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<b>Purpose:</b>	<b>Scope:</b>
The purpose of this instruction is to provide information for personnel who access and use the Bragg Institute Customer Portal.	This instruction applies to all personnel who want to submit and review their proposals for experiments at the OPAL Neutron Beam facility.

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## 1. DEFINITIONS

- 1.1 **Users** – Researchers who propose and conduct experiments on the instruments. This includes members from within the ANSTO Institutes and Divisions.
- 1.2 **Proposals** – Requests for beam time made by researchers to use instruments in Bragg Institute to conduct experiments.
- 1.3 **Sample environment** – Special equipment applied to the samples during an experiment such as cryostats, furnaces, etc.
- 1.4 **Experimental report** – Scientific results published in peer reviewed journals following experiments carried out at Bragg Institute.

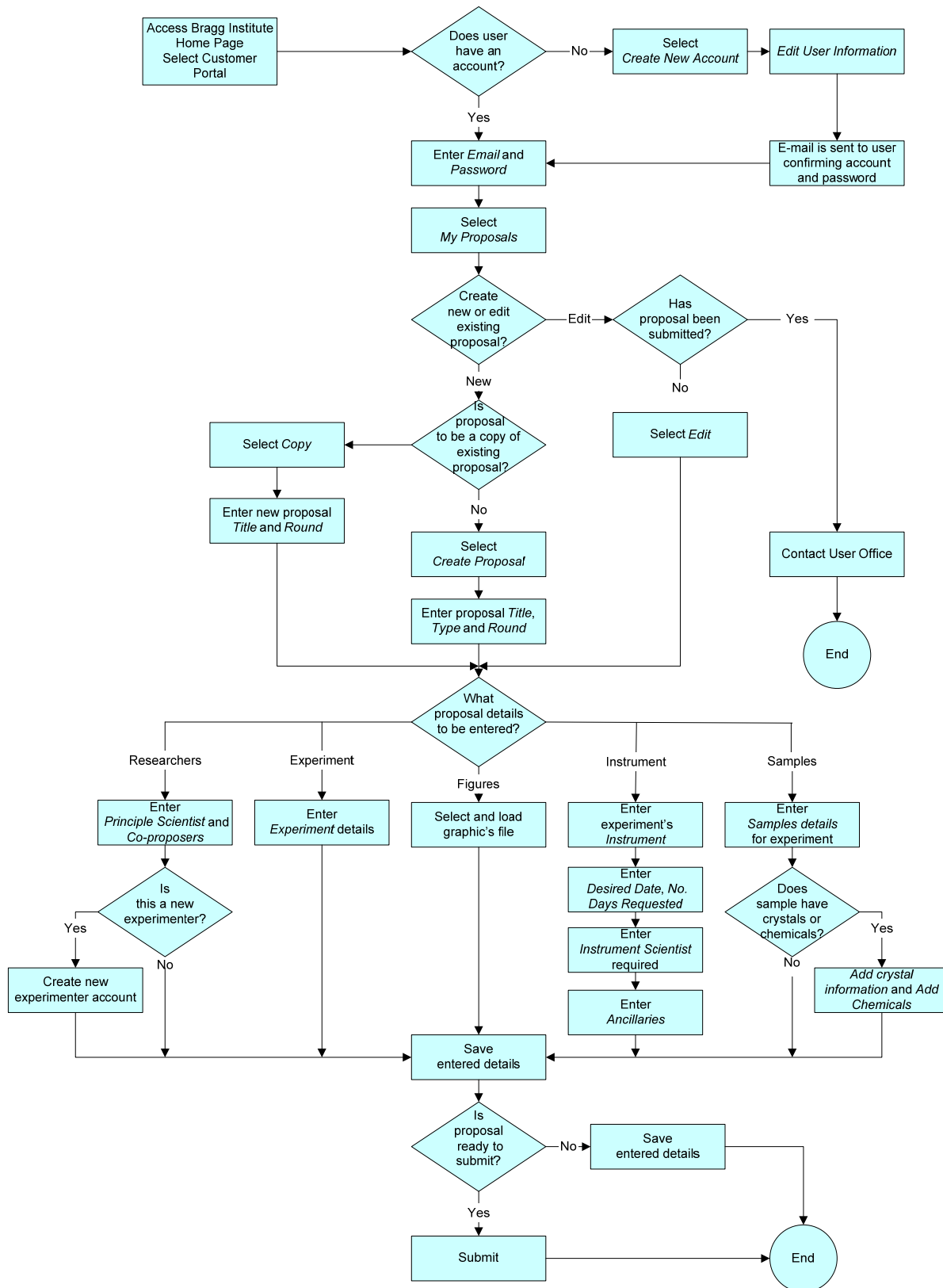
## 2. RESPONSIBILITIES

- 2.1 Personnel who create and update proposals are responsible for:
  - ensuring their proposal is accurate and up to date
  - contacting the User Office when changes are required to submitted proposals.
- 2.2 Scientific co-ordinator is responsible for managing the user programme, operations and exploitation of the Customer Portal.
- 2.3 User Office personnel are responsible for:
  - accepting, acknowledgement and review of proposals
  - checking proposals meet criteria and respond accordingly
  - updating Customer Portal contents.

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### 3. PROPOSAL PROCESS



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#### 4. SETTING UP PORTAL USER ACCESS

Only authorised users can access the *Bragg Institute Customer Portal*. New users will need to create an account by accessing the portal and creating experiment proposals.

