



Kubota Engine Park

# User's Manual

# Introduction

## 1. Purpose and Scope of This Manual

### Purpose of This Manual

The purpose of this manual is to understand the procedures and basic site structure for successfully logging in to and using Kubota Engine Park.

### Scope of This Manual

This manual applies to everyone using Kubota Engine Park.

## 2. Overview of Kubota Engine Park

Kubota Engine Park is the name of the portal site created to **provide various information related to Kubota engines at the appropriate timing for users.**

This portal site is managed by KUBOTA Corporation Engine Division.

## 3. Recommended Environment for Kubota Engine Park

Operations of this system have been verified under the following environment.

- Microsoft Windows 10 Pro + Google Chrome latest edition

## 4. Purpose of Kubota Engine Park

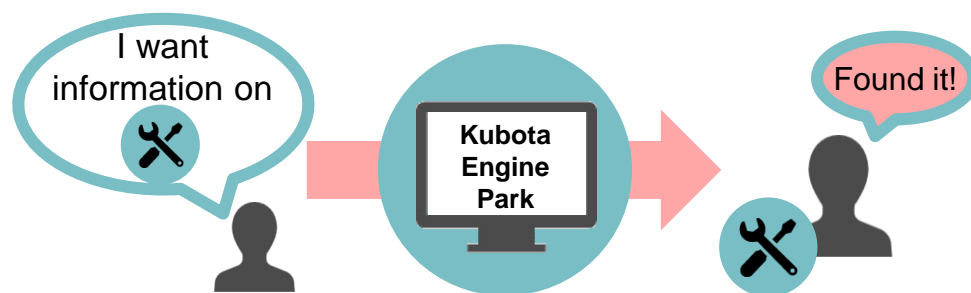


Fig. 1: Integrate required information on the site to improve usability

- **Collectively manage information on Kubota engines with the comprehensive portal site and provide required information quickly and accurately to users who need it.**

- Manage information online and develop required information on the Web at the timing needed.
- Minimize the time needed to search for information
- Ensure smooth communication within the company and between companies

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This chapter describes the basic screen layout of Kubota Engine Park.

## 1. Kubota Engine Park Site Top Page

This section describes the Kubota Engine Park site top page.

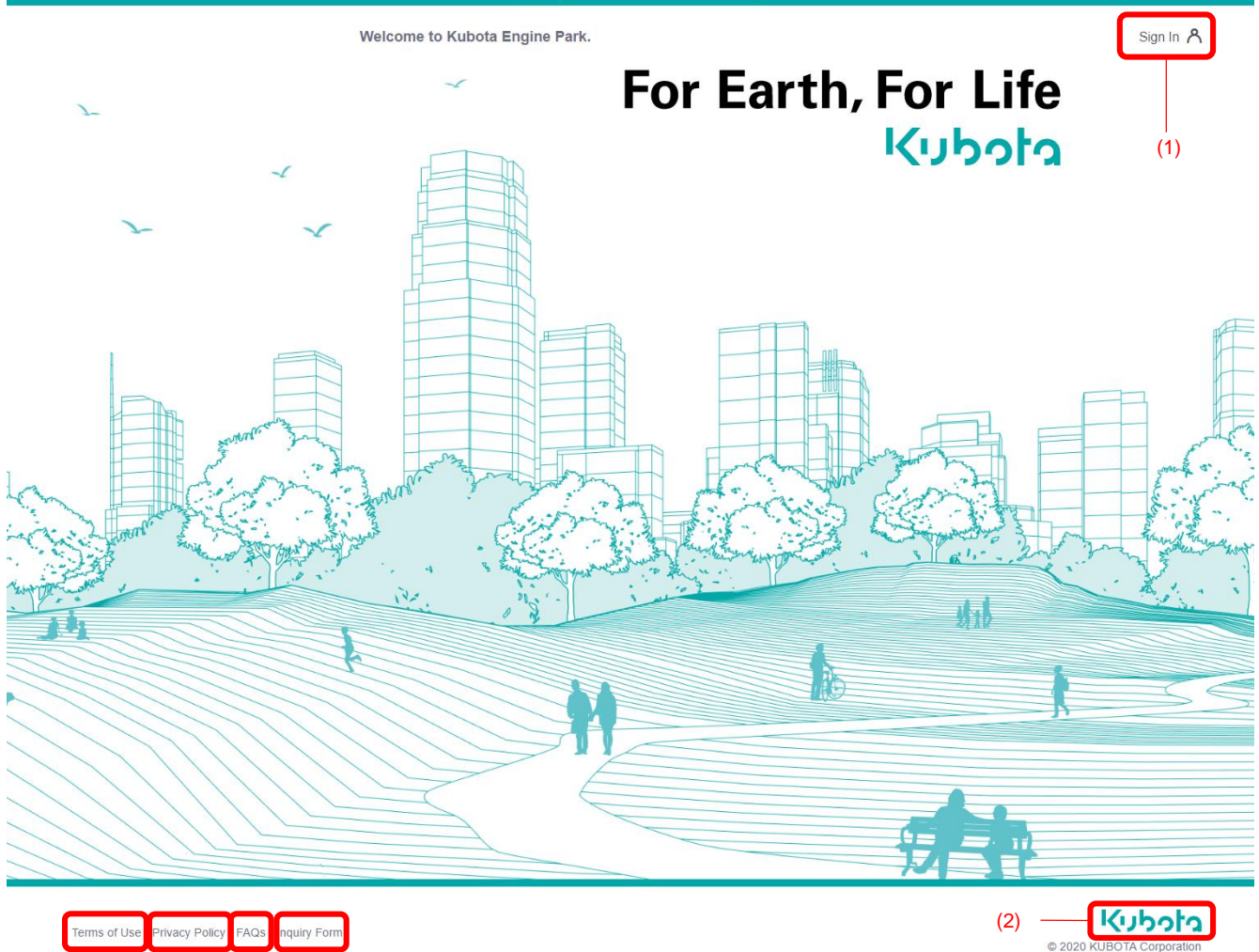


Fig. 2: Kubota Engine Park site top page

- (1) Sign in  
Click to open the login page.  
(See p. 8 “Login Procedure”)
- (2) Kubota logo  
Click to open the corporate site of KUBOTA Corporation.
- (3) Terms of Use  
Click to open the terms of use of Kubota Engine Park.
- (4) Privacy Policy  
Click to open the privacy policy.
- (5) Inquiry Form  
Click to open the inquiry form page.
- (6) FAQs  
Click to open the login-related FAQ page.

## 2. Login Page

This section describes the login page.

