EUROPEAN
SPALLATION
SOURCE

User Office

PRESENTED BY FREDRIK BOLMSTEN

2021-05-21

Agenda

1 What is the user office

2 Why create a new one

3 Status

4 Walkthrough

5 Integrations

6 Questions


User Office
Sample Management
Material Safety Data Sheet
Assess Safety
Sample Review
Auto Safety Assessment
Delivery
Update Sample Location
Process Safety Information
Location
Activation
Rerun Safety Assessment
Sample Procedure
Return Sample
Sample Safety Information
Measurement
Sample
Handle Sample
Hazards
Proposals
Automatic Selection
Proposal Statistics
Communicate Review
Proposal Subgroups
Score Proposals
Panel Meetings
Proposal Categories
Feasibility Review
Selection
Communication
Automatic Ranking
Submit Proposal
Scores
Interact with Proposal
Rank Proposals
Provenance Track
Scientific Panel
Instrument Review
Resource Access
Request Compute Resource
Computation Resource
Integrate with Data Analysis
Access Modes
Schedule Experiment
Experiment
Equipment Availability
BeamTime
Data Permissions
Labs
Team Availability
Equipment
Instrument Setup
Consumables
Science Support
User Database
Reimbursement
User Profile
Profile Link
Visit
Personal Info
Scanned Documentation
Reimburse Travel & Accommodation
Handle Reimbursement
Admin & Support
Calendar
Update Links
Handle Grant
Training Course
Roles
Access Rights
Training Profile
Software Tools
Handle Beam Fee
Remind Users
Invoice Extra Cost
Add member to Team
Publications & Reports
Publication Statistics
Scientific Areas
Track Status
Record Time
Upload Report
Publication Link
Patent
Reports

User Journey

User Journey in steps

User Registration

- Users register with their personal information.
- Registration is a pre-requisite to submission of a proposal.
- With details of registered users, ESS has a database of interested people with whom we can communicate.
- Registered users who also come to ESS will need to provide sufficient personal information for physical access to site and digital access to systems.
- After a visit to ESS, this record will need to link to radiation dosimetry records to prevent further access once limits are reached.

Proposal Submission

- Users will propose the scientific experiments they wish to carry out.
- This will be reviewed for feasibility, safety and excellence.
- The users will be notified of the success or otherwise for the proposal.

Experiment Scheduling

- The software will contain the ESS run schedule.
- The user may be able to highlight dates that are not possible for them to attend or that are particularly good.
- Instrument scientists will schedule the accepted experiments in time when ESS is running.
- Scheduling will cover scheduling the instrument, a local contact, required sample environments and user labs.
- The user and all those involved will be notified of the final schedule for them.

Experiment Planning

- The user will input which scientist are actually coming and when they will arrive.
- The user will complete required safety documentation and carry out necessary training.
- The user will book required accommodation via ESS.
- The user will ship their samples to ESS.
- Access cards and any other required materials will be prepared.

Reporting

- User will provide feedback about their experiment.
- User will provide a brief scientific report of their results.
- Legitimate costs need to be reimbursed and invoiced costs paid.
- User costs should be recorded and reported against an experiment.
- KPIs to be reported to ESS management.

User Office Software

User Journey in Software Interactions

Element	Software Solution	Comments
User Registration	User Office Software	Data to be stored in IAM after IAM is procured.
Proposal Submission	User Office Software	How much information should be included in the proposal? Experiment and sample for safety/data management plan?
Proposal Science Review	User Office Software	This includes technical and excellence reviews.
Proposal Safety Review	User Office Software	This requires the experiment plan and sample information as input and will have control measures as output.
Experiment Scheduling	User Office Software	This includes collecting user 'bad dates' and scheduling the instrument, sample environment, local contact, on call scientist …
User ESS Site Training	Learning Management System	Software currently being installed. The completion of training should be required before a visit can be planned.
User Visit Planning	User Office Software	User notifies ESS which scientists are coming and when. Also what arrangements they require ESS to make.
Sample Shipping to ESS	Enterprise Asset Management	Samples shipped to ESS will start a tracking record at this stage.
Sample Registration at ESS	Enterprise Asset Management	Samples brought to ESS will need to be registered for tracking. This is not strictly in the EAM planning.
User Site Access	UOS/IAM/LMS	Complex since requires communication between software not yet specified or procured.

