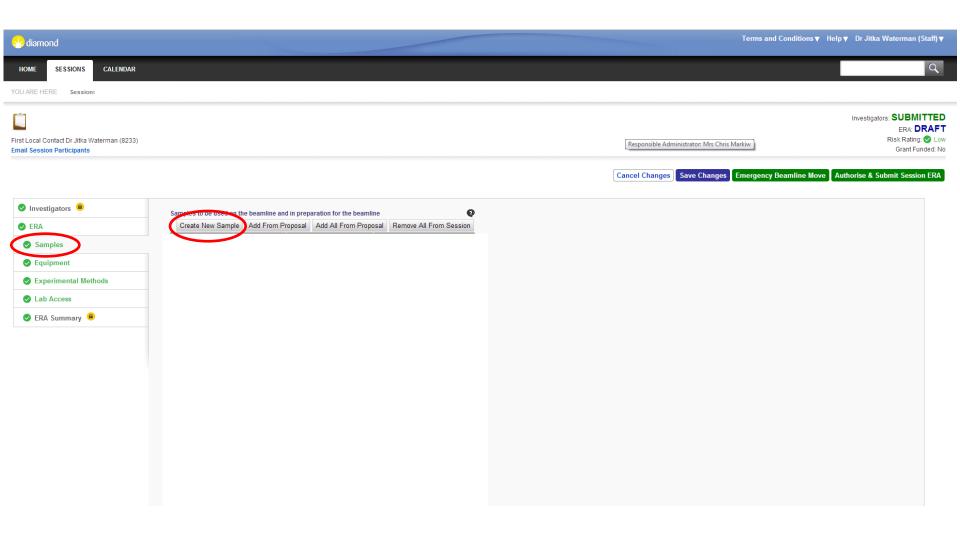# User administration system

ERA

Submitting samples for scheduled session

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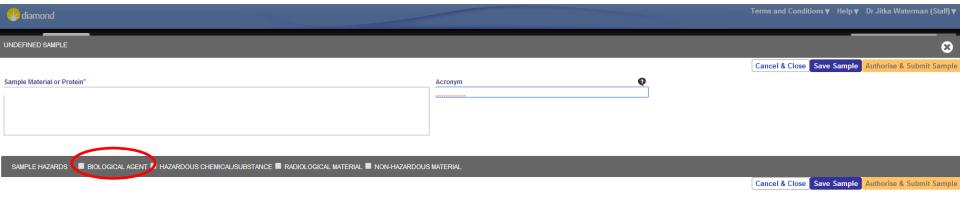Samples are submitted to UAS directly.

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
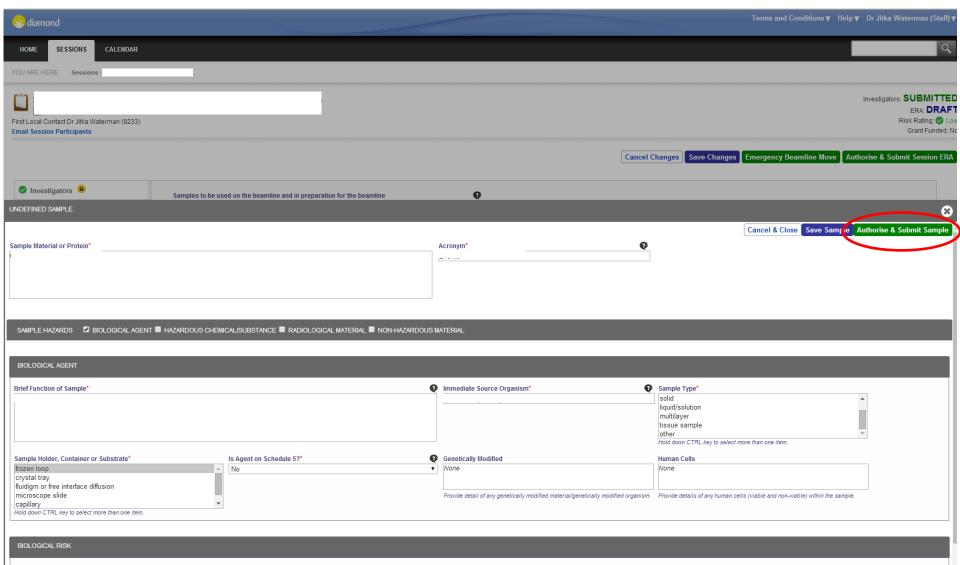
CREATE NEW SAMPLES:

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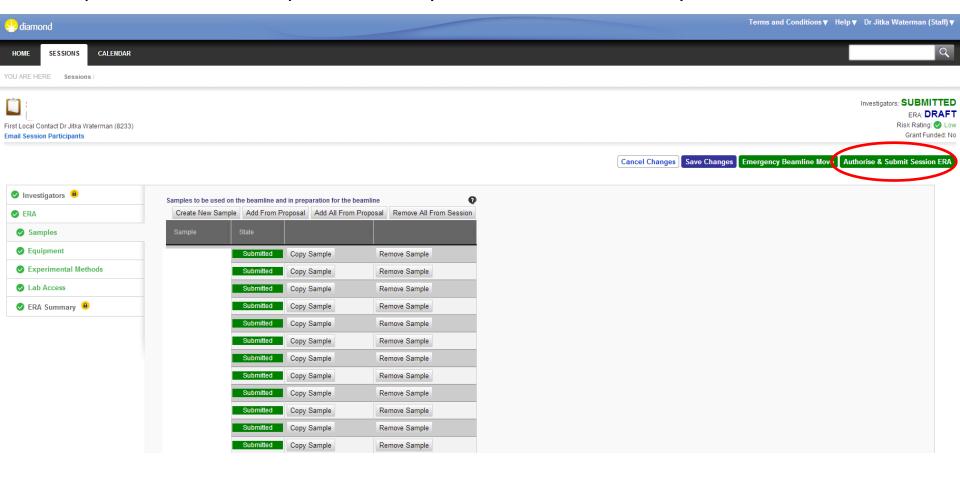- Then select Create New Sample in the opened tab.

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.

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
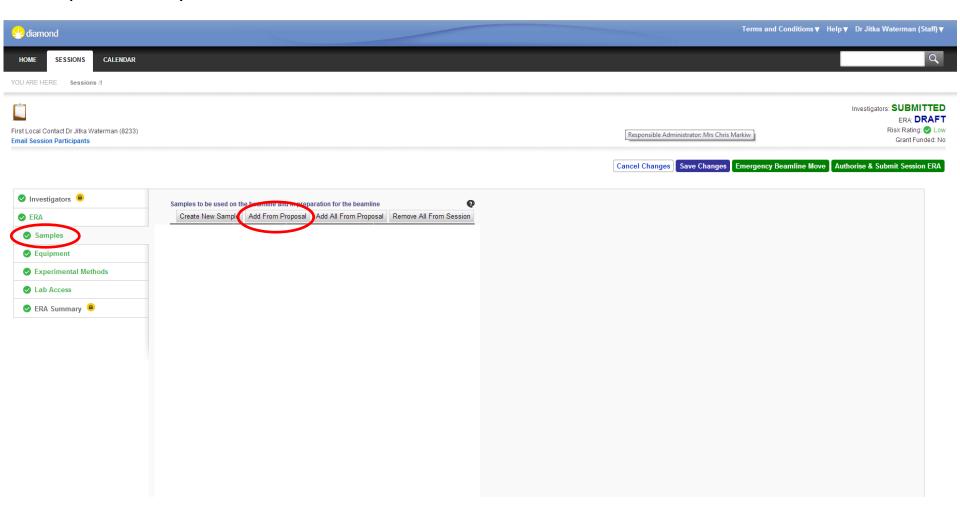
CREATE NEW SAMPLES:

- The process will repeat until all new samples for the experiment were submitted.
- 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. The ERA will be validated by Health & Safety team.
- Samples should be also uploaded to ISPyB. Please refer to the ISPyB tutorial.

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.

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.