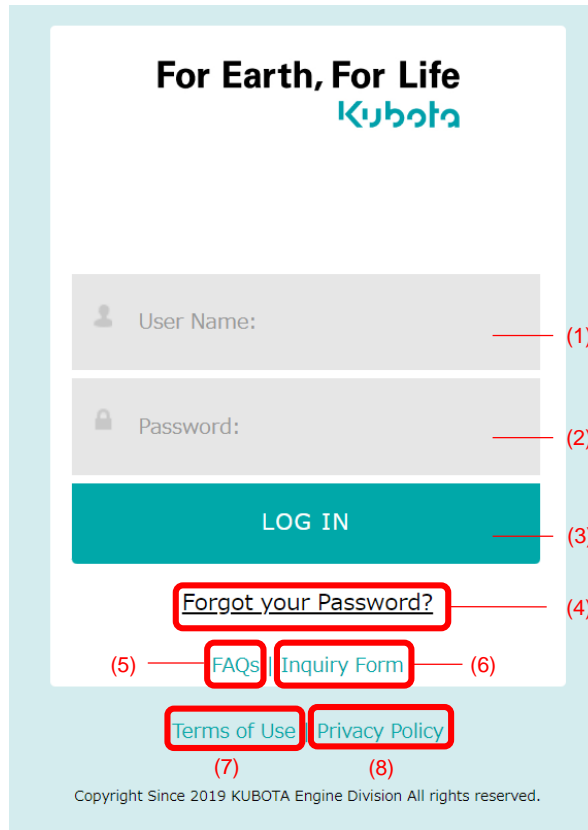


Fig. 3: Login page

- (1) User name input field
- (2) Password input field
- (3) Login button
- (4) Password reset button
- (5) FAQs  
Click to open the login-related FAQ page.
- (6) Inquiry Form  
Click to open the inquiry form page.
- (7) Terms of Use  
Click to open the terms of use of Kubota Engine Park.
- (8) Privacy Policy  
Click to open the privacy policy.

## 3. Site Top Page

This section explains site top page.

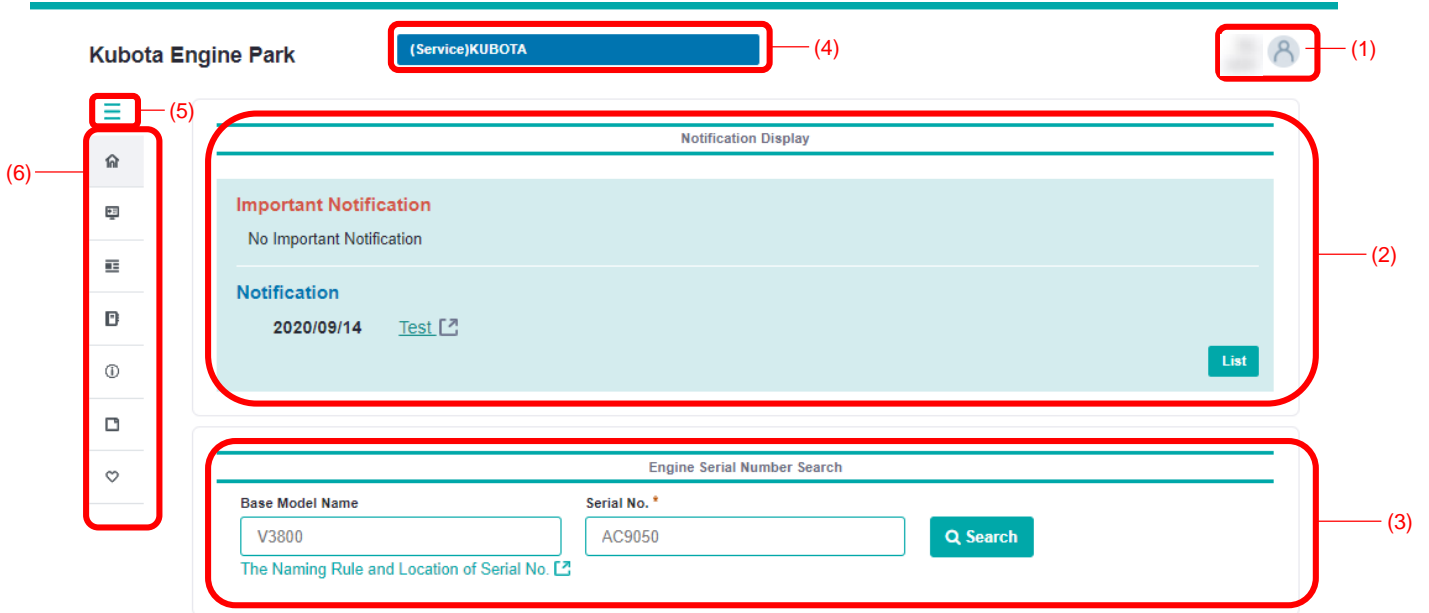


Fig. 4: Site top page

(1) Account menu button

Click to display the account settings and password settings and to log out.

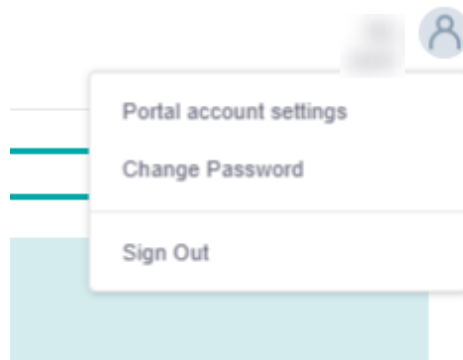


Fig. 5: Account menu page

(2) Notification Display

Shows various notifications.

(3) Engine Serial Number Search

Enter the basic model name and serial number to search for engine information.

(4) Switch site

If the user belongs to multiple sites, use this to switch to another site.

(5) Menu Toggle Button

Click to show or hide the navigation menu (6) on the left of the page.

(6) Navigation menu

Displays links to various usable content menus.

Click a content menu to display a link to the detailed menu.

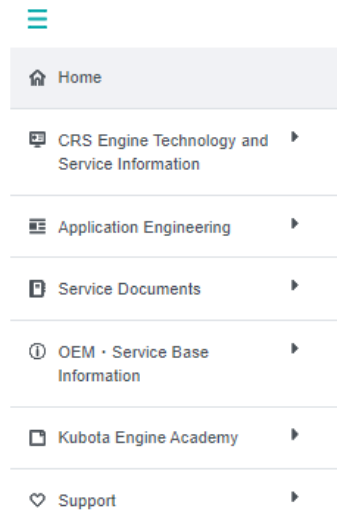


Fig. 6: Navigation menu

(7) Terms of Use

Click to open the terms of use of the site.