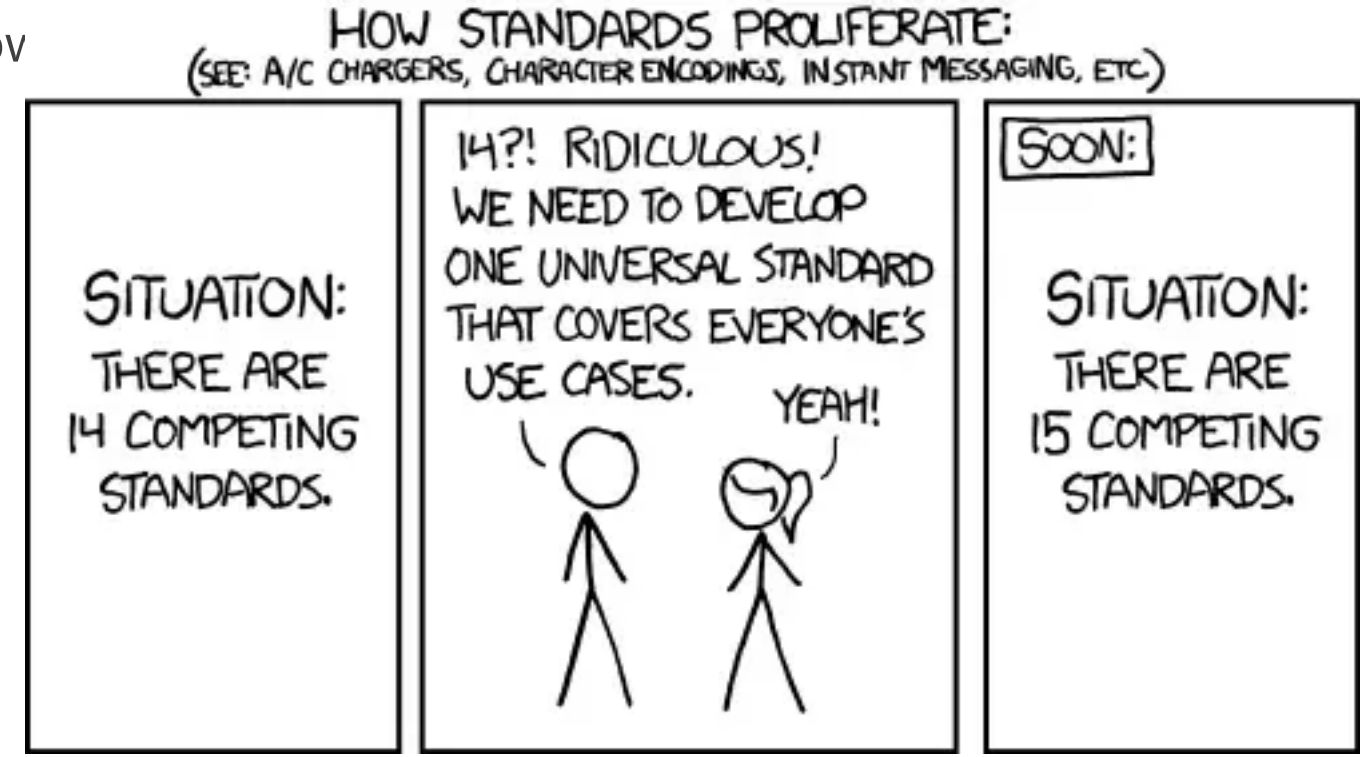
User Office Software

User Journey in Software Interactions

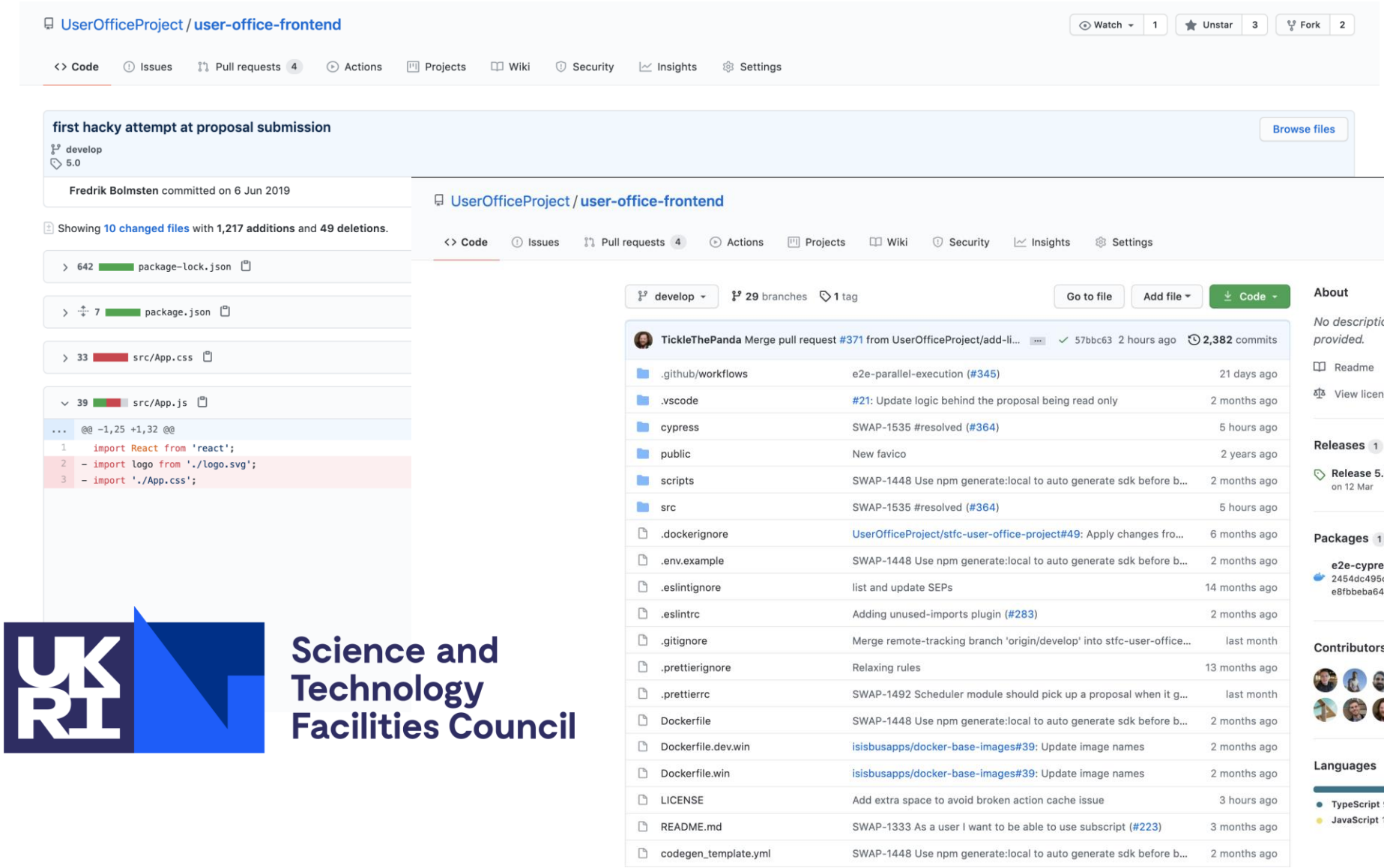
Element	Software Solution	Comments
User Radiation Protection	Dosiserve	Currently being implemented by Health Physics.
User Welcome	User Office Software	The User Office Software should provide sufficient information to facilitate contact at gatehouse and reception (if needed).
On-Site User Training	Learning Management System	Software currently being installed. No clear ownership for user training.
On-Site Experience	Identity Access Management	Here to flag - user cards might also carry credit for food, credited by the facility or the user – there are no details.
Sample Tracking	Enterprise Asset Management	EAM will record which samples are exposed to neutrons and which are activated by the experiment.
Sample Information	User Office Software	The data collection software should know which samples the user can select. This will inform the data catalogue process.
Waste Management	SVALA	In place.
User Cost Reimbursement	Enterprise Resource Planning	Where ESS is covering user costs reimbursement may be necessary. Aspire: to be invoiced directly for all costs by provider?
User Satisfaction Survey	User Office Software	For reporting and improvement – must be completed within 3 months or user cannot submit another proposal.
Publications	User Office Software	A record of the science published as a result of each proposal. Should this provide self archiving tool?

Why create a new one?

- Hardcoded questions and workflov
- Lack of integration support
- PHP…



Status



Science and Technology Facilities Council

Status

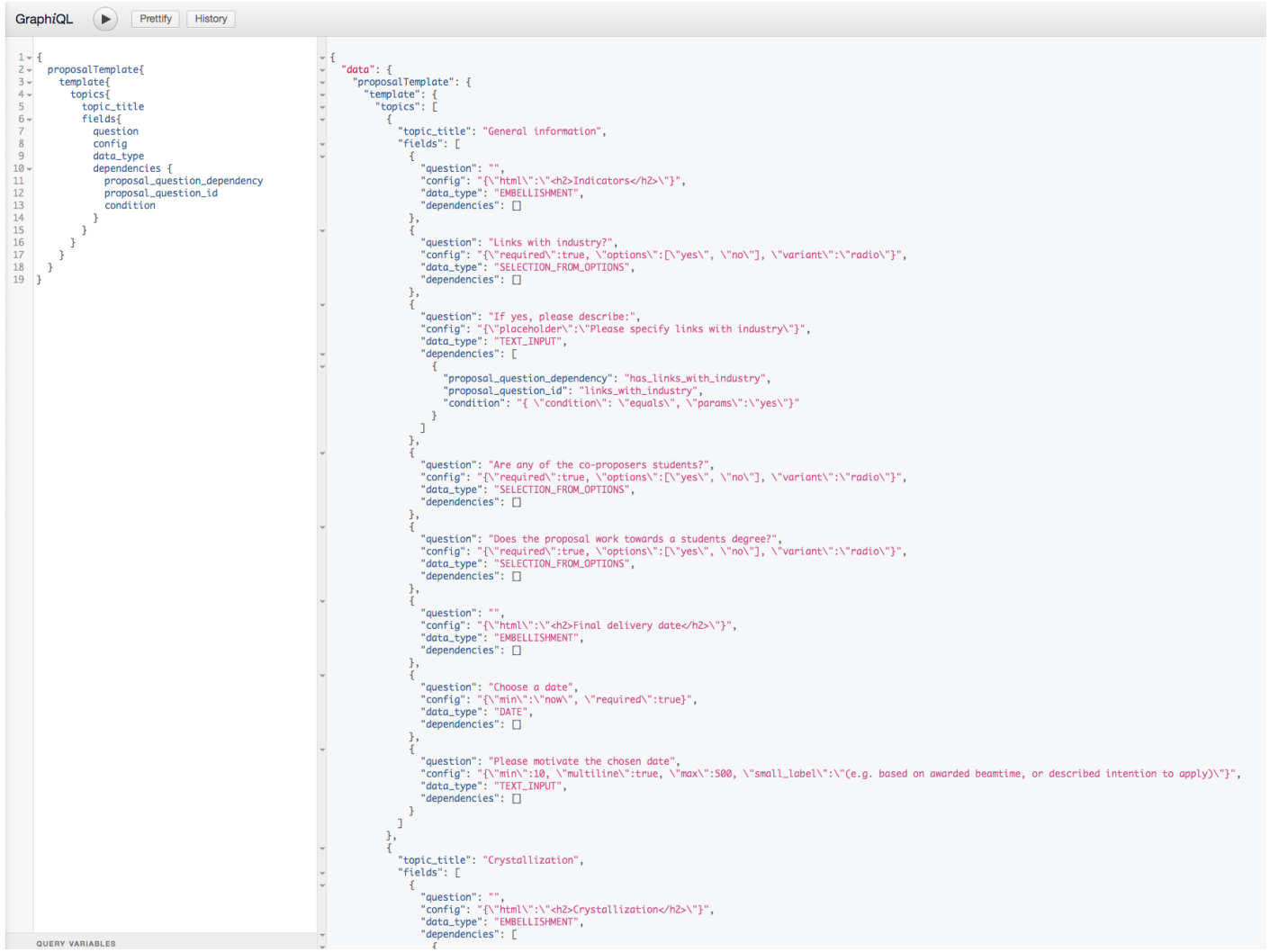
Finished:

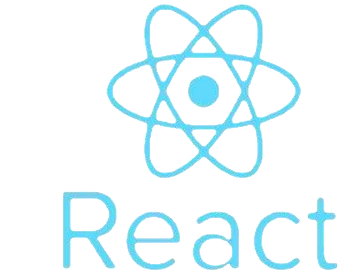
- Proposal submission
- Technical review
- Excellence review
- Evaluation meeting
- Safety evaluation
- Shipment declaration
- Basic scheduling

Ongoing:

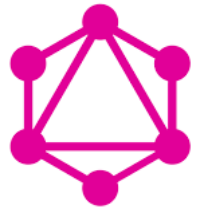
- Visit management
- Advanced scheduling
- Sample handling
- SciChat/SciCat integration

What





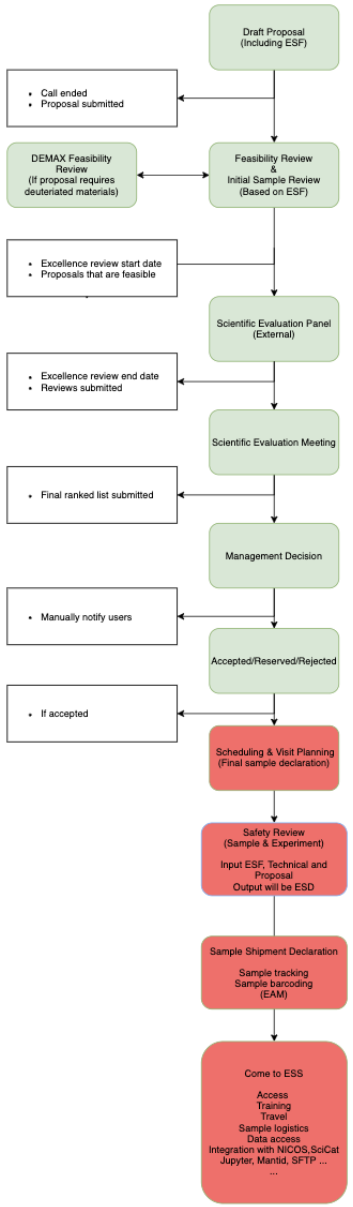
PostgreSQL



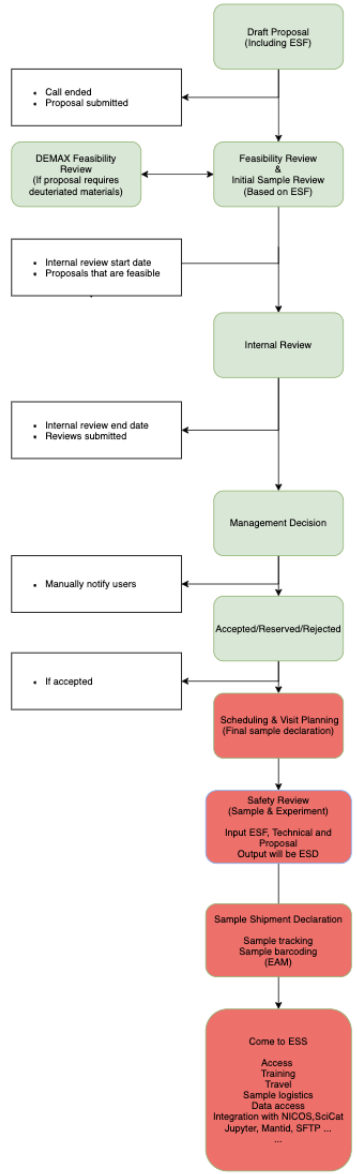
GraphQL

Demo

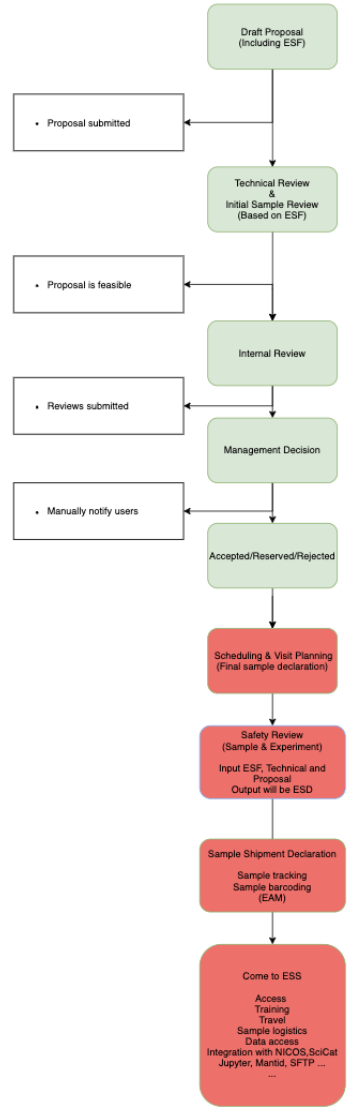
General



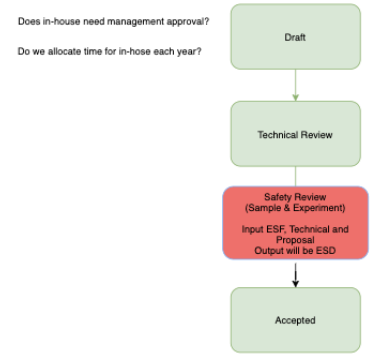
Industry

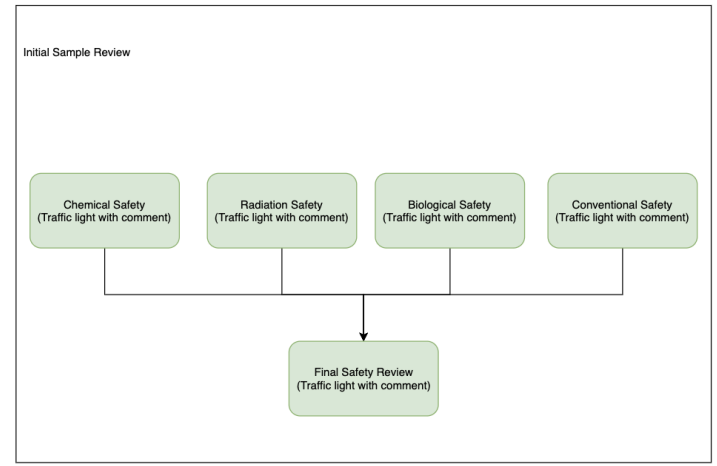


Rapid Access



In-house/Commissioning





Proposal statuses

Search

Actions	Short code	Name	Description
	DRAFT	Draft	When proposal is created it gets draft status before it is submitted.
	FEASIBILITY_REVIEW	Feasibility review	Status that indicates that proposal feasibility review should be done.
	NOT_FEASIBLE	Not feasible	Status that indicates that proposal is not feasible.
	SEP_SELECTION	SEP selection	Status that indicates that proposal is ready to be assigned to SEP.
	SEP_REVIEW	SEP review	Proposal SEP review should be done.
	ALLOCATED	Allocated	Proposal time allocation should be done.
	NOT_ALLOCATED	Not allocated	Proposal is not allocated.
	SCHEDULING	Scheduling	Proposal should be scheduled.
	EXPIRED	Expired	Proposal has expired.
	SEP_MEETING	SEP meeting	Proposal is in SEP meeting for evaluation

Rapid Access

This workflow is the same as the general workflow with the exception that it does not pause proposals based on time constraints

EDIT

Proposal workflow

ADD MULTICOLUMN ROW

Draft

When proposal is created it gets draft status before it is submitted.

