ANSTO Research Portal: User Guide

1. Purpose

The purpose of this guide is to provide information for personnel who access and use the ACNS Customer Portal to access the Australian Centre for Neutron Scattering and the National Deuteration Facility.

2. Content

3. Setting up portal user access

Only registered users can access the *Australian Centre for Neutron Scattering Customer Portal*. New users will need to create an account by accessing the portal and creating experiment proposals.

3.1 Click the link
http://neutron.ansto.gov.au/Bragg/proposal/index.jsp

3.2 Click *Create New Account*

3.3 Enter your user details, *Email, First Name(s)* and *Surname*. If you have had a previous user account with another name, enter those names in *Alternate First Name* or *Alternate Surname.*

When complete, click [Check Database]. The systems checks if you already have an account.

To exit, click [Cancel].
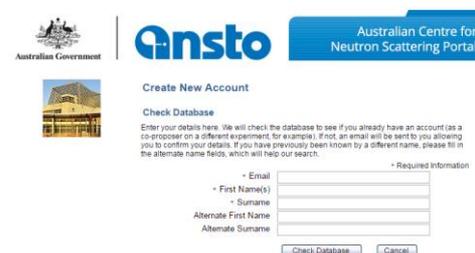
3.4 a) When there is a user with the same e-mail address, you can send a reset email to confirm you as that user. Click [Send Reset].

b) When there is an existing user account with the same details, the system displays this message at the bottom of the screen.

If this is correct, you can click ➜ to send an email that lets you change your password.

3.5 When there is no existing account, the system displays this message at the bottom of the screen. To create a new account with your details, click [Create new Account].

3.6 When you receive your confirmation e-mail, select and click the link to access the portal and create your new account.

The confirm account will show your name and e-mail address. To exit, click [Cancel].

3.7 Enter your *Password* for this account and *Confirm Password*.

To create the account, click [Reset Password]

3.8 Enter your Account Information.

All fields with * are mandatory and must be entered before the account can be created.

When a field has ⌄ there is a drop down pick list that has the valid information that you can select and enter.
In these fields, you cannot enter any other information except for these valid choices such as:

3.9 Enter your *Organisation* by selecting and entering your organisation from the drop down pick list. If your organisation is not on the list, enter its name in *New organisation*.

Select and enter *Position* from the drop down pick list.
Note: Staff is personnel employed by the organisation including agency hires.

3.10 You can select and enter the *Scientific Areas* that you are interested from the drop down pick list. When you select the area, click [Add Scientific Area].

You can add multiple *Scientific Areas*, e.g.

Note: To remove any
previous selected items,
click ✖.

3.11 You can select and enter your *Scattering Technique*
from the drop down pick list. When you select
the area, click `Add Technique`.

You can add multiple Techniques, e.g.

3.12 When complete, click `Save and Close`
or `Cancel`.

4. Accessing the portal

4.1 Click the link
http://neutron.ansto.gov.au/Bragg/proposal/index.jsp

4.2 Enter your *Email* and *Password* then
click `Login`.

4.3 On the Account Home Page, you can choose to
edit your account details, change your password
or access your proposals.
For information to edit your account, refer to 4.8.

You can search for information on the chemicals
database and chemicals in ANSTO laboratories.

Note: New users should change their password from
their original system allocated password

4.4   To change your password, click Change password .

4.5   Enter your *Current Password* then your *New Password* and *Confirm Password*.

Click Reset Password to accept or Cancel to exit

5.   Creating a new proposal

5.1   To enter a new proposal, click My Proposals

5.2   Your existing proposals or proposals that have been assigned to you are shown. You can view or edit these un-submitted proposals.

To create a new proposal, click Create Proposal .

5.3   Enter the proposal's *Title* as a brief descriptive summary.

5.4   Select and enter the *Proposal Type* from the drop down pick list.

5.5   Click Next > to continue to enter your proposal's details, or Cancel.

5.6   Confirm your proposal's *Title* and *Proposal Type*. It is important that you have the correct type as this determines the proposal rounds that you can choose.
If not correct, click < Back to re-enter.