(8) Privacy Policy

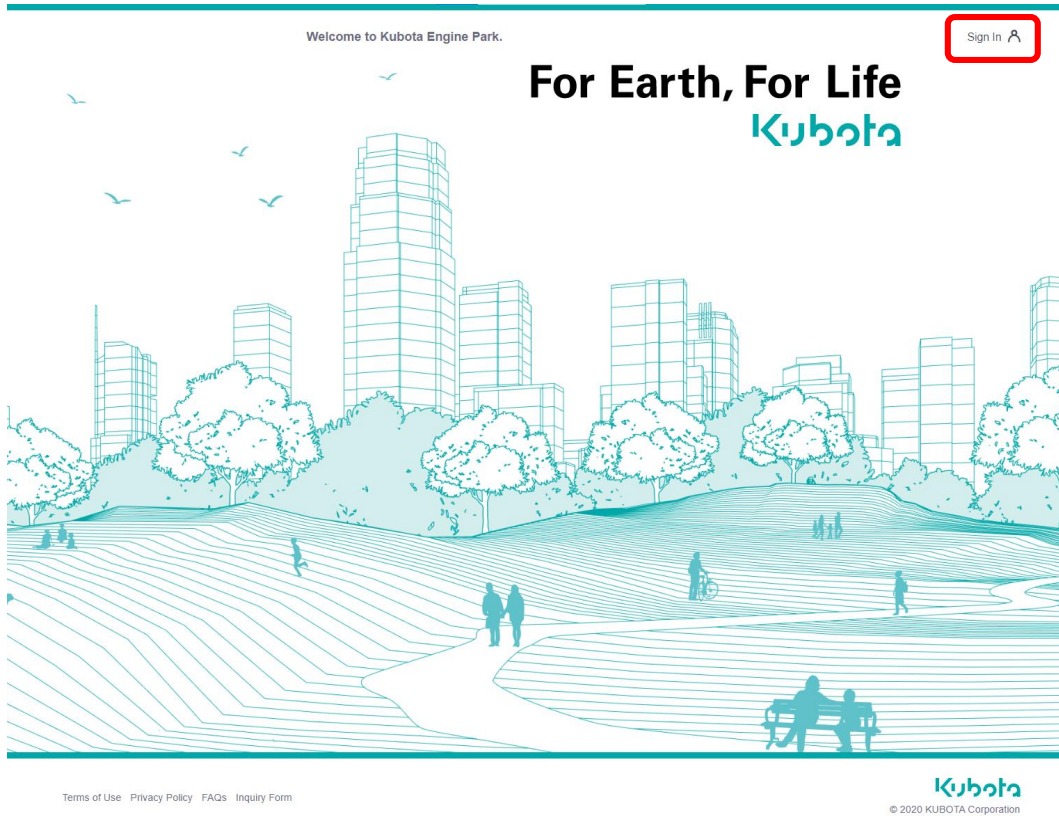
Click to open the privacy policy.

## 1. Login Procedure

Use the following procedure to log in to a registered account.

### Procedure

[1] Click “Sign In” at the top of the Kubota Engine Park site top page.



[2] On the login page, enter the user name and password, and click “LOG IN.”

For Earth, For Life  
Kubota

User Name:

Password:

LOG IN

[Forgot your Password?](#)

[FAQs | Inquiry Form](#)

[Terms of Use | Privacy Policy](#)

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## Note

The password is valid for 90 days. When there are 14 days left until the password expires, the remaining number of days and the password change page appear when you click “Login.”

Enter the current password and new password.

Clicking “Change later” allows you to login without changing the password.

### [3] After logging in, the site top page appears.

The screenshot shows the Kubota Engine Park website interface. At the top left, it says "Kubota Engine Park" and "(Service)KUBOTA". On the right, there is a user profile icon. A navigation menu is visible on the left side. The main content area is divided into two sections:

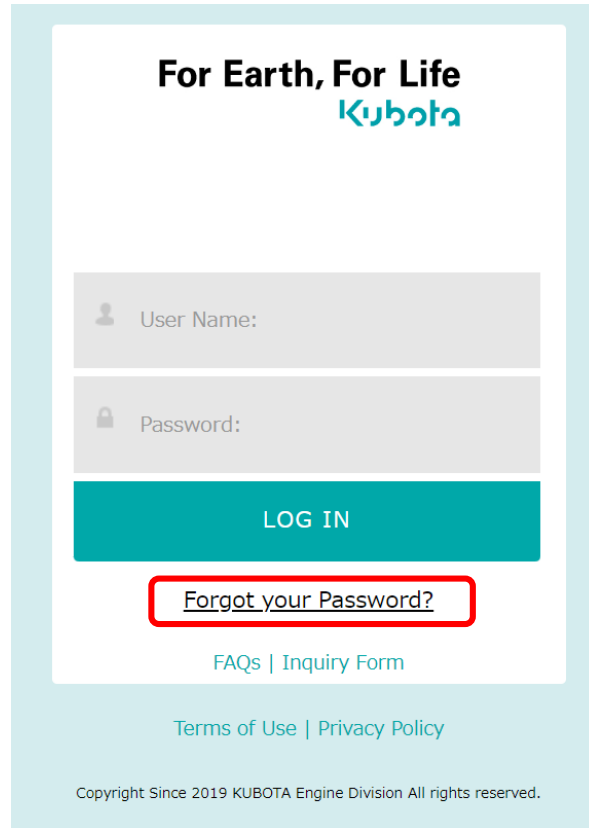
- Notification Display:** This section contains an "Important Notification" area with the text "No Important Notification". Below it is a "Notification" section with a date "2020/09/14" and a link "Test" with an external link icon. A "List" button is located at the bottom right of this section.
- Engine Serial Number Search:** This section has two input fields: "Base Model Name" with the value "V3800" and "Serial No. \*" with the value "AC9050". A "Search" button is to the right of the "Serial No." field. Below the input fields, there is a link: "The Naming Rule and Location of Serial No. [external link icon]".

## ■ If you forgot your password

If you forgot your password, use the following procedure to reset it.

