

Scaup: Quick Guide

Before You Start

- URL: ebic-scaup.diamond.ac.uk
- Log in with your Diamond FedID credentials.

Workflow at a Glance

- **Open Your Session**
Click *List Proposals* → Select *Session* to enter the session dashboard.
- **Create / Select a Sample Collection**
Give it a clear name (e.g. “FIB Jun 2025”) or pick an existing collection.
- **Add Samples**
Complete the short form — use the *Copies* field to duplicate identical grids.
- **Organise**
 - Place samples into **Grid Boxes** (choose the correct layout).
 - Add grid boxes to a **Puck / Falcon Tube**.
 - Assign containers to a registered **Dewar** (or generate a registered barcode).
- **Pre-Session Info**
 - Fill in all the relevant fields
 - Inform the Local Contact if you have a change of mind about collection conditions before the start of your session.
- **Review & Lock-in**
Check the summary then click *Arrange Shipping* to lock edits.
- **Ship or Self-Ship**
 - *Diamond’s DHL Courier service*: schedule pickup & print labels directly.
 - *Own Courier*: skip scheduling and attach your courier’s docs to the shipper.
 - Outside UK via Diamond courier? Email [ebicadmin](mailto:ebicadmin@diamond.ac.uk) after you filled in sample information.
- **Track & Manage Dewar**
Realtime status under *Manage Dewar Logistics*
- **During & After the Session**
 - Local Contact maps grids to the cassette; watch progress live.
 - *View Data* links appear as processing completes (opens PATo).
 - Click dewar return in *Manage Dewar Logistics* once done with the session.
- **Step-by-step detailed instruction**
 - Follow [link](#)
- **Enquiries: ebicadmin@diamond.ac.uk**