PROPOSAL_SUBMITTED

Feasibility review

Status that indicates that proposal feasibility review should be done.

PROPOSAL_FEASIBLE

SEP selection

Status that indicates that proposal is ready to be assigned to SEP.

PROPOSAL_SEP_SELECTED

SEP review

Proposal SEP review should be done.

PROPOSAL_ALL_SEP_REVIEWS_SUBMITTED

Management decision

Proposal is ready for management decision.

PROPOSAL_MANAGEMENT_DECISION_SUBMITTED

Scheduling

Proposal statuses

Not feasible

Status that indicates that proposal is not feasible.

Allocated

Proposal time allocation should be done.

Not allocated

Proposal is not allocated.

Expired

Proposal has expired.

SEP meeting

Proposal is in SEP meeting for evaluation

Rejected

rejected proposal

Feasibility and sample review

Status that indicates that proposal feasibility and sample review can be done in the same time.

Events that are triggering next status

- [ ] PROPOSAL_CREATED
  Event occurs when proposal is created
- [ ] PROPOSAL_UPDATED
  Event occurs when proposal is updated
- [x] PROPOSAL_SUBMITTED
  Event occurs when proposal is submitted
- [ ] PROPOSAL_FEASIBLE
  Event occurs when proposal feasibility review is submitted with value of feasible
- [ ] PROPOSAL_SEP_SELECTED
  Event occurs when SEP gets assigned to a proposal
- [ ] PROPOSAL_INSTRUMENT_SELECTED
  Event occurs when instrument gets assigned to a proposal
- [ ] PROPOSAL_FEASIBILITY_REVIEW_SUBMITTED
  Event occurs when proposal feasibility review is submitted with any value
- [ ] PROPOSAL_SAMPLE_REVIEW_SUBMITTED
  Event occurs when proposal sample review gets submitted with any value
- [ ] PROPOSAL_SAMPLE_SAFE
  Event occurs when proposal sample review gets submitted with value of low risk
- [ ] PROPOSAL_ALL_SEP_REVIEWERS_SELECTED
  Event occurs when all SEP reviewers are selected on a proposal
- [ ] PROPOSAL_SEP_REVIEW_UPDATED
  Event occurs when at least one proposal SEP review is updated
- [ ] PROPOSAL_SEP_REVIEW_SUBMITTED
  Event occurs when at least one proposal SEP review is submitted
- [ ] PROPOSAL_ALL_SEP_REVIEWS_SUBMITTED
  Event occurs when all SEP reviews on a proposal are submitted
- [ ] PROPOSAL_SEP_MEETING_SUBMITTED
  Event occurs when SEP meeting is submitted on a proposal
- [ ] PROPOSAL_MANAGEMENT_DECISION_SUBMITTED
  Event occurs when proposal management decision is submitted
- [ ] PROPOSAL_INSTRUMENT_SUBMITTED
  Event occurs when instrument is submitted after SEP meeting is finalized
- [ ] PROPOSAL_ACCEPTED
  Event occurs when proposal gets final decision as accepted
- [ ] PROPOSAL_REJECTED
  Event occurs when proposal gets rejected
- [ ] CALL_ENDED
  Event occurs on a specific call end date set on the call
- [ ] CALL_REVIEW_ENDED
  Event occurs on a specific call review end date set on the call
- [ ] CALL_SEP_REVIEW_ENDED
  Event occurs on a specific call SEP review end date set on the call
- [ ] PROPOSAL_NOTIFIED
  Event occurs when proposal is notified

ADD NEXT STATUS EVENTS

Advanced flow

Test

EDIT

Proposal workflow

ADD MULTI-COLUMN ROW

Default droppable group

Draft

When proposal is created it gets draft status before it is submitted.

PROPOSAL_SUBMITTED

Feasibility review

Status that indicates that proposal feasibility review should be done.

Workflow droppable group 1

PROPOSAL_FEASIBILITY_REVIEW_SUBMITTED & PROPOSAL_FEASIBLE

SEP selection

Status that indicates that proposal is ready to be assigned to SEP.

SEP review

Proposal SEP review should be done.

SEP meeting

Proposal is in SEP meeting for evaluation

Workflow droppable group 2

PROPOSAL_UNFEASIBLE & PROPOSAL_FEASIBILITY_REVIEW_SUBMITTED

Management decision

Proposal is ready for management decision.

Workflow droppable group 5

PROPOSAL_ACCEPTED

Allocated

Proposal time allocation should be done.

CALL_ENDED

Scheduling

Proposal should be scheduled.

Workflow droppable group 6

PROPOSAL_REJECTED

Rejected

rejected proposal

Proposal statuses

Not feasible

Status that indicates that proposal is not feasible.

Not allocated

Proposal is not allocated.

Expired

Proposal has expired.

Feasibility and sample review

Status that indicates that proposal feasibility and sample review can be done in the same time.

Sample review

Status that indicates that proposal sample review can be done.

SEP Meeting

Proposal is ready for SEP meeting ranking.

Reserved

Proposal is on the reserved list

EDITABLE_SUBMITTED

Proposal is editable after submission.

Reorder topics mode

General

proposal_basis

Title/Abstract/PI/Co-Proposers

selection_from_options_1605784379702

Main research area

text_input_1605792443552

Please give details

selection_from_options_1605784379702

Support

boolean_grants

Do you or a co-investigator on this proposal have one or more grants and/or funding for your research programme?

text_input_1605792361942

Please give details (title, funding body, duration)

boolean_grants

boolean_industrial

Are there any industrial links related to this proposal?

text_input_1605792488169

Please say how they are related to this proposal (max 254 characters)

boolean_industrial

Instruments

selection_from_options_1605784613207

Select an instrument

number_input_1610700154064

0

Number of days requested

boolean_1605791539307

Would you like to specify a local contact?

BEER_Local

Add local contacts

boolean_1605791539307 && selection_from_options_1605784613207

selection_from_options_1610964033679

Have you discussed the experiment with the local contact?

boolean_1605791539307

number_input_1610701774548

0

Resolution in Energy/Wavelength

interval_1605784650061

Sample & SE Equipment

subtemplate_1603713673833

Material/Sample Declaration

selection_from_options_1607422515483

After the experiment the sample will be

BEER_SE

Standard SE equipment(Choose multiple if applicable)

selection_from_options_1605784613207

odin_SE

Standard SE equipment(Choose multiple if applicable)

selection_from_options_1605784613207

DREAM_SE

Standard SE equipment(Choose multiple if applicable)

selection_from_options_1605784613207

MAGIC_SE

Standard SE

Other facilities

boolean_1605793288285

I need access to on-site user labs

text_input_1610964253998

Please give details

boolean_1605793288285

boolean_1605793764875

I need deuteration or crystallisation from DEMAX

sample_declaration_1606753559[illegible]

boolean_1605793764875

text_input_1605793830153

Please motivate your reason for DEMAX support

boolean_1605793764875

Poposal text

embellishment_161286259[illegible]

Summary text

rich_text_input_161286240[illegible]

Summary

embellishment_161286263[illegible]

background text

rich_text_input_161286241[illegible]