### Procedure

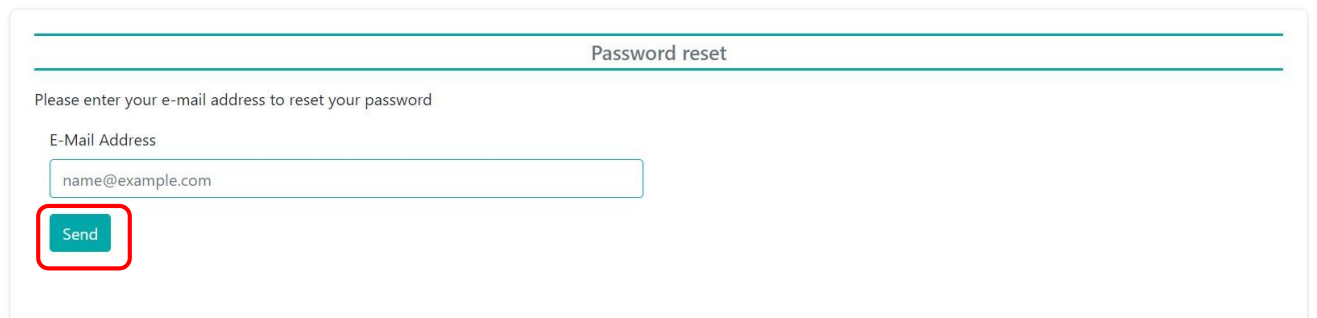
[1] On the login page, click “Forgot your Password?”



[2] Enter the registered email address, and click “Send.”

Kubota Engine Park

Language English



[3] When completed, the following message appears at the bottom of the page, and a password reset email is sent to the entered email address.

The confirmation code that appears is used to reset the password, so be sure to take note of it.

Kubota Engine Park

Language English

Password reset

An email was sent to the address you entered.

Click on the link in the email, and please enter the following confirmation code.

**Confirmation code : IGZmKt**

If you write down the verification code, please close it from the x button of your browser.

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[4] Click the URL in the password reset email to open the password reset page. Enter the confirmation code and new password, and then click “Send.”

Kubota Engine Park

Language English

Password reset

E-Mail Address

Confirmation code

New Password

New Password (confirmation)

Send

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## Note

The password must be at least eight characters long and use three of the following: numbers, uppercase English, lowercase English, and symbols.

[5] When completed, the following message appears and the password is reset.

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## Kubota Engine Park

Password reset

Password reset is completed

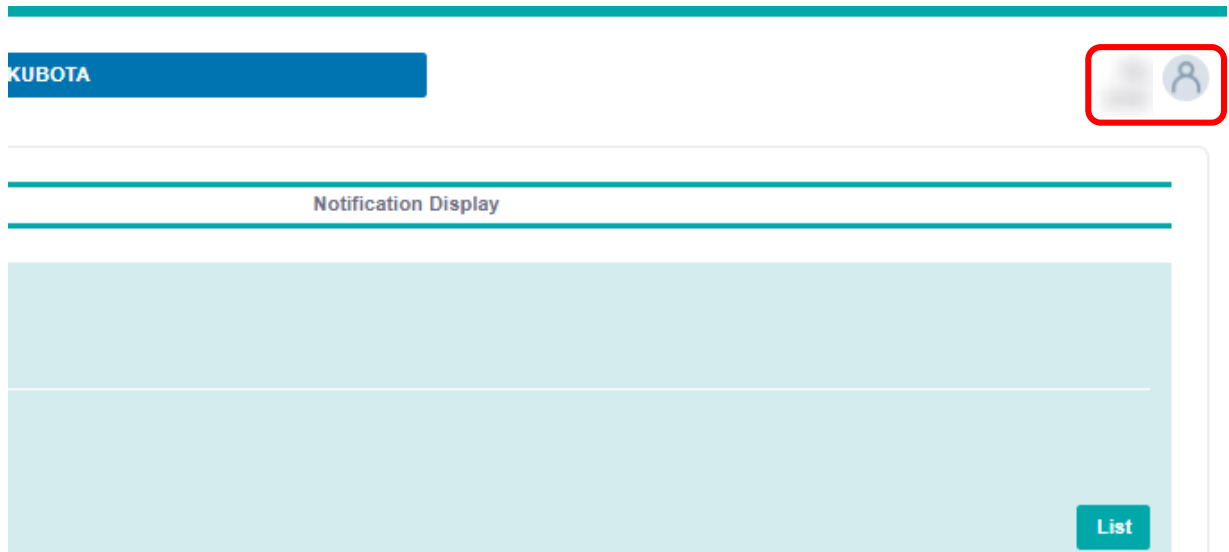
[Back](#)

## 2. Logout Procedure

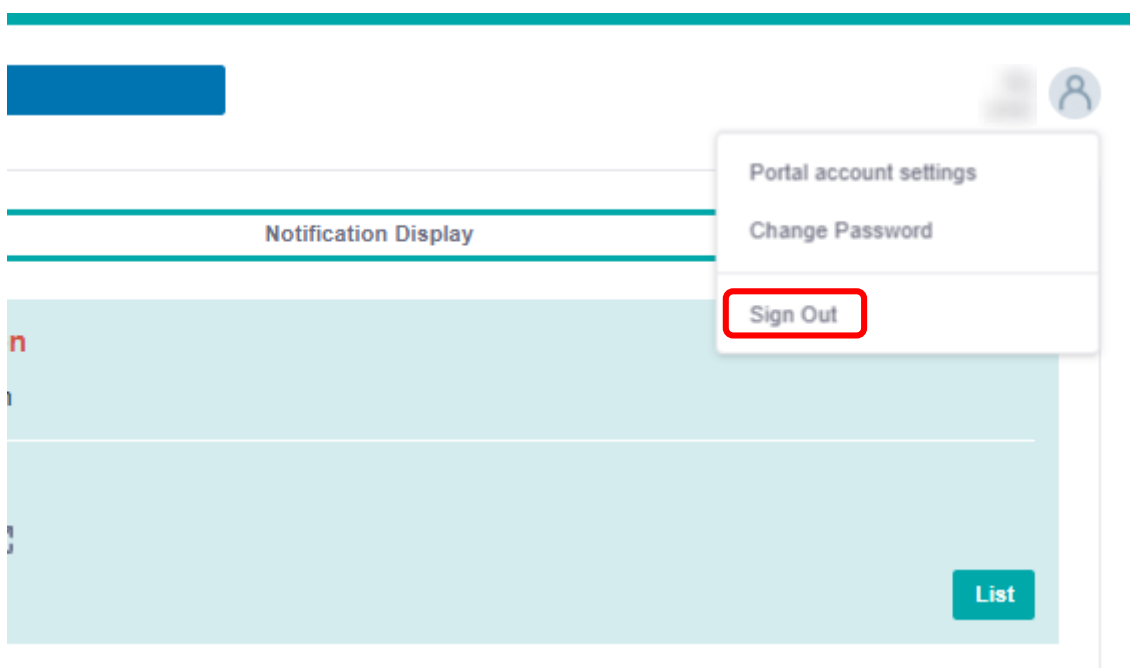
Use the following procedure to log out from the site.

