(1.25)
	365	tgz-jochu	ub02015		1	192	4	1	w	Waiting	2024/04/16 16:11:35	2024/04/19 16:00:00	2024/04/19 17:00:00	(1.25)
	366	tgz-jochu	ub02015		1	192	4	1	W	Waiting	2024/04/16 16:16:26		2024/04/17 17:00:00	(5.00)
4														

Node reservation cancel

Please select the reserved node you want to cancel and press the Cancel button.

* A reserved node with a check box can be canceled, and points are returned according to the cancellation rule.

cancel reservation

Item	Description
Search	Search for a reserved node that can be canceled.
Select	Select the reservation node to cancel.
AR ID	Indicates the ID number of the reserved node.
Node	Indicates the number of reserved nodes.
CPU	Shows the number of CPU cores in the reserved node.
GPU	Indicates the number of GPUs of reserved nodes.
Time(h)	Indicates the utilization time of the reserved node.
STATE	Indicates the reserved node status. r: Running / w: Waiting / E: Stopping / W: Preparing / d: Deleting
Reservation date	Specify the date and time when the node reservation was made.
Start	Indicates the start date and time of the reserved node.
End	Indicates the end date and time of the reserved node.
POINT	Indicates the point of the reserved node.
Cancel reservation	Cancel the reservation node whose check box is checked.

9.3. Check reservations

Select "Reserved node list" from the side menu to open the "Reserved node list" page.

In this screen, the reservation information of the group selected in "Group selection" in the upper right of the page will be displayed.

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Cumulative

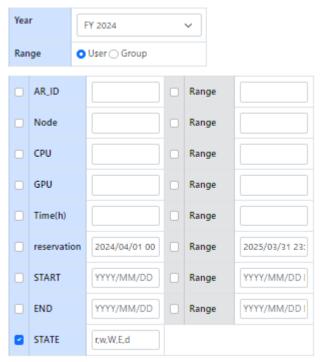
,	\	Node	Reservation time (h)	Point of use	(Temporary Point)
(Occupied resources	5	6	0.00	(2.75)

名称	説明
Node	Indicates the total number of nodes of the current reserved node.
Reservation time(h)	Indicates the current total reservation time.
Point of use	Displays the currently active node and the total number of points on reserved nodes 24 hours before the start.
(provisional point)	If there is a cancelable node in the reserved node, it indicates the temporary point total of the reservation node.

In the following GUI, specify conditions for searching for reserved nodes.

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Reserved node search conditions



r:In operation / w:Waiting / E:Stopped / W:In preparation / d:Deleting



Item	Description
Fiscal year	Specify the fiscal year range to be searched.
Range	User or Group
AR ID	Specify the ID number of the reserved node.
Node	Specify the number of reserved nodes.
CPU	Specify the number of CPU cores of the reserved node.
GPU	Specify the number of GPUs of reserved nodes.
Time(h)	Specify the set time for using reserved nodes.
Reservation	Specify the date and time when the node reservation was made.
START	The reserved node specifies the start date and time.
END	The reserved node specifies the end date and time.
STATE	Specify the status of the reserved node.
Search Button	We search based on specified condition contents.

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AR ID	GroupName	Node	User Comme	nt CPU(core)	GPU	Time(h)	ST	ATE	Reservation date	Start using	End of use	POINT
368	tgz-jochu	1	ub02	192	4	1	w	Waiting	2024/04/16 16:18:47	2024/04/20 18:00:00	2024/04/20 19:00:00	(1.25)
365	tgz-jochu	1	ub02(192	4	1	w	Waiting	2024/04/16 16:11:35	2024/04/19 16:00:00	2024/04/19 17:00:00	(1.25)
366	tgz-jochu		ub02	192				In operation	2024/04/16 16:16:26	2024/04/17 16:00:00	2024/04/17 17:00:00	(5.00)
343	tgz-jochu	1	uh02	192	4	1	r	Finish	2024/04/11 14:43:19	2024/04/11 15:00:00	2024/04/11 16:00:00	5.00
330	tgz-jochu	1	uy02	192	4	2	r	Finish	2024/04/02 10:43:57	2024/04/02 12:00:00	2024/04/02 14:00:00	10.00

Colors in the reserved node list:

Color	Description
Light yellow	The state within 5 minutes after reservation. In this state, cancellation is possible, all points at the time of reservation are returned.
Light green	The reserved node that has exceeded 5 minutes after reservation and has not reached 24 hours before the start. In this state, cancellation is possible, half points at the time of reservation will be returned.
Light blue	The reserved node in the state within 24 hours before the start. In this state, it can not be canceled.
Blue	the reserved node that is currently in operation. In this state, it can not be canceled.