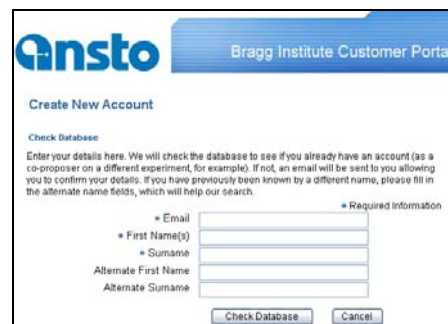
- 4.1 On the Bragg Institute internet home page, click *Bragg Institute Customer Portal*.  
<http://neutron.ansto.gov.au/Bragg/proposal/index.jsp>



- 4.2 On the Bragg Institute Customer Portal, click *Create New Account*.  
[Create New Account](#) [Forgotten your Password?](#)



- 4.3 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 . The systems checks if you already have an account.

To exit, click .

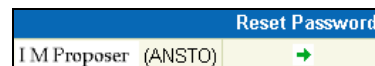
- 4.4 a) When there is a user with the same e-mail address, you can send a reset email to confirm you as that user. Click .

An existing user was found with that email address. Click the button if you want to send a reset email which will allow you to change your password. You may also search again.

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

We have found one or more records that may correspond to this information. If your details are contained here, please select that record and information will be sent to the registered email address on file. Otherwise, you may choose to create a new account (or search again).

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




- 4.5 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 .

We have confirmed that there is no record already in the database. Click the button to create the account, and an email will be sent to you for confirmation.

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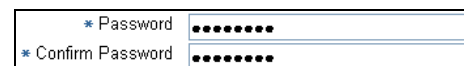
- 4.6 When you receive your confirmation e-mail, select and click the link to access the portal and create your new account.

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




- 4.7 Enter your *Password* for this account and *Confirm Password*.

To create the account, click .

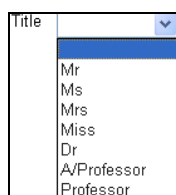
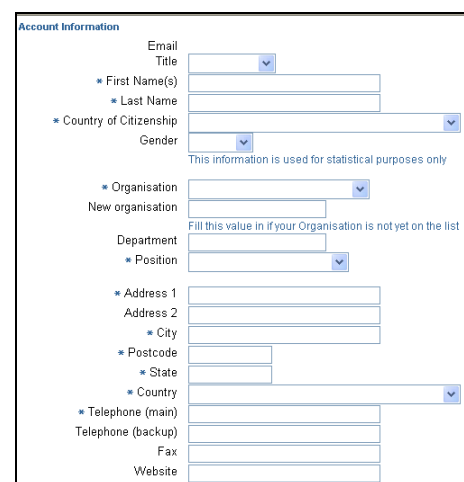


- 4.8 Enter your Account Information.