### Procedure

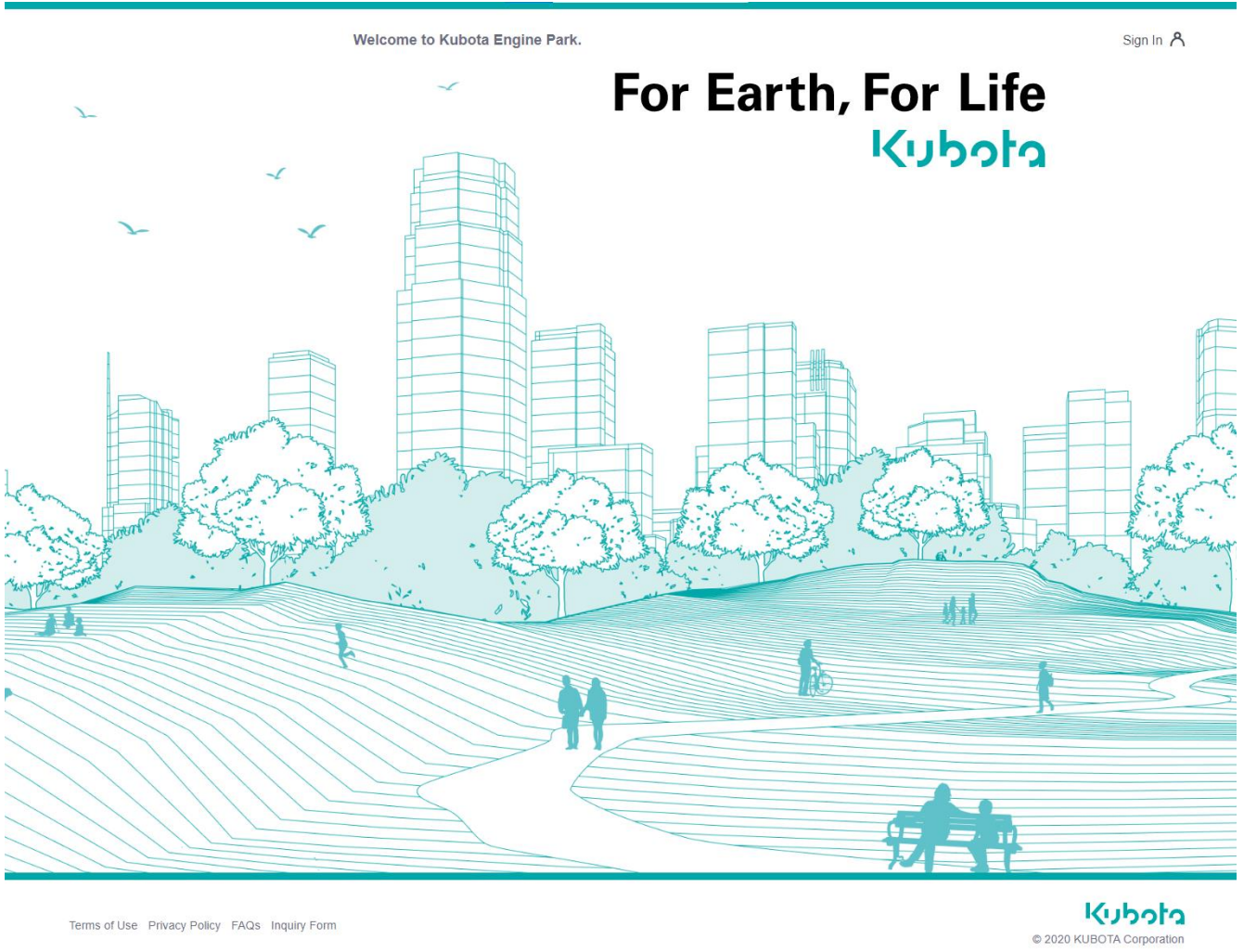
[1] Click at the top right of the site.



[2] Click "Sign Out" on the menu displayed at the top right of the page.



[3] The user is logged out, and the Kubota Engine Park site top page appears.



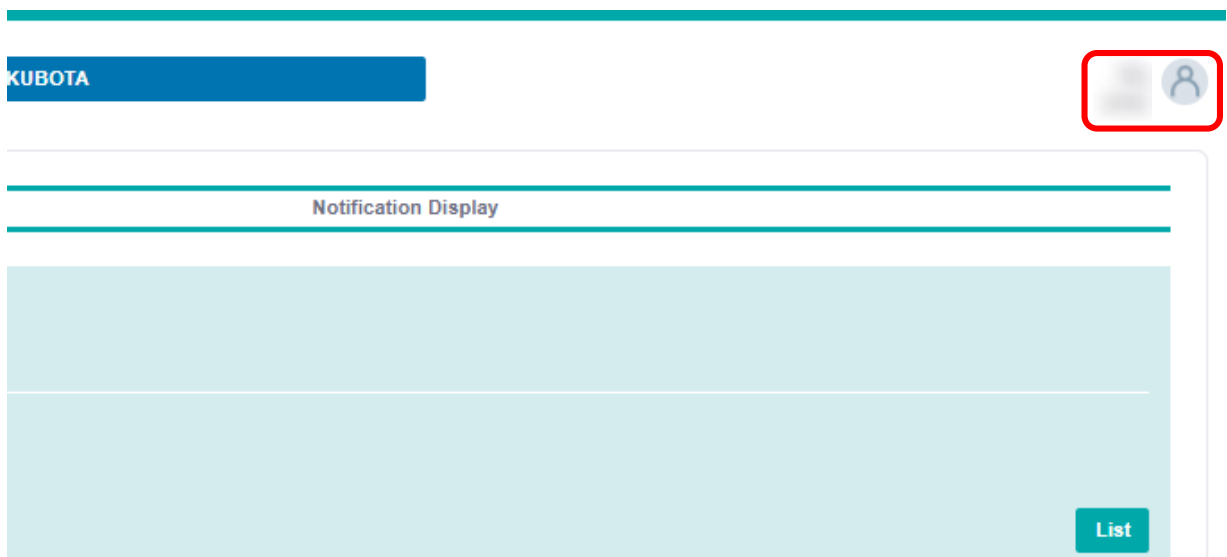
Configure the user account information and password.