The reserved node list items:

Item	Descrption
AR ID	Indicates the ID number of the reserved node.
Node	Indicates the number of reserved nodes.
CPU	Shows the number of CPU cores in the reserved node.
GPU	Indicates the number of GPUs of reserved nodes.
Time(h)	Indicates the utilization time of the reserved node.
STATE	Indicates the reserved node status. r: Running / w: Waiting / E: Stopping / W: Preparing / d: Deleting
Reservation date	Specify the date and time when the node reservation was made.
Start	Indicates the start date and time of the reserved node.
End	Indicates the end date and time of the reserved node.
POINT	Indicates the point of the reserved node.

To check the availability of node reservation for the current month, use ${\tt t4-user-info}$ compute ars on the login node. For more detail, please refer to TSUBAME4.0 User's Guide.

9.4. How to use reserved nodes

Reserved nodes can be used by submitting a job with its AR ID specified with the -ar option of qsub before the reservation starts and during the reservation period.

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For the details, please refer to TSUBAME4.0 User's Guide for details.

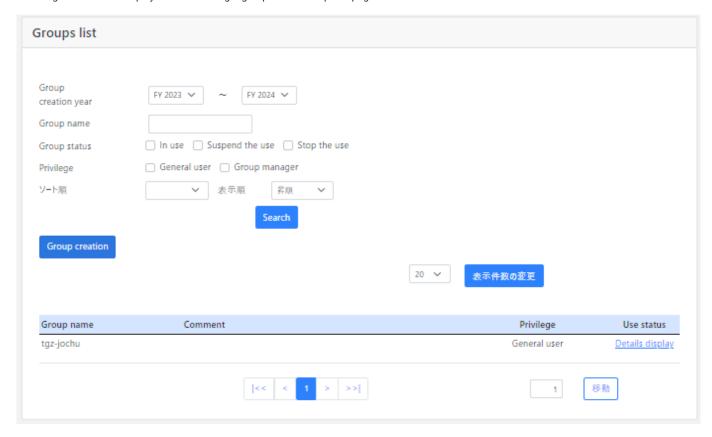


Just reserving a node does not make it possible to SSH into the reserved node. To log in directly to a compute node via SSH, use submit job with f_node.

10. Management of Group Disk

The group disk is purchased using the points by the group manager, and all group member can access the shared storage freely.

Group disk is managed on the "TSUBAME group details" page. This page is reached by selecting "Manage your group" in the menu bar on the left and selecting the "Detailed Display" link for the target group on the Group List page.



Group disk operations can be performed from the usage option menu on the "TSUBAME Group Details" page.



10.1. Group disk capacity

The capacity of the group disk is limited by both total file size and the number of files (inodes) under them. For each 1TB unit of file size purchase, 2,000,000 inodes will become available.

10.2. The validity period of the group disk

The group disk status is reset once at the end of the fiscal year, and all group disks are in a grace state that can only be read and deleted.

The grace state lasts until mid-April, and unpurchased group disk space will become inaccessible after the grace period ends. It is necessary to purchase the group disk for the current fiscal year to continue using.

Also, group disk data will be deleted at any time after the grace period.