5.7   Click to select the *Proposal Round* from the drop down pick list.
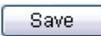
5.8   To create your new proposal, click Create .

6. Entering experiment details

When you enter a proposal, you must complete five sections before you can submit it to the ANSTO User Office. You can complete a different section at any time using the menu bar with the system saving your information.

Mandatory information, shown with *, is not checked until you submit the proposal.

**Note:** The system will time out after 60 minutes. Click ![Save] regularly as unsaved information will be lost.

6.1 To enter your proposal's experiment details, select *Experiment* from the menu bar.


6.2 All fields with * are mandatory.

When a field shows ![v], there is a drop down pick list that has the valid information that you can select and enter. In these fields, you can not enter any other information except these valid choices.

When a field has ![i], you can select and click to display a pop up window with additional information, e.g.
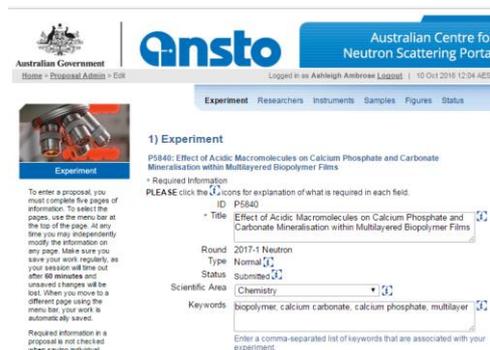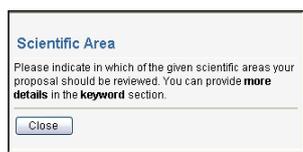
6.3 You can enter a new proposal *Title* or modify the existing title.
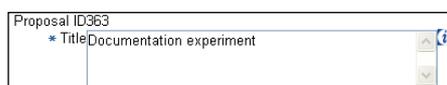
6.4 Select and enter the *Scientific Area* for this experiment from the drop down pick list.

6.5 Enter any associated *Keywords* for your experiment to provide additional information. Each keyword is separated with a comma.

6.6　Enter your proposed research details. This should be all the relevant information such as aim and purpose of the experiment, scientific background, preliminary work, reason for using this instrument and calculations for the requested beam time. This information can be formatted and include text copied from other sources. *Note:* Graphics are loaded using the *Figures* section.
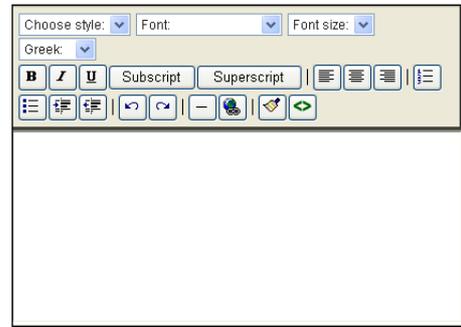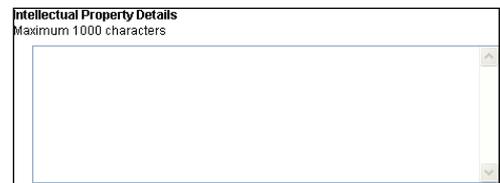
6.7　Enter the *References* with details of any publications that are relevant for your proposed experiment.

　　　Enter *No* or *Yes* if there are any *I.P Issues* (Intellectual Property).

　　　If *Yes*, enter the *I.P Details* and the associated issues that need to be addressed.

6.8　If this experiment is part of student thesis, then click ☑ and include details in *Proposed Research*.

6.9　To continue to another section, click [Save] before selecting from the menu bar.

　　　To save and return to the your proposals listing, click [Save and Close].

　　　If you click [Cancel] you will lose your entered details.

7.   Entering researcher details

7.1   To enter your proposal's collaborator's details, select *Researchers* from the menu bar.

7.2   Enter the details for your experiment's collaborators.

7.3   You must nominate only one *Principal Scientist* but you can enter multiple *Co-proposers* if required.

To can add the experimenter's *Email address* as registered on the portal, then click ⬚ Add Experimenter .