Background

embellishment_161286267[illegible]

proposed experiment text

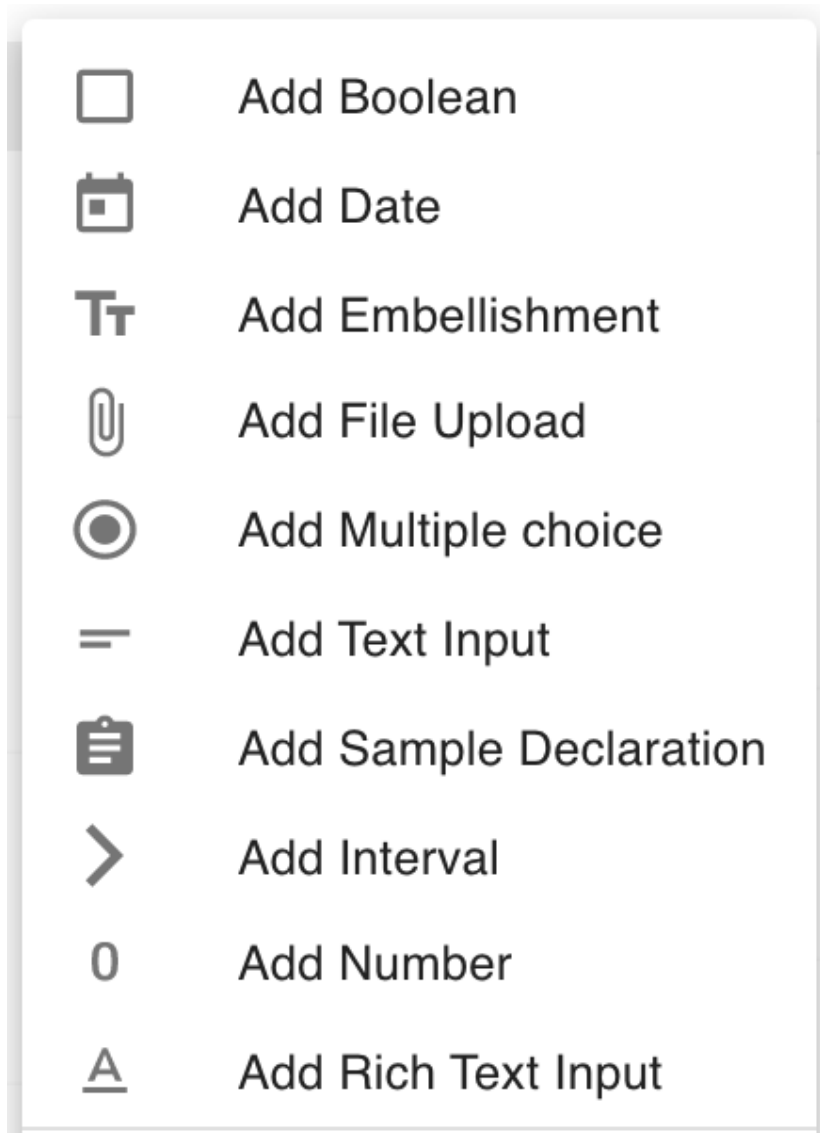
rich_text_input_161286242[illegible]

Proposed Experiment

file_upload_1613746585755

Add figures for reference

file_upload_1571391506321



Multiple choice

BEER_Local

Question

Add local contacts

Constraints

- [x] Is required

Options

Variant: Dropdown

- [ ] Is multiple select

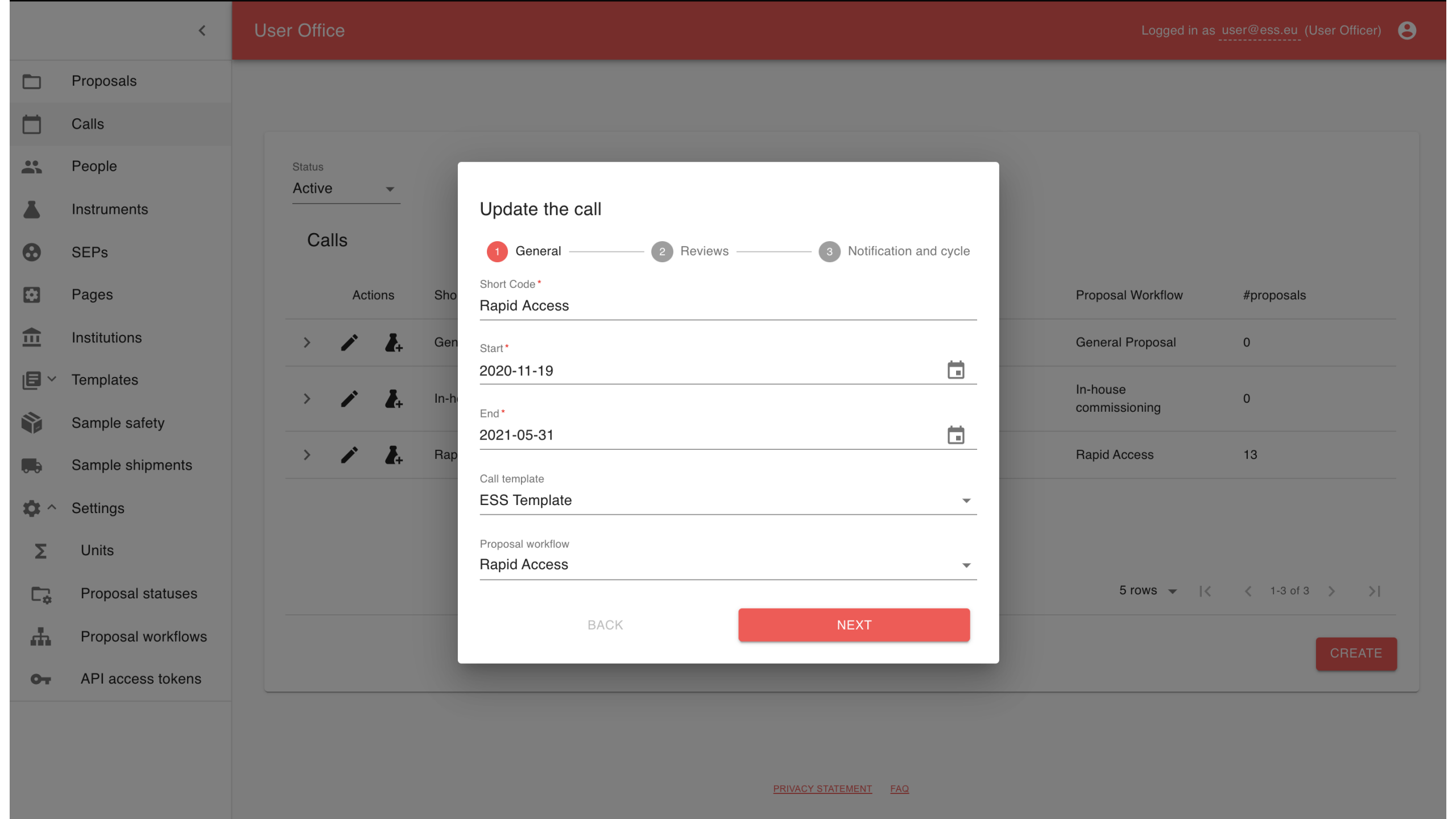
Items

Actions	Answer
	Zoe Fisher
	Jonathan Taylor

Dependencies

Compare dependencies: AND

Field	Compare	Value
Would you like to specify a local …	equals	true
Select an instrument	equals	BEER


User Office
Logged in as user@ess.eu (User Officer)
Proposals
Calls
People
Instruments
SEPs
Pages
Institutions
Templates
Sample safety
Sample shipments
Settings
Units
Proposal statuses
Proposal workflows
API access tokens
Status
Active
Calls
Actions
Proposal Workflow
#proposals
General Proposal
0
In-house commissioning
0
Rapid Access
13
5 rows
1-3 of 3
CREATE
Update the call
1 General
2 Reviews
3 Notification and cycle
Short Code *
Rapid Access
Start *
2020-11-19
End *
2021-05-31
Call template
ESS Template
Proposal workflow
Rapid Access
BACK
NEXT
PRIVACY STATEMENT
FAQ

Dashboard

New Proposal

My shipments

Help

Select a call

General Call

Application deadline: 31-May-2021

General Call for proposals to DREAM and YMIR

In-house

Application deadline: 31-Mar-2021

Awarded beamtime could be subject to changes

Rapid Access

Application deadline: 31-May-2021

Proposals will be evaluated on a rolling schedule

General — Support — 3 Instruments — 4 Sample & SE Equipment — 5 Other facilities — 6 Poposal text — 7 Review

Select an instrument *

BEER

Number of days requested *

Value

Would you like to specify a local contact?

