

User administration system

ERA

Submitting samples for scheduled
session

With the new UAS system, there is no need to fill in the ERA.xls file.
Samples are submitted to UAS directly.

There are two options:

- A. **Create new sample(s)** - if a particular sample will be used at Diamond for the first time
- B. **Add from proposal** – this is for sample(s) which were already used during previous visit(s) and were validated by Health and Safety group

CREATE NEW SAMPLES:

- In ERA section, click on Samples.
- Then select Create New Sample in the opened tab.

The screenshot displays the Diamond website interface. At the top, the 'diamond' logo is on the left, and 'Terms and Conditions', 'Help', and 'Dr Jitka Waterman (Staff)' are on the right. Below this is a navigation bar with 'HOME', 'SESSIONS', and 'CALENDAR' tabs, and a search bar. The main content area shows 'YOU ARE HERE' followed by 'Session:'. On the left sidebar, a list of menu items includes 'Investigators', 'ERA', 'Samples', 'Equipment', 'Experimental Methods', 'Lab Access', and 'ERA Summary'. The 'Samples' item is circled in red. The main content area has a header 'Samples to be used on the beamline and in preparation for the beamline' with a help icon. Below this header are four buttons: 'Create New Sample', 'Add From Proposal', 'Add All From Proposal', and 'Remove All From Session'. The 'Create New Sample' button is circled in red. On the right side of the page, there is a status section with 'Investigators: SUBMITTED', 'ERA: DRAFT', 'Risk Rating: Low', and 'Grant Funded: No'. Below this is a 'Responsible Administrator: Mrs Chris Markiw' field. At the bottom right, there are four buttons: 'Cancel Changes', 'Save Changes', 'Emergency Beamline Move', and 'Authorise & Submit Session ERA'.

CREATE NEW SAMPLES:

- When Create New Sample is selected it will open a tab where the sample information will be filled in.
- After Sample material or Protein and Acronym are in place, type of sample hazard has to be selected to open relevant part of the form. For usual protein samples dedicated to MX experiment, please select Biological agent.

Terms and Conditions ▾ Help ▾ Dr Jitka Waterman (Staff) ▾

UNDEFINED SAMPLE

Cancel & Close Save Sample Authorise & Submit Sample

Sample Material or Protein*

Acronym

SAMPLE HAZARDS BIOLOGICAL AGENT HAZARDOUS CHEMICAL/SUBSTANCE RADIOLOGICAL MATERIAL NON-HAZARDOUS MATERIAL

Cancel & Close Save Sample Authorise & Submit Sample

CREATE NEW SAMPLES:

- When Biological samples box is selected, further part of the sample form will open.
- The relevant information about the new sample have to be filled in.
- When all information is in place, click on Authorise & Submit Sample

The screenshot shows the 'diamond' web application interface. At the top, there is a navigation bar with 'HOME', 'SESSIONS', and 'CALENDAR' tabs. Below this, a breadcrumb trail indicates 'YOU ARE HERE Sessions'. The main content area is titled 'UNDEFINED SAMPLE' and contains several form fields and buttons. The 'Authorise & Submit Sample' button is highlighted with a red circle. The form includes fields for 'Sample Material or Protein*', 'Acronym*', 'Sample Hazards' (with 'BIOLOGICAL AGENT' selected), 'Biological Agent' details (including 'Brief Function of Sample*', 'Immediate Source Organism*', 'Sample Type*', 'Sample Holder, Container or Substrate*', 'Is Agent on Schedule 5?', 'Genetically Modified', and 'Human Cells'), and a 'Biological Risk' section at the bottom.

Investigators: **SUBMITTED**
ERA: **DRAFT**
Risk Rating: **Low**
Grant Funded: **No**

Cancel Changes Save Changes Emergency Beamline Move Authorise & Submit Session ERA

Investigators Samples to be used on the beamline and in preparation for the beamline

UNDEFINED SAMPLE

Cancel & Close Save Sample **Authorise & Submit Sample**

Sample Material or Protein* Acronym*

SAMPLE HAZARDS BIOLOGICAL AGENT HAZARDOUS CHEMICAL/SUBSTANCE RADIOLOGICAL MATERIAL NON-HAZARDOUS MATERIAL

BIOLOGICAL AGENT

Brief Function of Sample* Immediate Source Organism* Sample Type*
solid
liquid/solution
multilayer
tissue sample
other
Hold down CTRL key to select more than one item.

Sample Holder, Container or Substrate* Is Agent on Schedule 5?* Genetically Modified Human Cells
frozen loop
crystal tray
fluidigm or free interface diffusion
microscope slide
capillary
Hold down CTRL key to select more than one item.
No None
Provide detail of any genetically modified material/genetically modified organism. Provide details of any human cells (viable and non-viable) within the sample.

BIOLOGICAL RISK

ADD FROM PROPOSAL:

If you plan to use samples which were already submitted for previous sessions (visits):

- In ERA section, click on Samples.
- Then select Add From Proposal in the opened tab.
- This will open a new tab with list of all already submitted and validated samples. Click on samples which you want to use in the new session and those will be re-submitted.

The screenshot displays the Diamond website interface. At the top, the 'diamond' logo is on the left, and 'Terms and Conditions', 'Help', and 'Dr Jitka Waterman (Staff)' are on the right. Below this is a navigation bar with 'HOME', 'SESSIONS', and 'CALENDAR' tabs. A search bar is located on the right side of the navigation bar. Below the navigation bar, the breadcrumb 'YOU ARE HERE Sessions / 5' is visible. The main content area shows a session details page for 'First Local Contact Dr Jitka Waterman (8233)'. On the right side of this page, there are status indicators: 'Investigators: SUBMITTED', 'ERA: DRAFT', 'Risk Rating: Low', and 'Grant Funded: No'. Below these are buttons for 'Cancel Changes', 'Save Changes', 'Emergency Beamline Move', and 'Authorise & Submit Session ERA'. The 'Add From Proposal' button is highlighted with a red circle. The left sidebar contains a list of menu items: 'Investigators', 'ERA', 'Samples', 'Equipment', 'Experimental Methods', 'Lab Access', and 'ERA Summary'. The 'Samples' item is also highlighted with a red circle. The main content area is titled 'Samples to be used on the beamline and in preparation for the beamline' and contains buttons for 'Create New Sample', 'Add From Proposal', 'Add All From Proposal', and 'Remove All From Session'.

ADD FROM PROPOSAL:

- If there is a mixture of new samples and samples from proposal, the tab will look like the one below.
- The subsequent steps are selection of Equipment, Experimental Methods and Lab Access.
- When all is done and all fields on the left are green, select Authorise & Submit Session ERA.
- This is the final step and no further action should be required in UAS.
- Samples should be also uploaded to ISPyB. Please refer to the ISPyB tutorial.

Investigators: **SUBMITTED**
ERA: **DRAFT**
Risk Rating: **Low**
Grant Funded: No

Cancel Changes Save Changes Emergency Beamline Move **Authorise & Submit Session ERA**

Samples to be used on the beamline and in preparation for the beamline

Sample	State		
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Submitted	Copy Sample	Remove Sample
	Validated	Copy Sample	Remove Sample
	Validated	Copy Sample	Remove Sample