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.

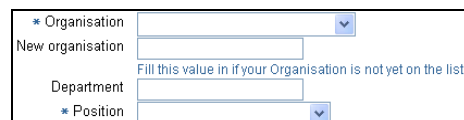
In these fields, you cannot enter any other information except for these valid choices such as:





- 4.9 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.

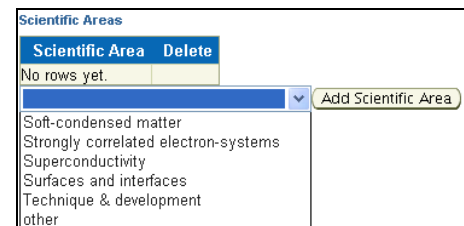


- 4.10 You can select and enter the *Scientific Areas* that you are interested from the drop down pick list. When you select the area, click .

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

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

Scientific Areas	
Scientific Area	Delete
Chemistry	
Pharmaceuticals	



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- 4.11 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.

Scattering Techniques	
Technique	Delete
Radiography	<input type="checkbox"/>
Reflectometry	<input type="checkbox"/>

- 4.12 When complete, click [Save and Close](#) or [Cancel](#).

## 5. ACCESSING THE PORTAL

- 5.1 On the Bragg Internet Home Page, click the *Bragg Institute Customer Portal*.  
<http://neutron.ansto.gov.au/Bragg/proposal/index.jsp>



- 5.2 Enter your *Email* and *Password* then click [Login](#).

- 5.3 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

- 5.4 To change your password, click [Change password](#).
- 5.5 Enter your *Current Password* then your *New Password* and *Confirm Password*.

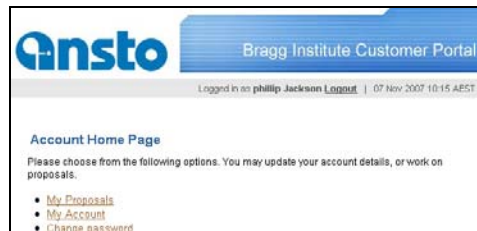
Click [Reset Password](#) to accept or [Cancel](#) to exit

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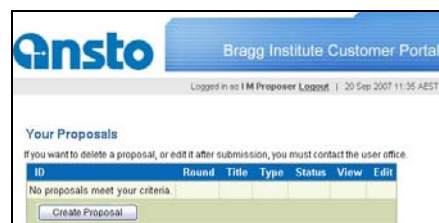
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## 6. CREATING A NEW PROPOSAL

6.1 To enter a new proposal, click [My Proposals](#)

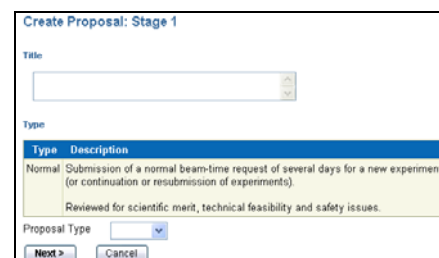


6.2 Your existing proposals or proposals that have been assigned to you are shown. You can view or edit these un-submitted proposals.



To create a new proposal, click .

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

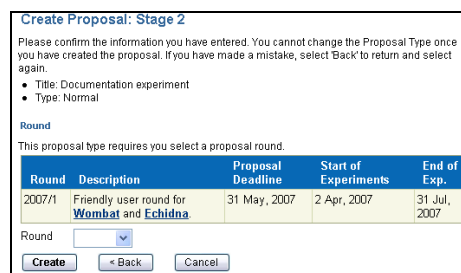


6.4 Select and enter the *Proposal Type* from the drop down pick list .

6.5 Click  to continue to enter your proposal's details, or .

6.6 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  to re-enter.