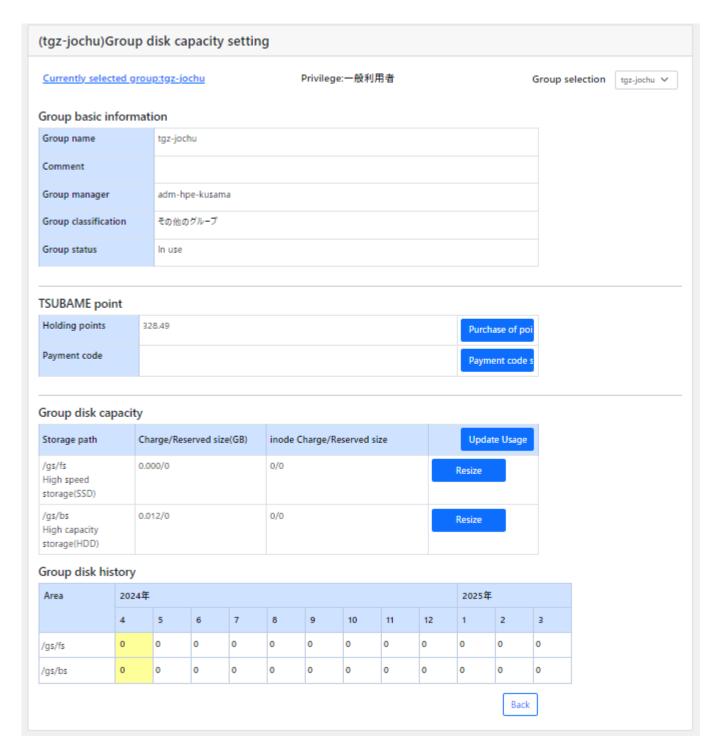
10.3. Increase or decrease group disk capacity



The group disk capacity can be set only by the group manager.

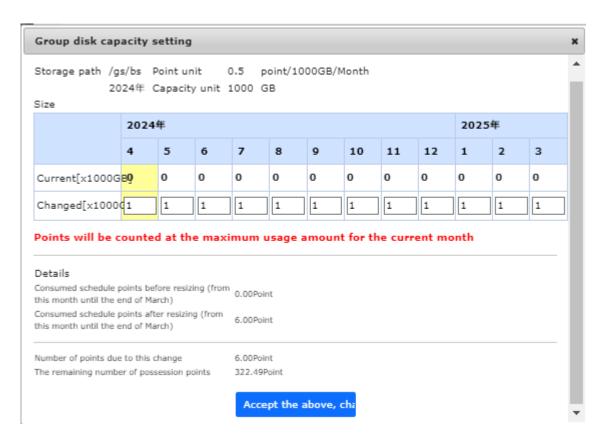
Group disks can be increase or decrease from the group disk setting button in the "Use options" section in the group details page.

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In the "Group disk capacity" section, the current setting and usage of the group disk button are available. Click "Resize" button for the storage whose capacity you want to change, and the capacity change dialog will be displayed.

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Change the group disk size value in the size field on the dialog. After the change, click "Accept the above, change" button in the capacity change dialog to change the capacity from the current month.

When increasing the capacity, the required points from the specified month to the end of the year are deducted.

When reducing the capacity, points for the reduced capacity from the following month to the end of the fiscal year will be returned to the group.



In the following cases, the group disk capacity cannot be set.

- · Insufficient points to increase capacity.
- The current disk usage exceeds the specified capacity after reduction.

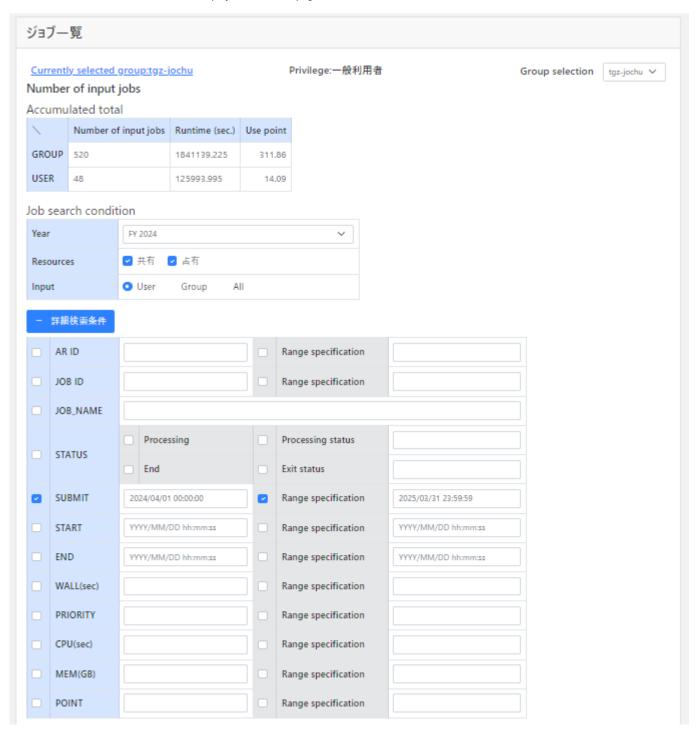
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11. Check usage