7.4   You can add the e-mail details of an *Experimenter* or search for existing experimenters on the system

To add the Experimenter's e-mail click ⬚ Add .

To add an existing Experimenter from the list, click ✔.

If you cannot find the experimenter's details, you click ⬚ Create Account to enter their details.

7.5   To continue to another section, click ⬚ Save before selecting from the menu bar.

To save and return to the your proposals listing, click ⬚ Save and Close .

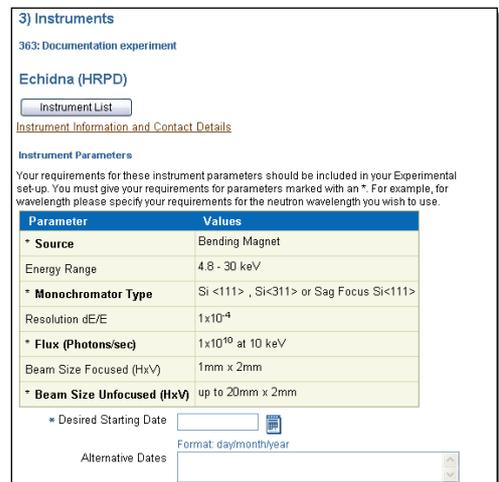If you click ⬚ Cancel you will lose your entered details.
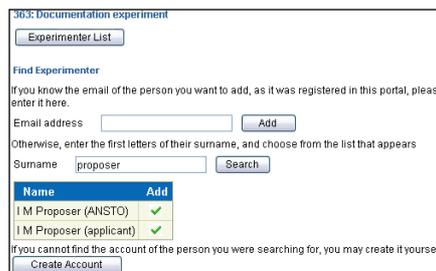
8.   Entering instrument details

8.1   To enter the instrument for your experiment, select *Instruments* from the menu bar.

8.2   Before selecting a specific instrument for your experiment, you enter the information for your complete experiment.

8.3   Enter any *Impossible Dates* when you can not conduct the experiment.

8.4   Enter any *Experimental Needs* such as the standard laboratory chemicals that you want Australian Centre for Neutron Scattering to supply for your experiment.

8.5   Enter any *Special Requirements* such as treatment, refrigeration.

8.6   Enter any *Hazards* that are associated with any equipment that you plan to bring on site, and how these hazards are to be managed.

8.7   Click [Save].

8.8   To enter specific instruments for this from the drop down pick list and click [Add Instrument].
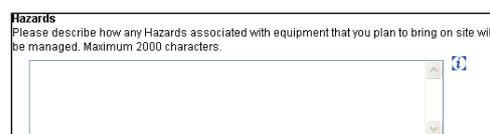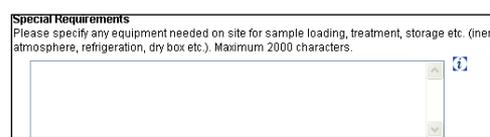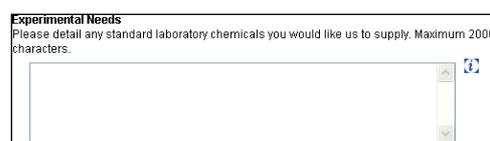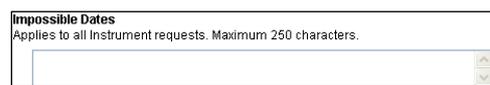
8.9 You enter the instrument parameters required for your experiment

All fields with * are mandatory.

8.10 Enter the *Desired Starting Date* for using this instrument as *DD/MM/YYYY*, e.g. 01/01/2008. To access a calendar, click

8.11 Enter *Alternative Dates* in case your *Desired Date* is unavailable.

8.12 Enter *No. Days Requested* for your experiment.

8.13 Enter the details for the *Experimental Setup*.

8.14 Add the required *Ancillaries* (Sample environment) and *Instrument Scientists*.

8.15 Select the *Instrument Scientist* for this instrument from the drop down pick list, then click .

8.16 Select the *Sample Environment* for this instrument from the drop down pick list, then click .

8.17 To select and enter the details for another Instrument, click . You can add an instrument or delete and modify existing instrument details for your experiment.
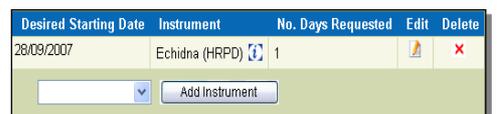
8.18   Click [Save], or to exit click [Save and Close]