## 1. Portal Account Settings

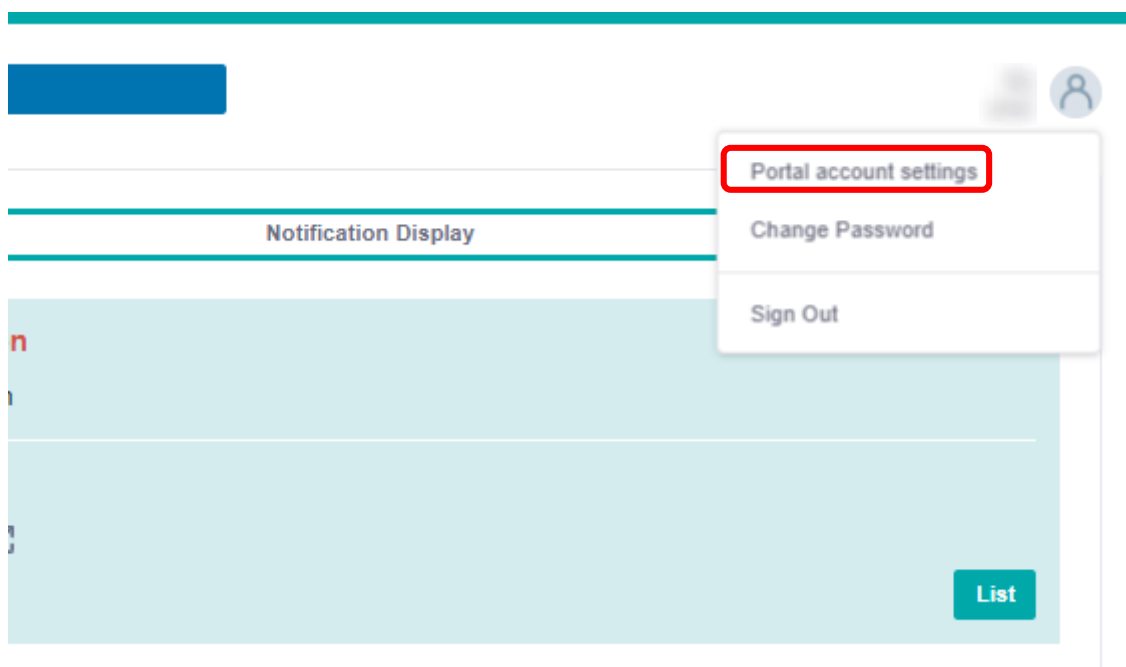
Use the portal account settings to change the settings of the user account information. Use the following procedure to configure the portal account settings.

### Procedure

[1] Click at the top right of the site.



[2] Click “Portal account settings” on the menu displayed at the top right of the page.



[3] Enter the information you want to change, and click “Update.”

- (1) Changing profile
- (2) Notification email setting
- (3) Default site setting

Kubota Engine Park (Service)Engine

Portal account settings

Email

Language \*  
English

Surname \*

Name \*

Department name

Phone number

**NOTIFICATION E-MAIL SETTINGS**

Please set the notification e-mail you want to receive for each category.

General	<input type="radio"/> Yes <input checked="" type="radio"/> No
Serial Number Search	<input type="radio"/> Yes <input checked="" type="radio"/> No
CRS Engine Technology and Service Information	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application Engineering	<input type="radio"/> Yes <input checked="" type="radio"/> No
Service Documents	<input type="radio"/> Yes <input checked="" type="radio"/> No
OEM/Service Base Information	<input type="radio"/> Yes <input checked="" type="radio"/> No
Kubota Engine Academy	<input type="radio"/> Yes <input checked="" type="radio"/> No
Service Operation Guideline	<input type="radio"/> Yes <input checked="" type="radio"/> No

**THE DEFAULT SITE SETTINGS**

Person belonging to multiple sites can set the landing site

(Service)Engine	<input checked="" type="radio"/>
(Service)	<input type="radio"/>

Update

(1)

(2)

(3)



## (1) Changing profile

### Note

Enter the required items indicated with an asterisk (\*).

## (2) Notification email setting

Please set the notification e-mail you want to receive for each category.

General	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Serial Number Search	<input type="radio"/> Yes	<input checked="" type="radio"/> No
CRS Engine Technology and Service Information	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Application Engineering	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Service Documents	<input type="radio"/> Yes	<input checked="" type="radio"/> No
OEM/Service Base Information	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Kubota Engine Academy	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Service Operation Guideline	<input type="radio"/> Yes	<input checked="" type="radio"/> No

### Note

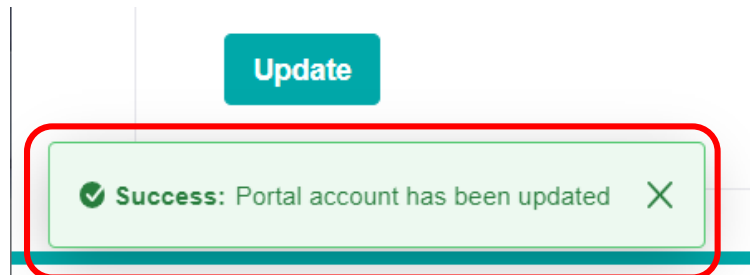
You can receive an email notification when a new announcement is posted. Please click "Yes" on the right side of the category you wish to receive, and then click "Update".

## (3) Default site setting

If you belong to multiple sites, you can set the site to which you will be redirected immediately after login as the default site.