6.7 Click  to select the *Proposal Round* from the drop down pick list.

6.8 To create your new proposal, click .

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## 7. ENTERING EXPERIMENT DETAILS

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


**Experiment** Researchers Instruments Samples Figures Submit


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

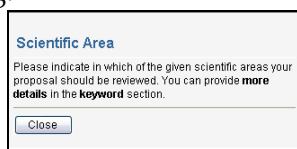
**Note:** The system will time out after 60 minutes. Click  regularly as unsaved information will be lost.

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

7.2 All fields with \* are mandatory.

When a field shows , 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.

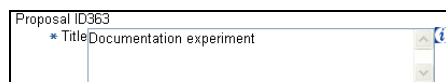
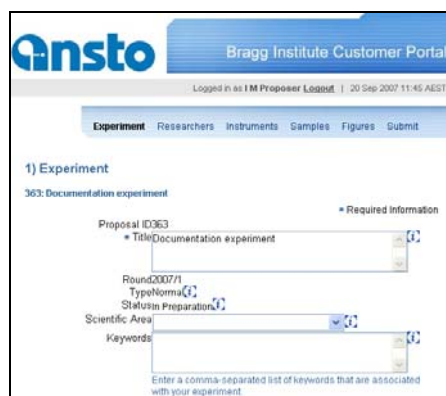
When a field has , you can select and click to display a pop up window with additional information, e.g.



7.3 You can enter a new proposal *Title* or modify the existing title.

7.4 Select and enter the *Scientific Area* for this experiment from the drop down pick list.

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

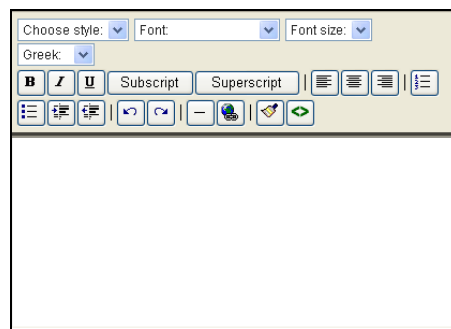


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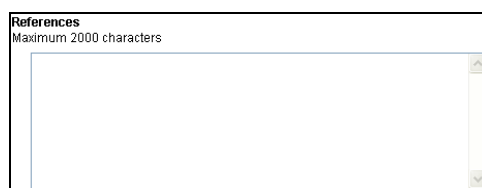


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7.6 Enter your proposed research details. This should be all the relevant information such as aim and purpose of the experiment, scientific background, preliminary work, reason for using this instrument and calculations for the requested beam time.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



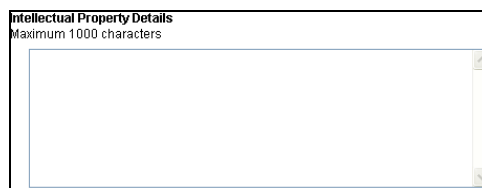
7.7 Enter the *References* with details of any publications that are relevant for your proposed experiment.



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.



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

Check if this work forms a critical part of a student thesis. Note that this should also be indicated in the 'Proposed Experiment' section above.

7.9 To continue to another section, click  before selecting from the menu bar.

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

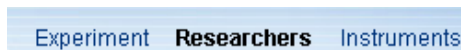
If you click  you will lose your entered details.

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## 8. ENTERING RESEARCHERS DETAILS

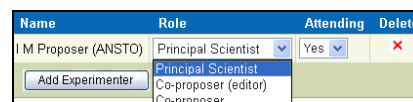
8.1 To enter your proposal's collaborator's details, select *Researchers* from the menu bar.



8.2 Enter the details for your experiment's collaborators.



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

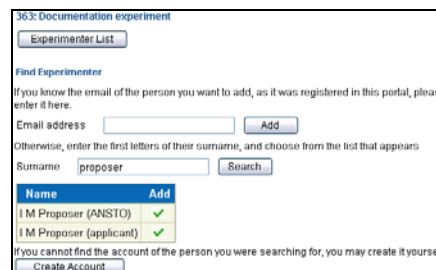


To can add the experimenter's *Email address* as registered on the portal, then click .

8.4 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 .

To add an existing Experimenter from the list, click .



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

8.5 To continue to another section, click  before selecting from the menu bar.

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

If you click  you will lose your entered details.