9.   Entering sample details

9.1   To enter the samples for your experiment, select *Samples* from the menu bar.

9.2   You use this section to enter information on the samples you plan to use in your experiment. There are several sections to provide information such as chemical composition, crystallographic information, etc.
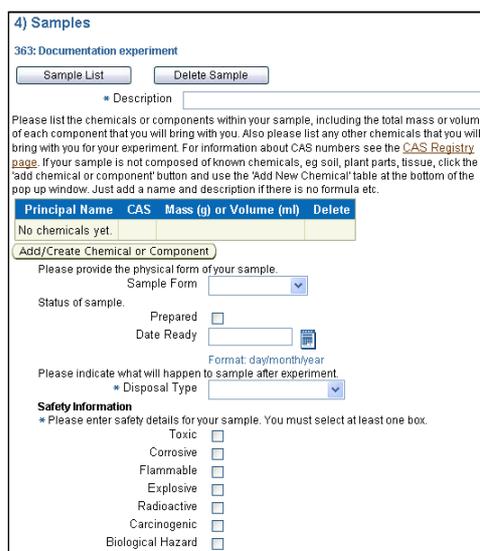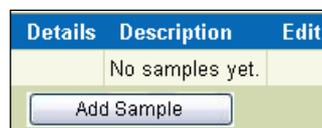
9.3   To enter information on your experiment's samples, click [Add Sample].

9.4   You enter the chemicals or components within your sample including the mass or volume of each component. You must also enter details of all other chemicals that you will bring for your experiment.

You should add any associated crystal and chemical information for this sample.

All fields with * are mandatory.

9.5   Enter the *Description* of your sample.

9.6　　To enter the chemicals or components in your sample, click [Add/Create Chemical or Component].

9.7　　You can search for the sample's chemical or component you want to include in your experiment. This search can be by the chemical's *Name, CAS number* or *Formula*

You can specify the chemical search can be to locate chemicals with *Equals* to, *Begins* with or *Contains* the criteria.

Note:　It is recommended that you search on the CAS number as this is a precise number to search with. *Names* and *Formula* searches may be inconsistent due to misspelt or incorrect details

9.8a　　To search on the *CAS number*, enter the number (including dashes -) and select *CAS Number* and *Equals*, then click [Search]

Note:　If the chemical is not in the database, you can add the details here but it will be marked as *unverified* until confirmed. Enter the details then click [Create and Select].

To select and add the chemical to your sample's details, click ✔.

9.8b　　To search by *Name*, you can select to find chemical names with are *Equals*, *Begins* or *Contains*. The more accurate the entered name the fewer matches will be found as the following examples. Click [Search] to start search.

Using exact chemical name and *Equals* in this case found only one chemical.

Using a chemical name and *Contains* in this case found 86 matching chemicals.

Using three letters from the name and *Begins* found 574 matching chemicals.
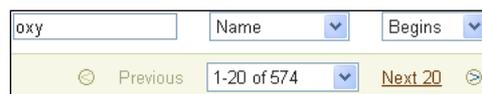
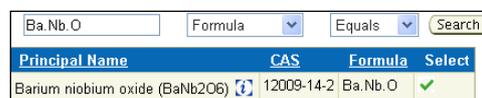To select and add the chemical to your sample's details, click ✔.

9.8c   To search by *Formula*, you can select to find chemical formula with *Equals* or *Contains*. Click [Search] to start search.
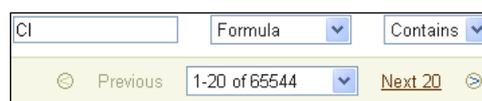
Note: Chemical formula format is the element symbols separated by a dash (-) or dot (.). When searching using one separator you should re-try using the other separator.