In the portal, you can check the processing status of jobs submitted in the past.

11.1. Check job status

Select "Job List" Link in the side menu to display the "Job List" page.



Enter search conditions and click "Search" button to display information about jobs that match the search conditions.

ジョブ検索結果

Select	Resources	GROUP	NAME	AR ID	JOB ID	TASK ID	JOB_NAME	STAT	US	SUBMIT	START	END	WALL(sec)	RU_WALL(sec)	PRIORITY	CPU(sec)	MEM(GB)	POIN	т :
	共有	tgz- jochu	ub02		1507	0	sys-dashboard-sys-int_jupyter_app- jupyter	End	137	2024/04/15 11:45:28	2024/04/15 11:45:31	2024/04/15 11:49:44	86400	253.314	0	4.94	1.548	0.0	0
	共有	tgz- jochu	ub02		752	0	sys-dashboard-sys-int_desktop- t4_vnc	End	137	2024/04/04 08:32:34	2024/04/04 08:32:38	2024/04/05 08:32:36	86400	86398.508	0	33.58	90.94	2.3	9
	共有	tgz- jochu	ub02		2527	0	QRLOGIN	End	137	2024/04/03 08:59:17	2024/04/03 08:59:46	2024/04/03 09:59:20	3600	3574.333	0	5.688	0.02	0.7	9
	共有	tgz- jochu	ub02		2911	0	sys-dashboard-sys-bc_desktop- t4_vnc	End	137	2024/04/04 08:32:17	2024/04/04 08:32:23	2024/04/04 11:32:21	10800	10797.562	0	5.96	14.399	0.2	9
	共有	tgz- jochu	ub02		3211	0	QRLOGIN	End	137	2024/04/04 16:22:17	2024/04/04 16:22:36	2024/04/04 17:22:18	3600	3582.118	0	0.3	0.0	0.7	9
	共有	tgz- jochu	ub02		3546	0	QRLOGIN	End	2	2024/04/05 11:17:12	2024/04/05 11:17:34	2024/04/05 11:53:15	3600	2140.436	0	0.367	0.0	0.5	1
	共有	tgz- jochu	ub02		3555	0	QRLOGIN	End	137	2024/04/05 11:53:19	2024/04/05 11:53:39	2024/04/05 12:53:20	3600	3581.928	0	1.816	0.005	0.7	9
	共有	tgz- jochu	ub02		3618	0	QRLOGIN	End	137	2024/04/05 14:02:55	2024/04/05 14:03:15	2024/04/05 15:02:57	3600	3581.622	0	0.345	0.008	0.7	9
	共有	tgz- jochu	ub02		4984	0	QRLOGIN	End	0	2024/04/08 11:31:09	2024/04/08 11:31:29	2024/04/08 11:37:53	3600	383.792	0	0.625	0.0	0.1	7
	共有	tgz- jochu	ub02		5009	1	local_scrach_job-array.sh	End	0	2024/04/08 11:52:16	2024/04/08 11:52:35	2024/04/08 11:52:35	3600	0.153	0	0.15	0.0	0.1	5



In the TSUBAME portal, you can check whether the submitted job is being processed, completed, or settled.

For jobs submitted to the reservation, points are collected at the time of the reservation, and the reservation ID is displayed in the ARID column and points are not displayed.