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## 9. ENTERING INSTRUMENT DETAILS

- 9.1 To enter the instrument for your experiment, select *Instruments* from the menu bar.
- 9.2 Before selecting a specific instrument for your experiment, you enter the information for your complete experiment.



- 9.3 Enter any *Impossible Dates* when you can not conduct the experiment.
- 9.4 Enter any *Experimental Needs* such as the standard laboratory chemicals that you want Bragg Institute to supply for your experiment.
- 9.5 Enter any *Special Requirements* such as treatment, refrigeration.
- 9.6 Enter any *Hazards* that are associated with any equipment that you plan to bring on site, and how these hazards are to be managed.

- 9.7 Click .
- 9.8 To enter specific instruments for this from the drop down pick list and click .

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9.9 You enter the instrument parameters required for your experiment

All fields with \* are mandatory.

3) Instruments  
363: Documentation experiment  
Echidna (HRPD)  
Instrument List  
Instrument Information and Contact Details  
Instrument Parameters  
Your requirements for these instrument parameters should be included in your Experimental set-up. You must give your requirements for parameters marked with an \*. For example, for wavelength please specify your requirements for the neutron wavelength you wish to use.

Parameter	Values
* Source	Bending Magnet
Energy Range	4.0 - 30 keV
* Monochromator Type	Si <111> , Si<311> or Sag Focus Si<111>
Resolution dE/E	1x10 <sup>-4</sup>
* Flux (Photons/sec)	1x10 <sup>10</sup> at 10 keV
Beam Size Focused (HxV)	1mm x 2mm
* Beam Size Unfocused (HxV)	up to 20mm x 2mm

\* Desired Starting Date    
Format: day/month/year  
Alternative Dates

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

\* Desired Starting Date    
Format: day/month/year  
Alternative Dates

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

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

9.13 Enter the details for the *Experimental Setup*.

Experimental Setup

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

Instrument Scientists, Sample Environment, Lab Equipment Delete  
No rows yet

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

Instrument Scientist requested

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

Sample Environment requested

9.170 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.

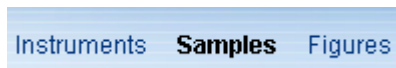
Desired Starting Date	Instrument	No. Days Requested	Edit	Delete
28/09/2007	Echidna (HRPD)	1		

9.18 Click , or to exit click

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## 10. ENTERING SAMPLES DETAILS

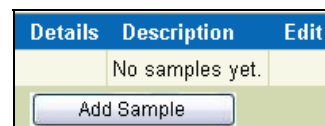
10.1 To enter the samples for your experiment, select *Samples* from the menu bar.



10.2 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.



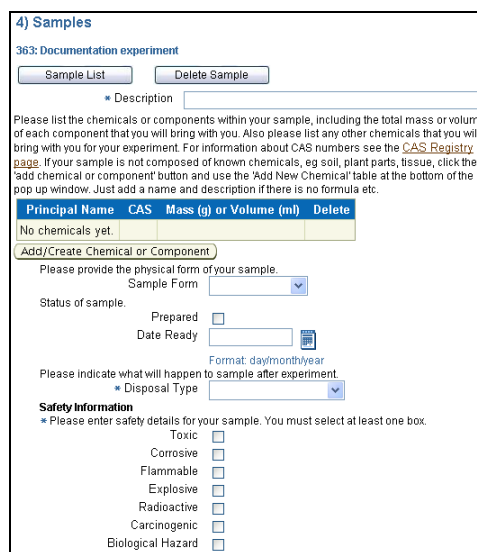
10.2 To enter information on your experiment's samples, click .



10.3 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.

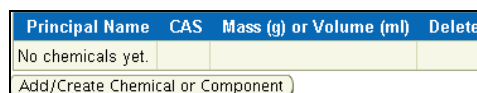
All fields with \* are mandatory.