Add local contacts *

Zoe Fisher

Jonathan Taylor

Resolution in Energy/Wavelength

Value %

Energy/Wavelength range

Min Max electronvolt

Any other special requirements of instrument

BACK RESET SAVE SAVE AND CONTINUE

Call: Rapid Access | Instrument: All | Status: All | close

Question: Add local contacts

Answer: Zoe Fisher

SEARCH

Proposals

Search

Actions	Proposal ID	Title	Technical status	Submitted	Status	Instrument
	471120	The magnetic field dependence of the director state in the quantum spin hyperkagome compound Yb3Ga5O12	Feasible	Yes	SEP meeting	YMIR
	005313	Microgels	Feasible	Yes	SEP meeting	YMIR
	169700	Spin Diffusion at Ferromagnetic / Superconducting interfaces	Feasible	Yes	SEP meeting	YMIR
	602577	Mechanical properties of wood under High humidity	Unfeasible	Yes	Feasibility review	YMIR
	438190	Photoswitching in molecular membranes	Feasible	Yes	SEP meeting	YMIR

5 rows | 1-5 of 8

GENERAL | MEMBERS | PROPOSALS AND ASSIGNMENTS | MEETING COMPONENTS | LOGS

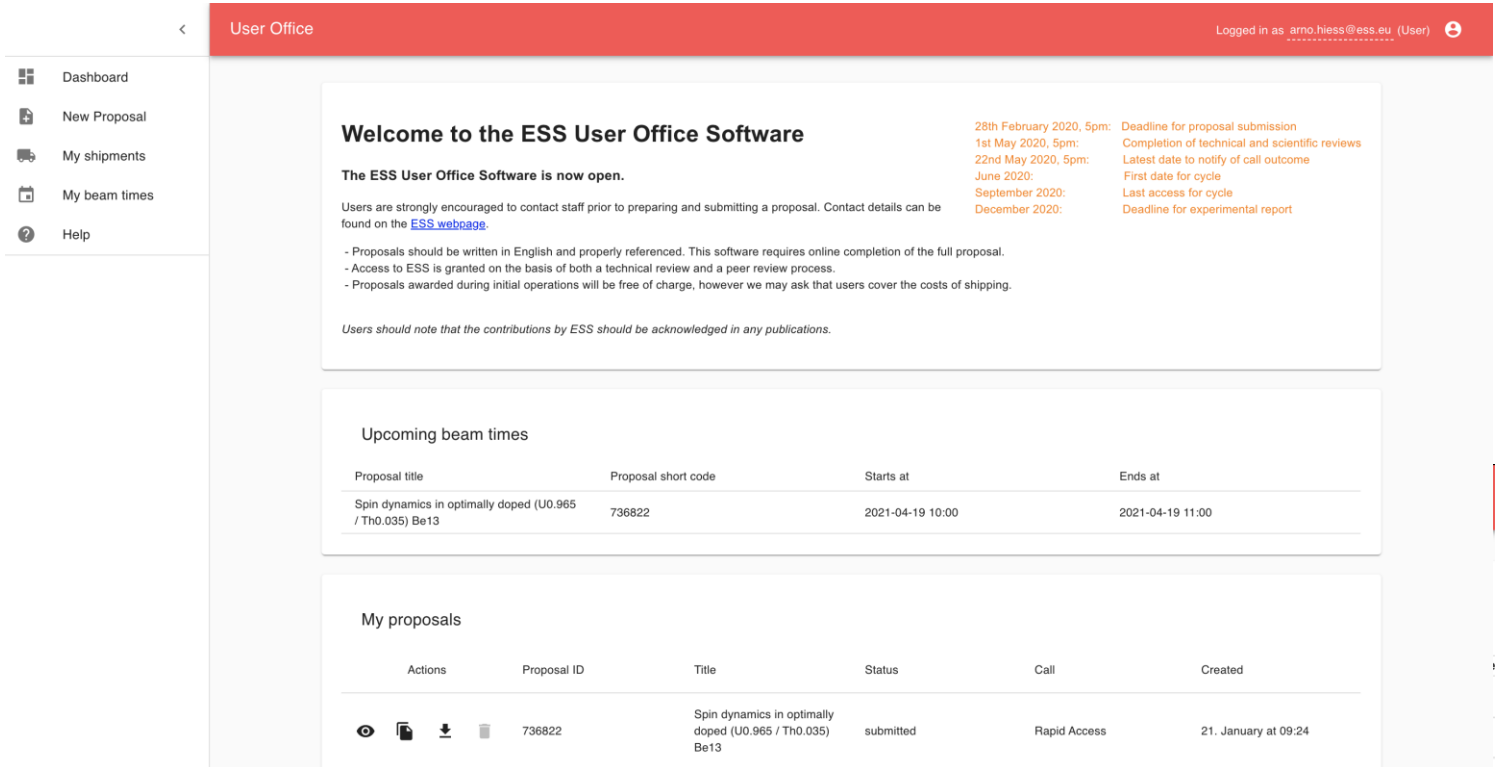
Instruments with proposals

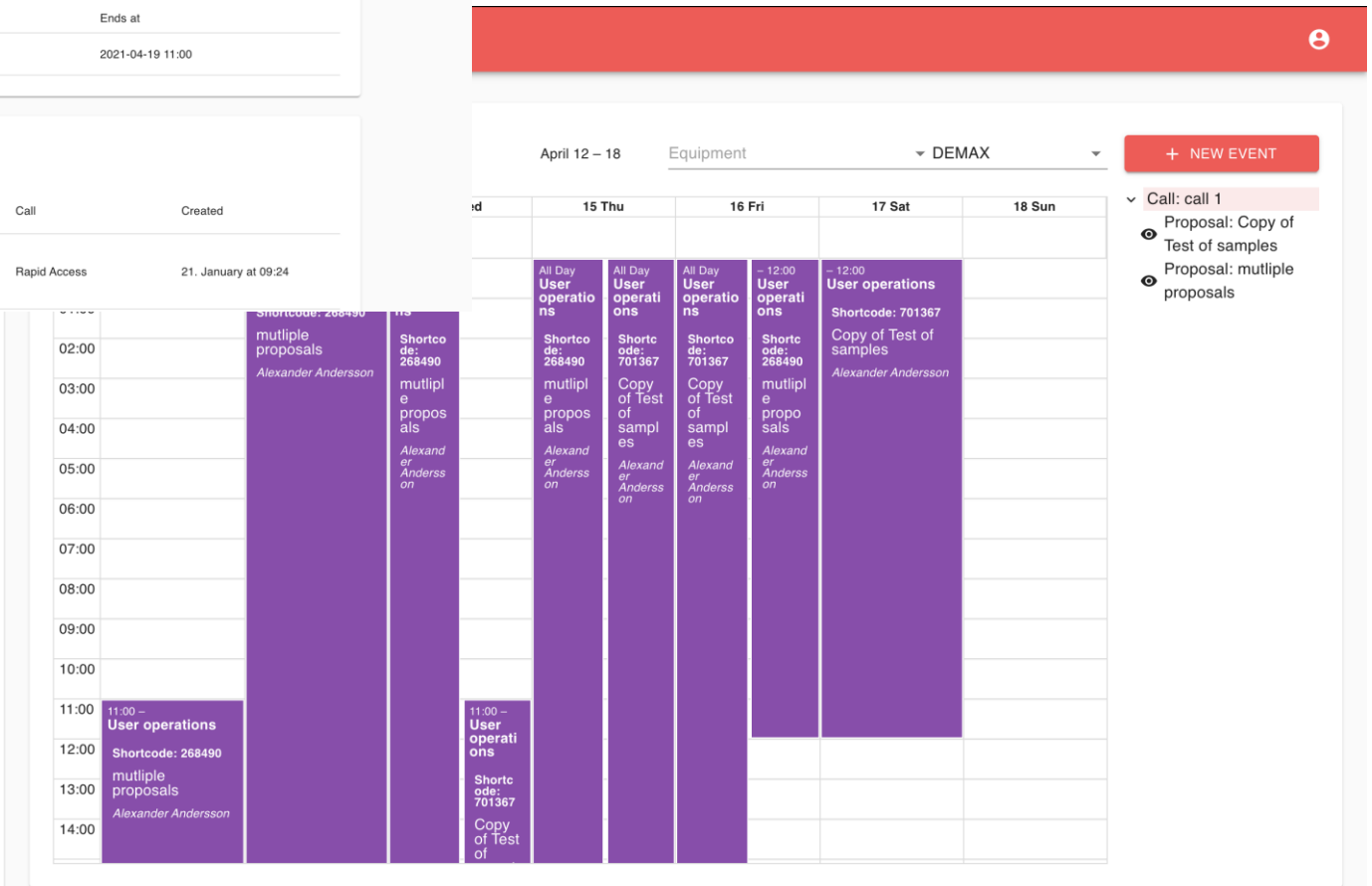
Search

Call: Rapid Access

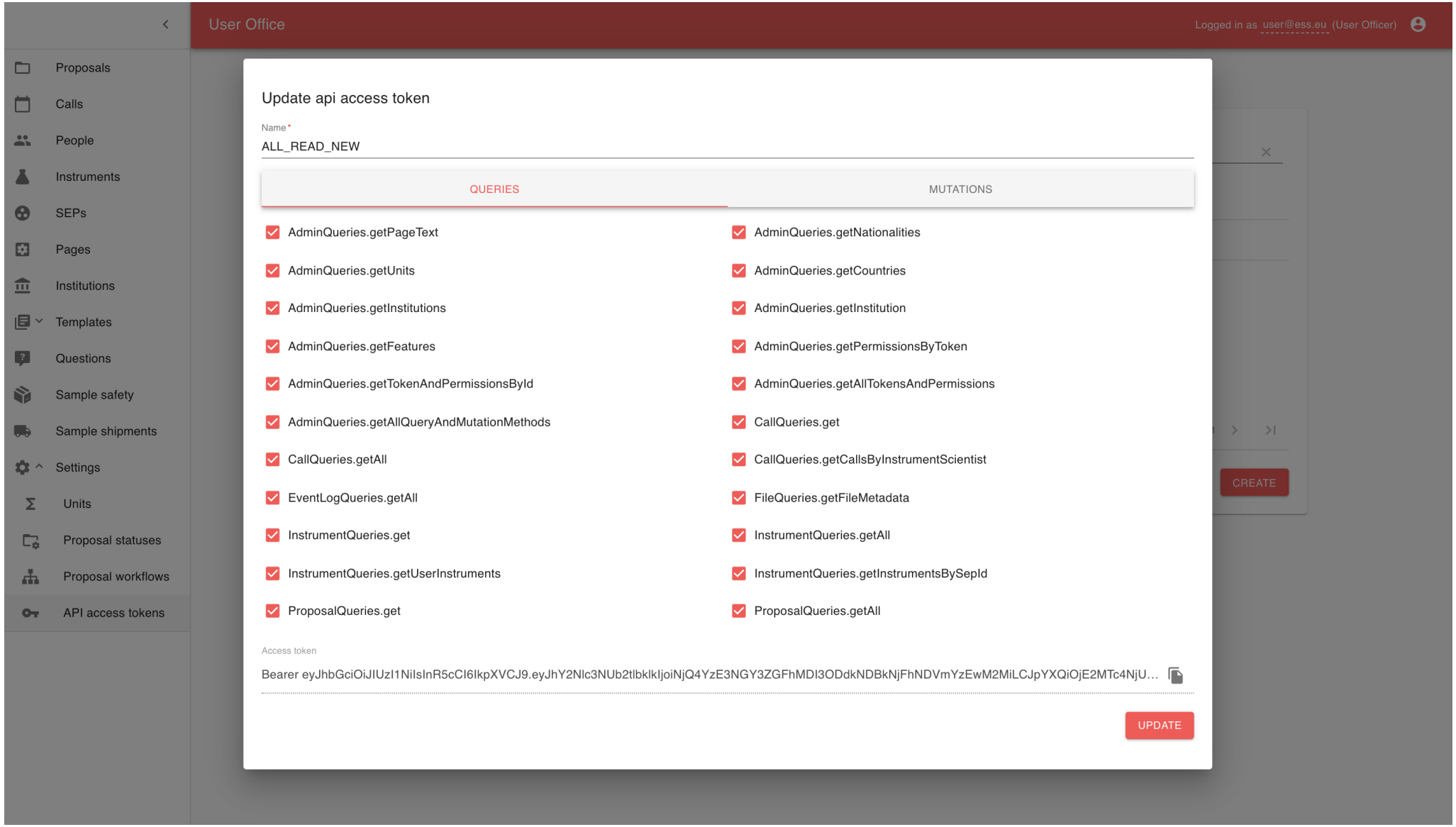
Actions	Name	Short code	Description	Availability time	Submitted
	YMIR	YMIR	Test beamline	60	No

Actions	Title	ID	Status	Initial rank (by average score)	Current rank	Time allocation	Review meeting
	I luurve magnetism	035455	Management decision	7	1	6 50	Yes
	Mechanical properties of wood under High humidity	602577	Management decision	4	2	4 10	Yes
	Photoswitching in molecular membranes	438190	Allocated	-	3	2	Yes
	Spin correlations in the chiral spin liquid YBaCo3FeO7	334087	Management decision	7	4	12	Yes
	Spin dynamics in optimally doped (U0.965 / Th0.035) Be13	736822	Management decision	6	5	3	Yes
	The Structure of Cheese Under Pressure	871067	Management decision	5	6	3	Yes