Check the checkbox at the left of the job search results, and the information on selected jobs is displayed at the bottom. You can compare the job information side by side.



When a job is submitted, the maximum consumption points of that job are deducted in advance, referring to the job options specified by the user. This state is called "Provisional holding of points (Provisional points)."

After the completion of the job, points are recalculated based on the actual consumption. If it is smaller than the temporarily held point, the difference is returned and reflected in the system.

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11.2. Job search options

Items that can be specified by search options as follows.

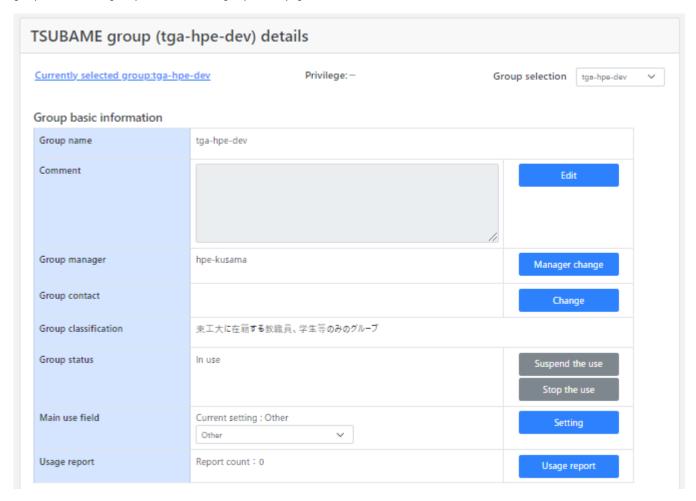
Item	Description
Fiscal year	Specify the fiscal year of the time when the job was executed.
Search target	Specify the search range of the job submitter. When "user" is selected, it searches for the job executed by the current logged-in user. If you wish to search by group, select another group in the "Group selection" list box on the upper right of the screen and then specify other conditions.
AR ID	Specify the ID number of the node reservation.
JOB ID	Specify the ID number of the submission job.
JOB_NAME	Search by job file name specified at job submission. Partial matching of character strings is also possible.
STATUS	You can search according to job status. You can select either "in process" or "end" and search by status letters of each.
SUBMIT	Specify the time when the job was submitted.
START	Specify the time when the job was started.
END	Specify the time when the job ended.
WALL(sec)	Specify the job execution time specified by the user when executing the job.
RU_WALL(sec)	Specify the time actually consumed by the job.
PRIORITY	Specify the priority of the job. The priority is one of 0, 1, and 2.
CPU(sec)	Specify the CPU time consumed by the job.
MEM(GB)	Specify the memory consumed by the job in units of GB.
POINT	Specify the number of points consumed by job execution.

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12. Management of TSUBAME usage report

TSUBAME users are required to report their research results from TSUBAME for each group.

To manage usage reports, use the "Usage Reports" page. Select "Management your group" from the side menu, select "Detail Display" for the target group, and click "Usage Report" button on the group details page.





The "Usage Report" button may not be displayed depending on the group type.

12.1. Submit usage report

There are two ways to report usage: "individual report" and "bulk report." Select according to the type of report and the number of reports.

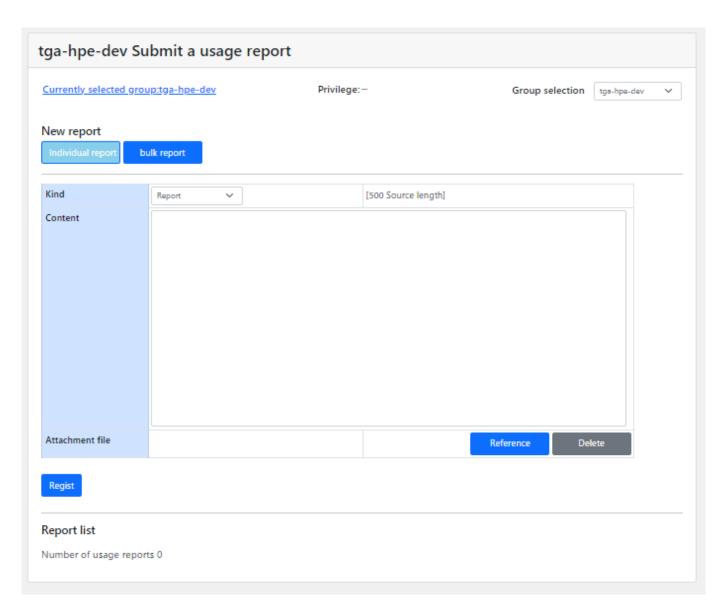
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12.1.1. Submit individual reports

Select "Individual Report" in the "Usage Report" menu.