10.4 Enter the *Description* of your sample.



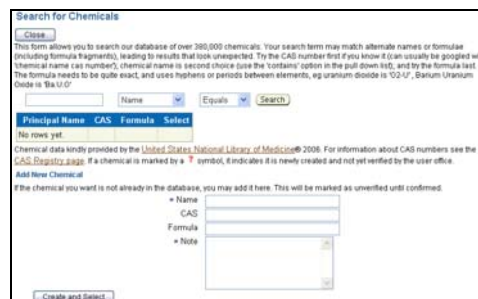
10.5 To enter the chemicals or components in your sample, click .



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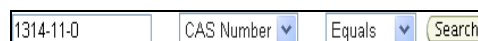
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- 10.6 You can search for the sample's chemical or component you want to include in your experiment. This search can be by the chemical's *Name*, *CAS number* or *Formula*
- Name  Equals
- You can specify the chemical search can be to locate chemicals with *Equals* to, *Begins* with or *Contains* the criteria.

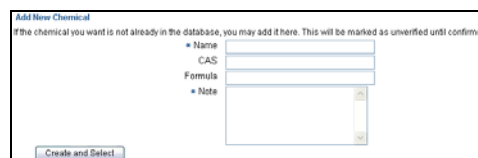


*Note:* It is recommended that you search on the CAS number as this is a precise number to search with. *Names* and *Formula* searches may be inconsistent due to misspelt or incorrect details

- 10.7a To search on the *CAS number*, enter the number (including dashes -) and select *CAS Number* and *Equals*, then click



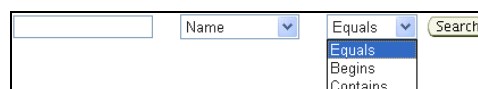
*Note:* If the chemical is not in the database, you can add the details here but it will be marked as *unverified* until confirmed. Enter the details then click



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

Principal Name	CAS	Formula	Select
Strontium oxide	1314-11-0	O-Sr	<input checked="" type="checkbox"/>

- 10.7b 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  to start search.



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

oxygen  Name  Equals

Principal Name	CAS	Formula	Select
Oxygen	7782-44-7	O2	<input checked="" type="checkbox"/>

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

oxygen  Name  Contains

Previous 1-20 of 86 Next 20

Using three letters from the name and *Begins* found 574 matching chemicals.

oxy  Name  Begins

Previous 1-20 of 574 Next 20

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

Principal Name	CAS	Formula	Select
Oxygen	7782-44-7	O2	<input checked="" type="checkbox"/>

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10.7c To search by *Formula*, you can select to find chemical formula with *Equals* or *Contains*. Click  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 .

10.8 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.

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

Please provide the physical form of your sample.  
Sample Form

10.10 You can click the *Prepared* box and enter the *Date Prepared* as DD/MM/YYYY e.g. 01/01/2008.

Status of sample.  
Prepared   
Date Ready

To access a calendar, click 

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

Please indicate what will happen to sample after experiment.  
\* Disposal Type

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

**Safety Information**  
\* Please enter safety details for your sample. You must select at least one box

- Toxic
- Corrosive
- Flammable
- Explosive
- Radioactive
- Carcinogenic
- Biological Hazard
- Not Hazardous

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

**Safety Comments**

10.14 Click  to include information on any crystals to be used in your experiment.

**Single Crystal Information**

Comments

Maximum 2000 characters

A

B

C

Alpha

Beta

Gamma

At Temperature (K)

Space Group

10.15 Enter the specific information for the crystal to be used in your experiment.


10.16 Click , or to exit click


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## 11. ADDING ATTACHMENTS

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

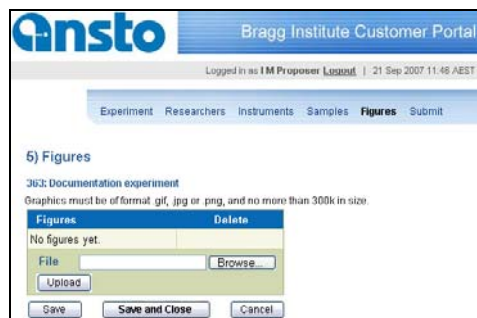
11.2 To select the file you want to include, click  to search files on your PC and computer network.