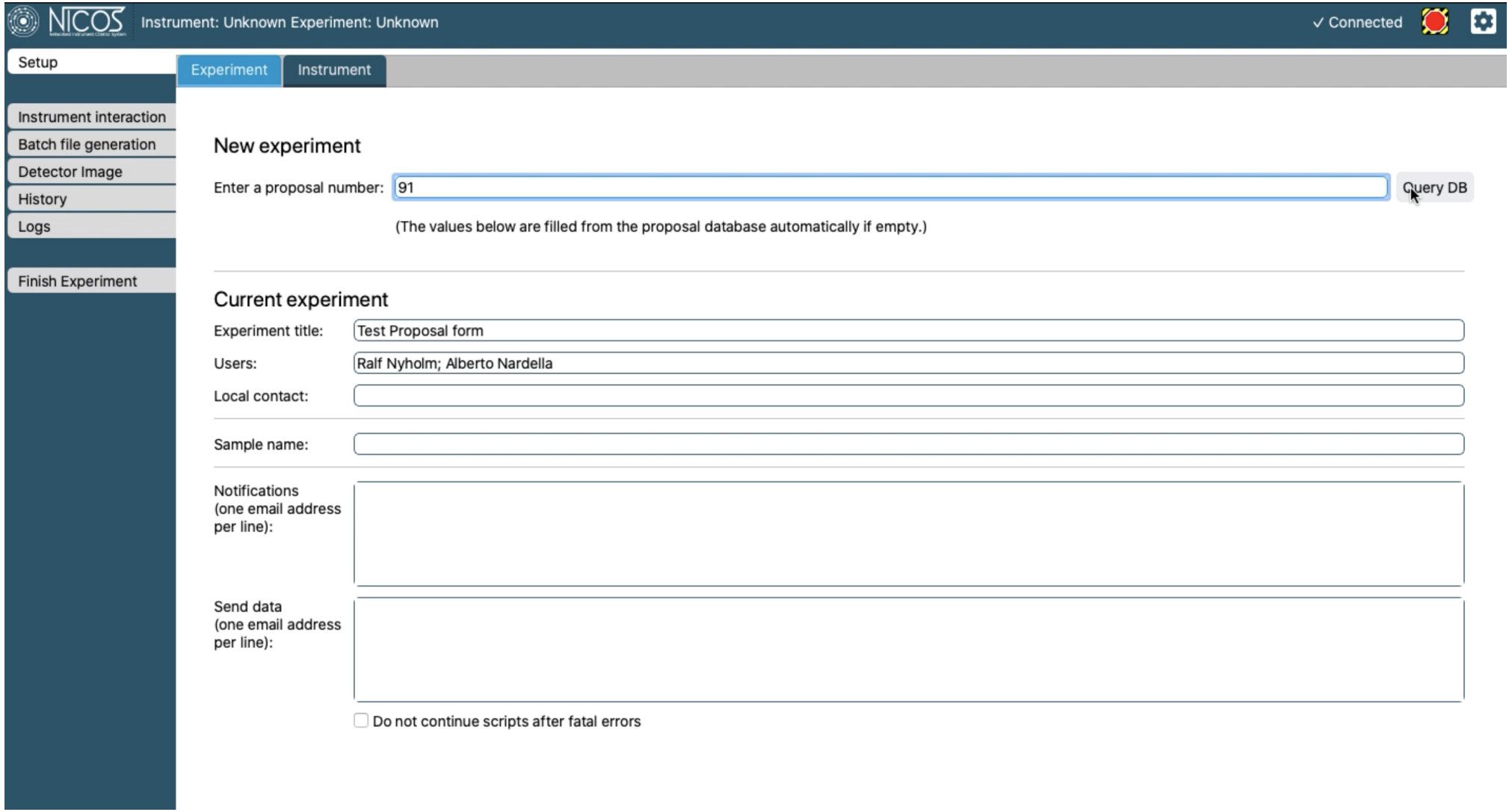

User Office
Logged in as arno.hiess@ess.eu (User)
Dashboard
New Proposal
My shipments
My beam times
Help
Welcome to the ESS User Office Software
The ESS User Office Software is now open.
Users are strongly encouraged to contact staff prior to preparing and submitting a proposal. Contact details can be found on the ESS webpage.
- Proposals should be written in English and properly referenced. This software requires online completion of the full proposal.
- Access to ESS is granted on the basis of both a technical review and a peer review process.
- Proposals awarded during initial operations will be free of charge, however we may ask that users cover the costs of shipping.
Users should note that the contributions by ESS should be acknowledged in any publications.
28th February 2020, 5pm: Deadline for proposal submission
1st May 2020, 5pm: Completion of technical and scientific reviews
22nd May 2020, 5pm: Latest date to notify of call outcome
June 2020: First date for cycle
September 2020: Last access for cycle
December 2020: Deadline for experimental report
Upcoming beam times
Proposal title
Proposal short code
Starts at
Ends at
Spin dynamics in optimally doped (U0.965 / Th0.035) Be13
736822
2021-04-19 10:00
2021-04-19 11:00
My proposals
Actions
Proposal ID
Title
Status
Call
Created
736822
Spin dynamics in optimally doped (U0.965 / Th0.035) Be13
submitted
Rapid Access
21. January at 09:24


April 12 – 18
Equipment
DEMAX
+ NEW EVENT
15 Thu
16 Fri
17 Sat
18 Sun
Call: call 1
Proposal: Copy of Test of samples
Proposal: mutliple proposals
02:00
03:00
04:00
05:00
06:00
07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
11:00 – User operations
Shortcode: 268490
mutliple proposals
Alexander Andersson
Copy of Test of samples

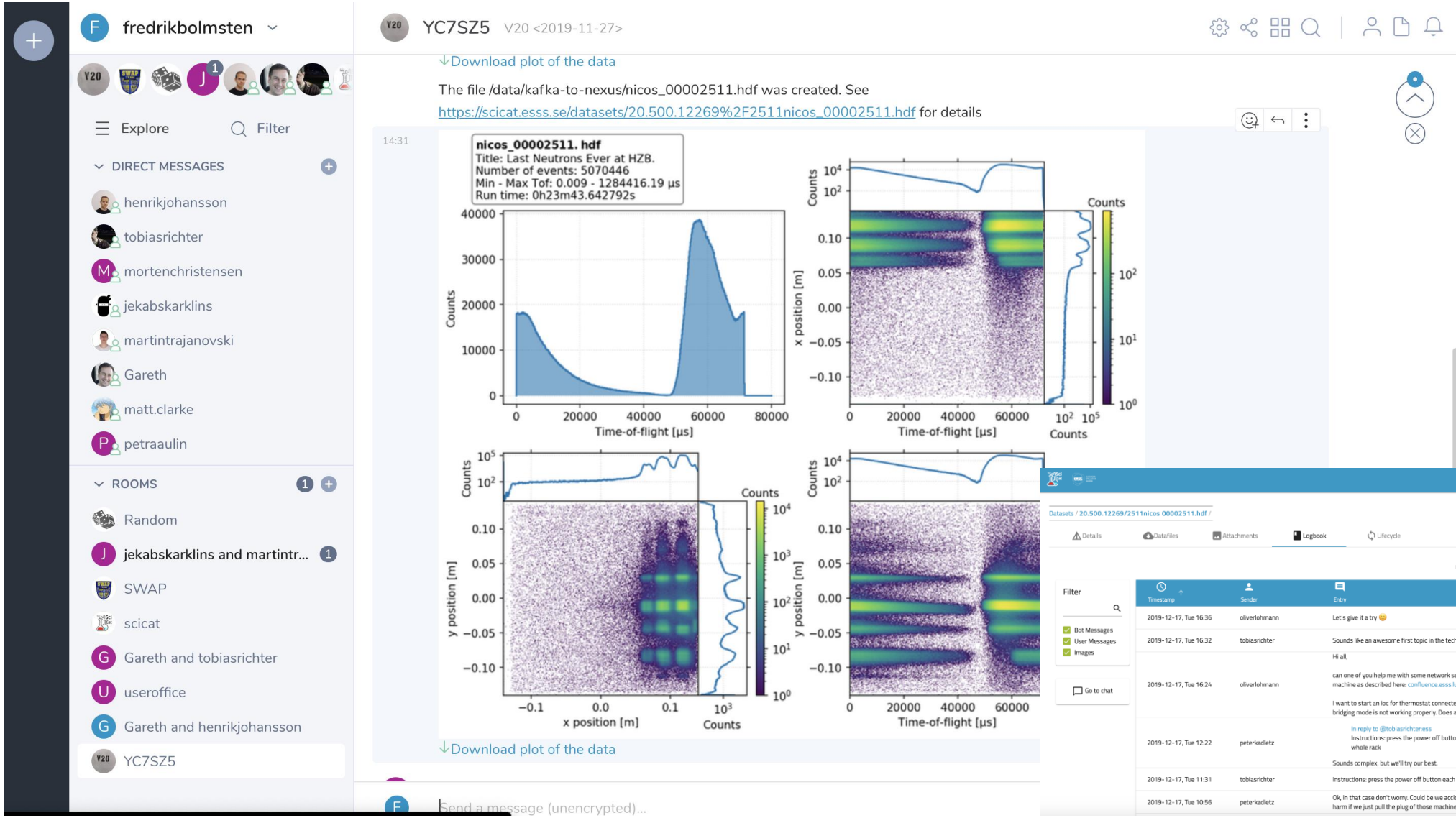
Integrations



Integrations - NICOS



Integrations – SciChat & SciCat



Questions?

Finish presentation