The input page is displayed.



Usage report submission: Operating method of individual report

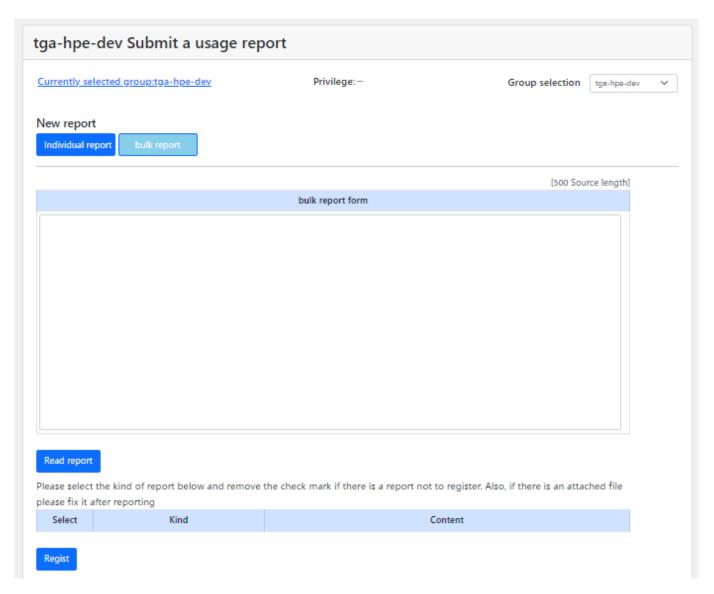
Name	Description
Kind (Type)	Select the type of report from peer-reviewed articles, non-reviewed articles, oral presentations, etc.
Contents	Fill in the content of the usage report to be submitted. Please enter within 500 characters.
Attachment file	Specify the file attached to the usage report to be submitted.

After entering the necessary items, click "Regist" button to complete the report.

12.1.2. Submit reports in bulk

Select "bulk report" in the "Usage Report" menu. An input form is displayed.

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Fill in the "bulk report form" in the form of one report per line. Blank lines are ignored.

After entering, select the "Read report" button. Read the information entered in the batch report form. The read contents are displayed in tabular form below the batch registration form.

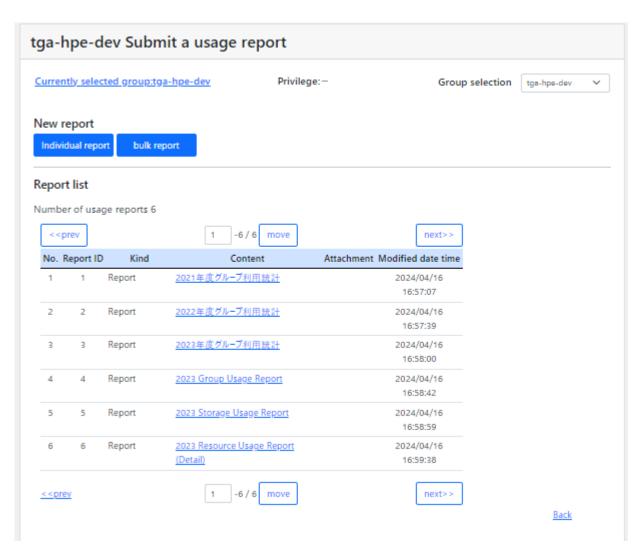
Check the contents entered in the bulk report form to be registered in the system. Items that are not checked will not be registered in the system even if you click "Regist" button. For each report item, select the type of report from among peer-reviewed papers, non-peer-reviewed papers, and oral presentations.