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

*Note:* The maximum file size is 300kb.

11.3 Click , or to exit click .



## 12. SUBMITTING PROPOSALS

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

12.2 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.

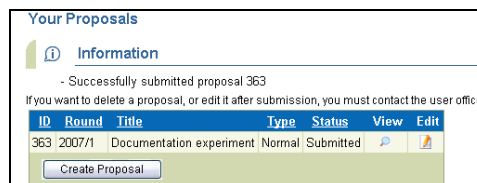
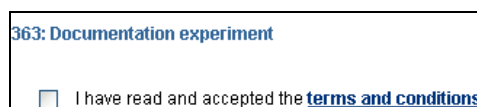
12.3 When the proposal is correct, you click  to confirm you have read the [terms and conditions](#).

*Note:* When the proposal is submitted, you must contact the user office before you can edit any details.

12.4 To finalise and submit your proposal, click .

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



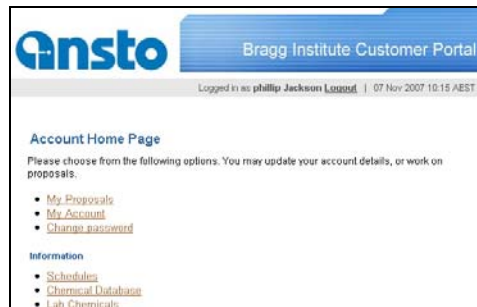
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### 13. COPYING AN EXISTING PROPOSAL

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

To copy a new proposal, click [My Proposals](#)

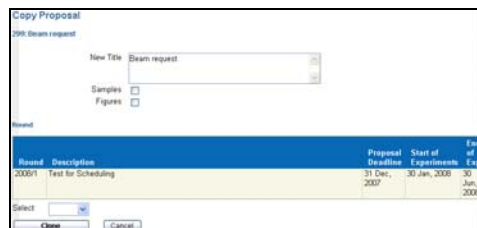


13.2 A list of your existing proposals is shown that you can view, edit or copy.

To copy, click .



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



13.3 Enter the *New Title* for your proposal.



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

Samples   
Figures

13.5 Select the *Proposal Round* for your proposal.

Select

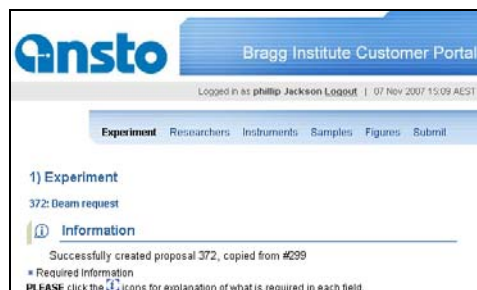
13.6 Click  to create new proposal or .

*Note:* If you cancel, no information is saved.

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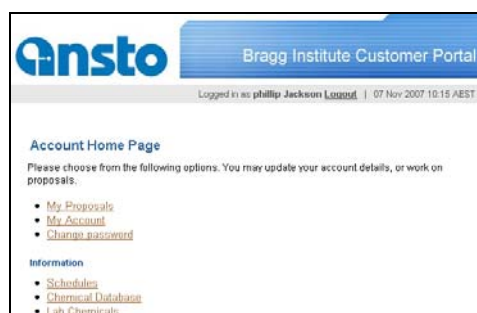
- 13.7 The new proposal is created with a message showing the new proposal number and the original such as:  
Successfully created proposal 372, copied from #299

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




## 14. PRINTING PROPOSALS

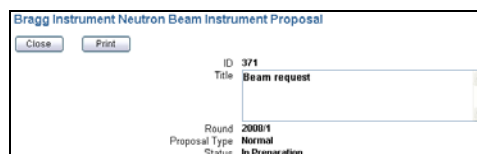
- 14.1 To preview and print your proposals, click [My Proposals](#)



- 14.2 To preview your proposal, click .



- 14.3 To print your proposal, click .



## 15. RECORDS

## 16. REFERENCES

## 17. DOCUMENT REVISION RECORD

Revision	Description of Changes	Date
0	Original Issue	

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