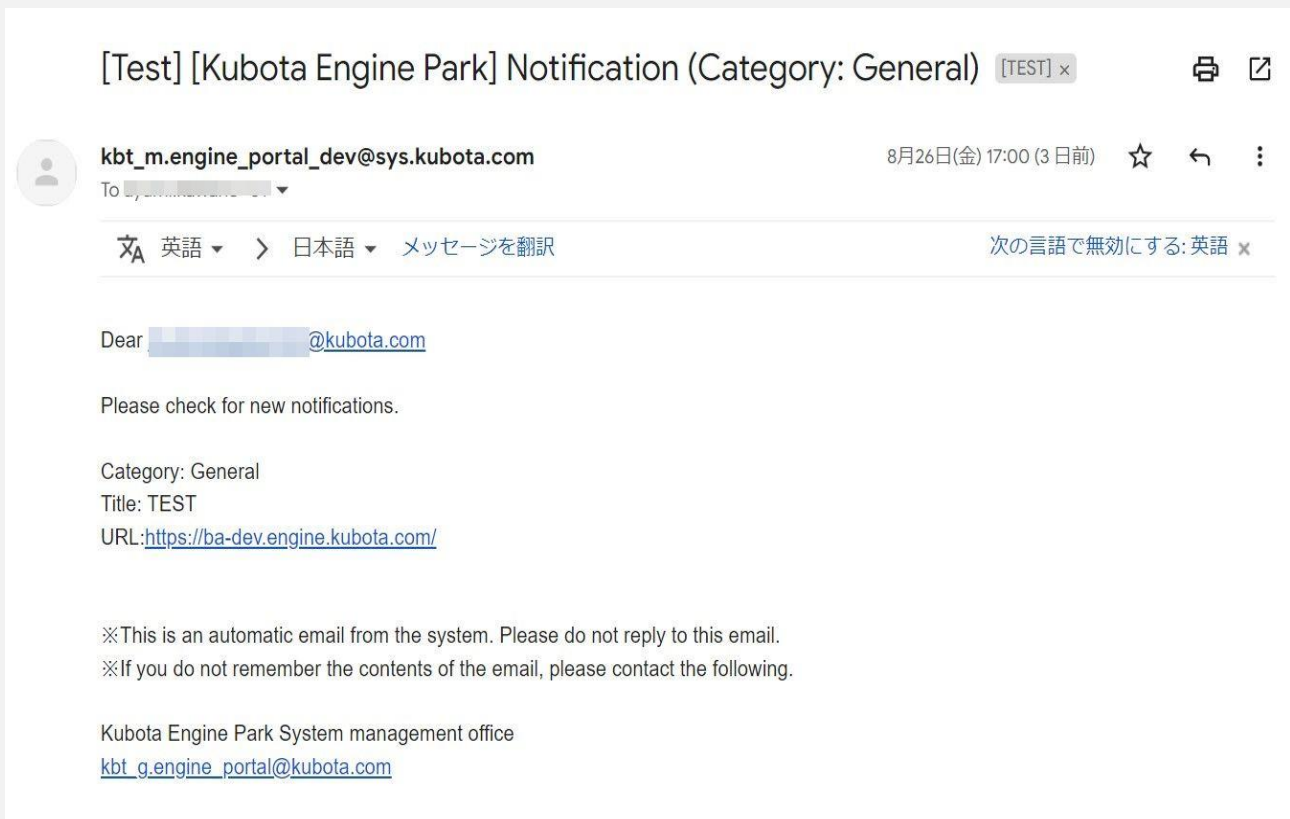
[4] Click “Update”.

[5] After the settings are updated, the message “Success: Portal account has been updated” appears at the bottom of the page.



## Note

• The e-mails are sent at 0:00, 8:00, and 16:00 (UTC), and you will receive the notification email as below.

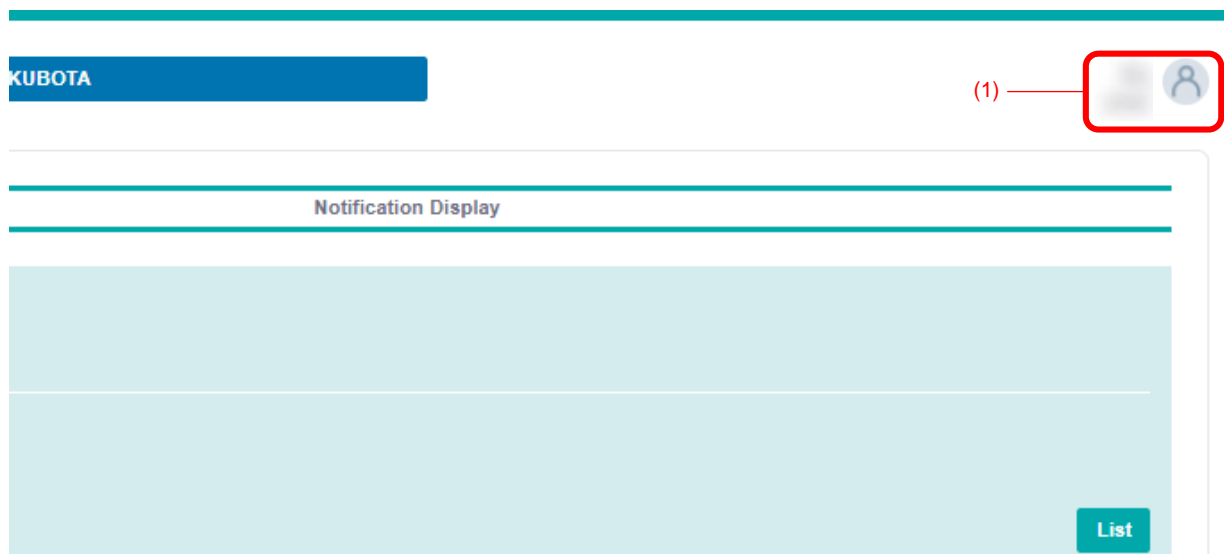


## 2. Changing the Password

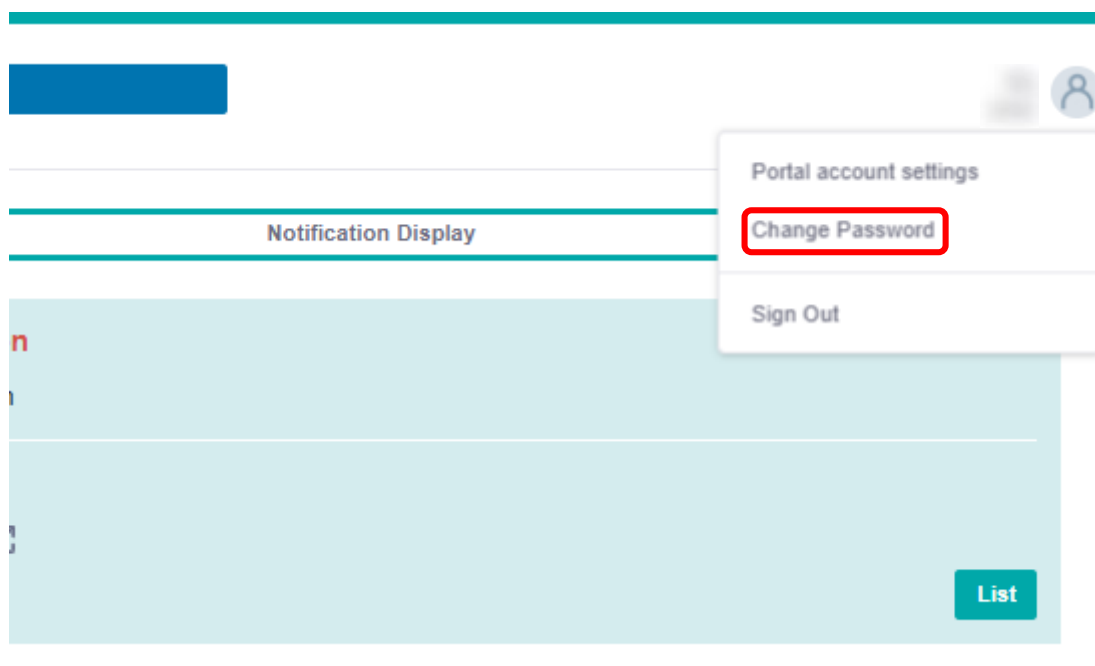
Use this to change the password of the user account.  
Use the following procedure to change the password.