Finally, click "Register this content" button to register the checked report.

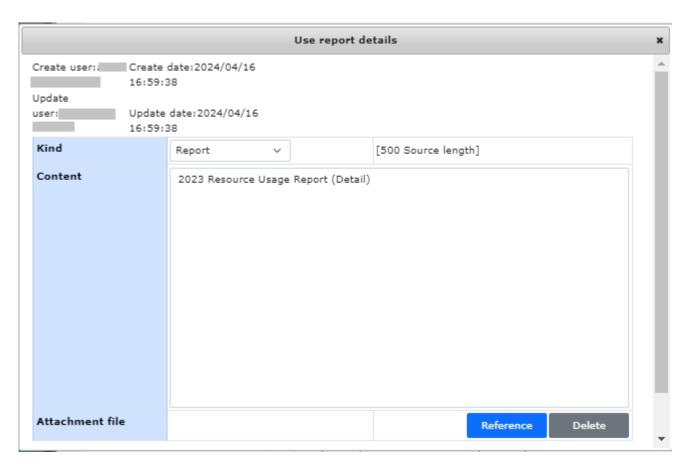
12.2. View and update usage reports

In the "usage report reference update" screen, you can check the details of the reported usage report, update it, and download the attached file.

A list of reported usage reports is displayed at the bottom of the "Submit Usage Report" page.



Select the link in the content column to view and edit the reported content.



An icon is displayed in the attachment column for reports with attached files. Click to see the attached file. After checking the contents, update, delete, change or delete the attached file as necessary.

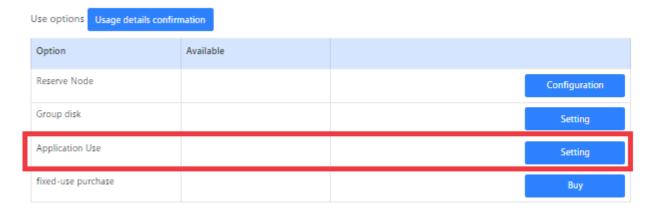


Accepted usage reports will be locked and become unchangeable. Please contact us if you need to modify it.

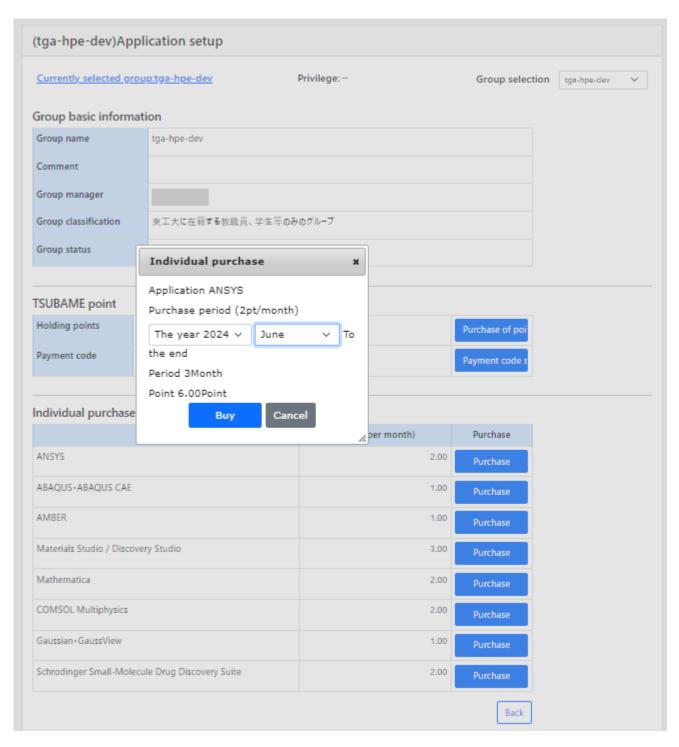
13. Application Activation

If you use commercial applications, you need to purchase the application to activate in the usage option menu on the "TSUBAME Group Details" page.

Click "Setting" button in "Application Use" option.



Click "Purchase" button on the application you want, select the end month of the period you want to use, then click "Buy" button.