Using the exact chemical formula and *Equals* in this case found one matching chemical.

Using an element symbol and *Contains* in this case found 65544 matching chemical formulas.

To select and add the chemical to your sample's details, click ✔.

9.9   Enter the mass or volume of your chemicals for your experiment. To delete chemicals, click ✖.

Note: When a chemical shows ⓘ indicates that there is additional information about that chemical and whether a MSDS is available. Click ⓘ to display information and MSDS.

To display the MSDS, click **Download MSDS**

Note: The MSDS must be attached to your proposal for each chemical used in your experiment. Refer to *11. Adding Attachments* for details.

If a MSDS is not on the database, you can browse and upload a file.

9.10 Select and enter the Sample Form from the drop down pick list .

9.11 You can click the *Prepared* box and enter the *Date Prepared* as *DD/MM/YYYY* e.g. 01/01/2008.
To access a calendar, click 🗓

9.12 Select and enter the *Disposal Type* from the drop down pick list. *Note:* This is mandatory field.

9.13 Enter the Safety Information by clicking on the appropriate box.

9.14 You can enter any additional safety information associated with this chemical and your experiment.

9.15   Click [Add crystal info] to include information on any crystals to be used in your experiment.

9.16   Enter the specific information for the crystal to be used in your experiment.
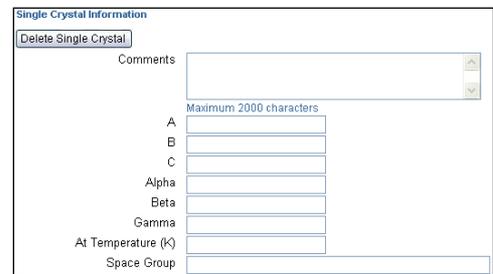
9.17   Click [Save], or to exit click [Save and Close]

10.   Adding attachments

10.1   To include additional files, graphics, diagrams and pictures in your proposal, select *Figures* from the menu bar.

10.2   To select the file you want to include, click Browse... to search files on your PC and computer network.

Select and click the file on your computer then click Upload. *Note:* You can include multiple files.

Note: The maximum file size is 300kb.

10.3   Click Save, or to exit click Save and Close

11.   Submitting proposals

11.1   To submit your proposal, select *Submit* from the menu bar.

11.2   The system checks that your proposal has all the mandatory information. If not, the missing items are shown.

You cannot submit your proposal until all these items are correct.

11.3   When the proposal is correct, you click ☐ to confirm you have read the terms and conditions .
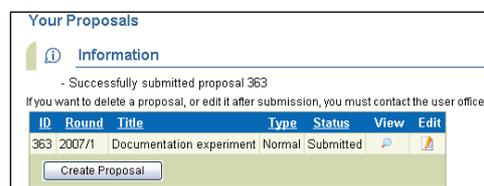
Note: When the proposal is submitted, you must contact the user office before you can edit any details.

11.4   To finalise and submit your proposal, click Submit

When your proposal is successfully submitted, the Status is shown *Submitted*.

12. Copying an existing proposal

12.1   You can copy an existing proposal to modify and submit as a new proposal.

To copy a new proposal, click My Proposals

12.2   A list of your existing proposals is shown that you can view, edit or copy.

To copy, click 📋.

Note: The copy takes all original proposal information up before it was submitted. Information such as dates a nd times are not copied.

12.3   Enter the *New Title* for your proposal.

12.4   You can select to copy the original proposal's Samples and Figures information to the new proposal. Click the boxes to select.

12.5   Select the *Proposal Round* for your proposal.

12.6   Click [Clone] to create new proposal or [Cancel].

Note: If you cancel, no information is saved.

12.7   The new proposal is created with a message showing the new proposal number and the original such as:

Successfully created proposal 372, copied from #299

You can modify existing and enter new information as shown in steps 7 to 12.

13.   Printing proposals

13.1   To preview and print your proposals, click

My Proposals

13.2   To preview your proposal, click 🔍 .

13.3   To print your proposal, click [Print]