### Procedure

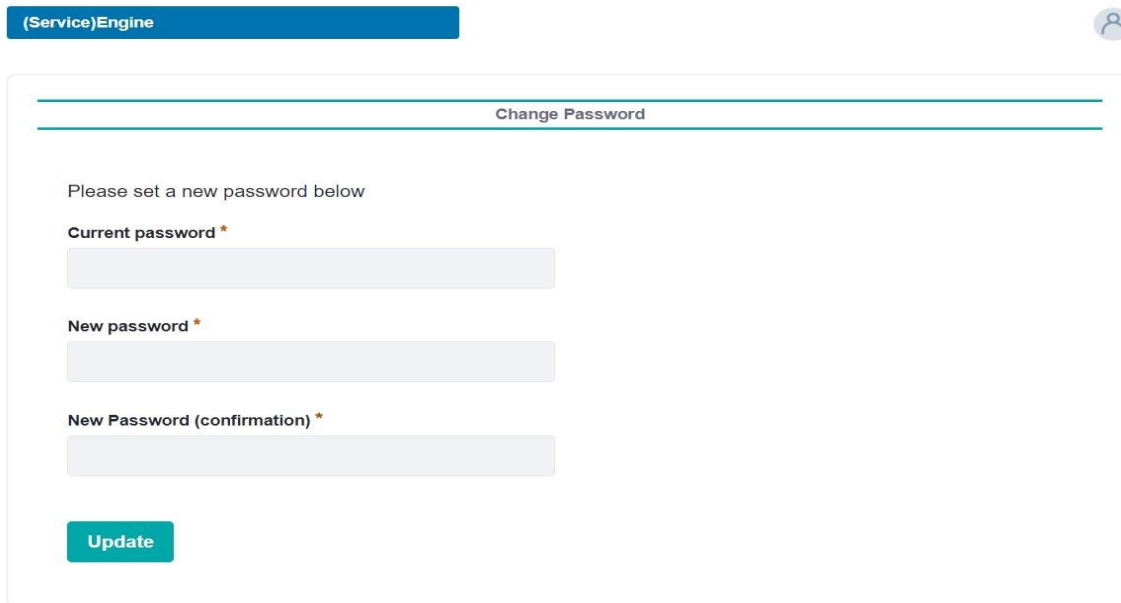
[1] Click (1) at the top right of the site.



[2] Click "Change Password" on the menu displayed at the top right of the page.



[3] Enter the current password and new password, and click “Update.”

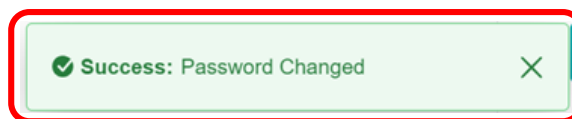


The screenshot shows a web interface for changing a password. At the top left, there is a blue header with the text "(Service)Engine". To the right of the header is a user profile icon. Below the header is a white box with a title bar that says "Change Password". Inside the box, the text "Please set a new password below" is displayed. There are three input fields: "Current password \*", "New password \*", and "New Password (confirmation) \*". Each field is followed by a light gray rectangular input area. At the bottom left of the form is a blue button labeled "Update".

## Note

- Enter the required items indicated with an asterisk (\*).
- The password must be at least eight characters long and use three of the following: numbers, uppercase English, lowercase English, and symbols.

[4] After the settings are updated, the message “Success: Password Changed” appears at the bottom of the page, and an email is sent notifying you that the password has been changed.



For information not listed in FAQs, contact the site administrator.  
Use the following procedure to send an inquiry to the site administrator.

## Procedure

[1] Click (1) on the left of the site top page, or hover the cursor over (2).

The screenshot shows the top of the Kubota Engine Park website. At the top left, it says "Kubota Engine Park" and "(Service)KUBOTA". On the left side, there is a vertical navigation menu with several icons. A red box labeled (1) highlights the top icon (a hamburger menu), and another red box labeled (2) highlights the second icon (a document with a checkmark). The main content area is titled "Notification Display" and shows an "Important Notification" section with the text "No Important Notification" and a "Notification" section with a date "2020/09/14" and a "Test" link. Below this is an "Engine Serial Number Search" section with input fields for "Base Model Name" (containing "V3800") and "Serial No." (containing "AC9050"), and a "Search" button. At the bottom left, there are links for "Terms of Use" and "Privacy Policy". At the bottom right, there is the Kubota logo and "© 2020 KUBOTA Corporation".

[2] Click “Support” to expand the menu, and click “Inquiry Form (to your administrator).”

The screenshot shows the expanded navigation menu. The menu items are: Home, CRS Engine Technology and Service Information, Application Engineering, Service Documents, OEM • Service Base Information, Kubota Engine Academy, Support, Support site, Inquiry Form (to your administrator), and Inquiry Form (to the system administrator). The "Support" item is expanded, and the "Inquiry Form (to your administrator)" option is highlighted with a red box.

**[3] Complete the inquiry Title and Text fields, and click “Next.”**

Kubota Engine Park



Inquiry Form(to your site administrator)

**Frequently Asked Questions**  
For frequently asked questions, please refer to the FAQs in the [Support Site](#) .

**Inquiry form**  
We will receive inquiries about the Kubota Engine Park.  
please fill in the following. (\* Required fields)

**Site Administrator for the inquiry**

Title

Text

[Terms of Use](#) [Privacy Policy](#)

  
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**[4] On the next screen, check that the entered information is correct. Then click “Transmission.”**

**[5] After the transmission is completed, exchange messages at the registered email address.**

**Note**

If you do not receive a reply due to the absence of a site administrator, for example, send an inquiry to the system management office using “Inquiry Form (to the system administrator).”

♥ Support ▼

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📄 Support site

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📄 Inquiry Form (to your administrator)

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📄 Inquiry Form (to the system administrator)

## Revision History

- First edition: Published October 26, 2020
- Second edition: Published June 30, 2022
- Third edition: Published August 31, 2022

## Contact Us

- For questions or comments

• For questions about these guidelines, contact us using either of the following methods.

1. Contact the system management office using “Inquiry Form (to the system administrator)” on the portal site
2. Send an email to us  
kbt\_g.kep-administrator@kubota.com

## Publisher

- Published by: KUBOTA Corporation Engine Division

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- Figures and content subject to change without notice.
  - Screenshots used in this document current as of August 2022.
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