You can see purhasing history in the list of purchased applications on the "TSUBAME Group Details" page.

List of purchased applications

Buyer Account	Application	Start time	End time	Number of nodes	Status
ub02	Mathematica	2024-04-05 11:19:58.0	2025-04-01 00:00:00.0	-	In use
ub02	Gaussian • Gauss View	2024-04-05 11:19:45.0	2025-04-01 00:00:00.0	-	In use
ud02	Gaussian • Gauss View	2024-04-03 09:14:06.0	2025-04-01 00:00:00.0	-	In use
ud02	COMSOL Multiphysics	2024-04-03 09:13:58.0	2025-04-01 00:00:00.0	-	In use
ud02	Mathematica	2024-04-03 09:13:52.0	2025-04-01 00:00:00.0	-	In use
ud02	Materials Studio / Discovery Studio	2024-04-03 09:13:45.0	2025-04-01 00:00:00.0	-	In use
ud02	AMBER	2024-04-03 09:13:37.0	2025-04-01 00:00:00.0	-	In use
ud02	ABAQUS•ABAQUS CAE	2024-04-03 09:13:29.0	2025-04-01 00:00:00.0	-	In use
ud02	ANSYS	2024-04-03 09:13:22.0	2025-04-01 00:00:00.0	-	In use
ud02	Schrodinger Small-	2024-04-02 17:35:15.0	2025-04-01 00:00:00.0	-	In use

Purchased applications are available from the time of the purchase operation until the end of the specified month.



Application activation requires a purchase operation for each account. For example, if you purchase Matehmatica, only that account can use Mathematica.

If you are not authorized to use that application, it will be grayed out and cannot be selected

14. Application Distribution for Labs

Not available on the portal menu.

For more details: Application Distribution

15. Subscription

To apply for a subscription for a computing node, click the "Purchase" button under "Subscription Purchase" (fixed-use purchase) from the Group Details screen.

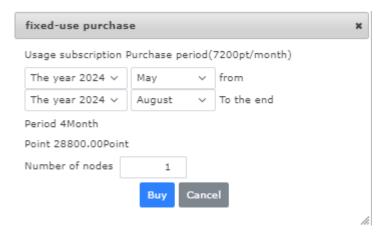


Clicking the button displays a dialog box for specifying the period of use.

Enter the number of nodes you wish to use and the period for which you wish to use them, and click the "Purchase" button to apply for a subscription purchase.

Subscribed computing nodes will be available after the system administrator has configured the usage settings on the start date of each month.

For more details like purchase deadline, please refer to Subscription.



Purchased node subscription services are displayed in the "Application Purchase List" at the bottom of the group details.

権限	の設定 利	用者追加 利用者削除 利用者削除 利用 者			
構入済みアプリケ-	ーション一覧				
購入者アカウント	アプリケーション	開始時刻	終了時刻	ノード数	状態
toukoudai	定額利用	2024-03-13 18:23:55.0	2024-07-01 00:00:00.0	1	利用中
toukoudai	ANSYS	2024-03-13 17:38:18.0	2024-05-01 00:00:00.0	-	利用中
toukoudai	AMBER	2024-03-25 14:37:49.0	2024-04-01 00:00:00.0	-	利用中
toukoudai	ABAQUS•ABAQUS CAE	2024-03-25 14:35:32.0	2024-04-01 00:00:00.0	-	利用中
toukoudai	定額利用	2024-02-01 00:00:00.0	2024-03-01 00:00:00.0	1	終了

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16. Web application funtion

In TSUBAME4.0, the Web application function of TSUBAME3.0 was replaced with Open OnDemand.

For more details about Open OnDemand, please refer to Open OnDemand manual.

Appendix.

Appendix.1. Query

For information on where to send application forms for new use and other inquiries, please refer to the website of GSIC, Tokyo Institute of Technology

URL http://www.t4.gsic.titech.ac.jp/en

Appendix.2. Site information

TSUBAME Portal

URL: https://portal.t4.gsic.titech.ac.jp/ptl/

Revision history

Date	Changes
2024/4/18	Initial version