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LLB

## Short Help to use Phoenix.

### To create an account :

Be careful, **If you do not found your organisation** in the list of already registered organisation, you have to ask us to create it by clicking on “If not found, add your organisation here”. It may require 24h.

*If you are short of time and close to deadline, took any other one close to yours; you will be able to correct later.*

All **blue I circles contains explanations**. To get them, leave your cursor a few seconds on the circle like dispatched on the next picture.

If you have some difficulty to find a proper **password accepted by the system**, you may use **Malibu-112** or any derivate from this one.

Security confirmation with **captcha may be difficult**. Do not hesitate to press on the “**Renew**” button up to when you get something easy to read.

### To prepare a proposal

Just press on the “Add” button to open an empty proposal.

If you want to add **other applicants**, **you can add only persons that do have an account in Phoenix**. If they do not have, ask them to create one, or write their name in the scientific description of the proposal. You will add them later when they will have created their account.

When you write a new proposal, you have **to declare at least one sample**. Give all requested information. This form will be used to trace the sample after the measurement since it may be radioactive. You certainly do not know yet what you will do with it after the experiment. The easiest

is to declare that you **“Leave definitely sample into the lab”**. The system will not ask you any other questions, and you may change that later (see picture below).

The screenshot shows a web application interface with two main sections: "OTHER APPLICANTS (10 applicants maximum)" and "SAMPLES (20 samples maximum)".

**OTHER APPLICANTS (10 applicants maximum)**

| First name                 | Last name | Email | Organization | Sample Responsible | Experiment contact |
|----------------------------|-----------|-------|--------------|--------------------|--------------------|
| No data available in table |           |       |              |                    |                    |

Remove selected applicant

**SAMPLES (20 samples maximum)**

|  | N° | Sample type | Sample name | Size or Volume | Availability before experiment | Space group | U |
|--|----|-------------|-------------|----------------|--------------------------------|-------------|---|
|  | 2  | Liquid x    | fhj         | dghj           | dgj                            | dgj         |   |

Remove selected sample

\* qfg

\* Leave definitively sample into the lab x

Additional information

Shipping address

Zip code City

Country

Phone

E-Mail

Website

### Scientific description

The text requesting a PDF file for the scientific description is a bit confusing (see picture below).

We suggest a 1 page scientific description, but we do not have implemented a hard limitation. The limitation is only is the **size of the PDF file which has to be lower than 10 Mo**.

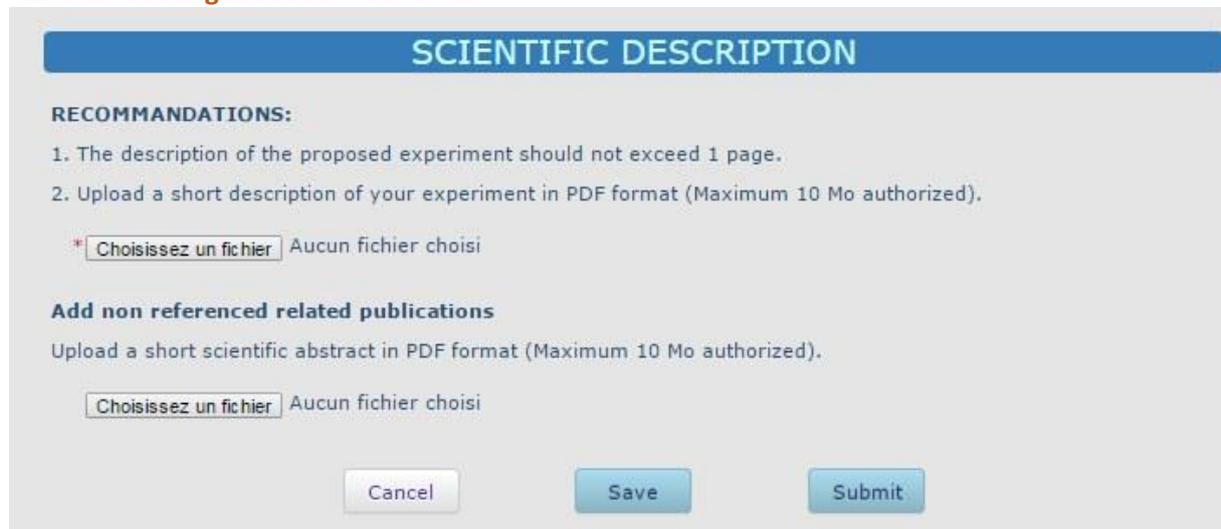
You may use the template that can be found here :

<http://www-llb.cea.fr/en/fr-en/llb-pro-2017-Template.docx>

We give you the possibility to upload a second PDF file that we call **“Add non referenced related publications”**.

This is not part of the scientific description of your proposal. This possibility has to be used if you want to add some preprints of publications you did on the subject or related to previous experiments you performed on our spectrometers.

**You are not obliged to submit this file.**



**SCIENTIFIC DESCRIPTION**

**RECOMMANDATIONS:**

1. The description of the proposed experiment should not exceed 1 page.
2. Upload a short description of your experiment in PDF format (Maximum 10 Mo authorized).

\*  Aucun fichier choisi

**Add non referenced related publications**

Upload a short scientific abstract in PDF format (Maximum 10 Mo authorized).

Aucun fichier choisi

If your proposal is not fully ready, you have the possibility to save it and finish it later on.

**Do not forget to submit it in due time !!**

Saved proposals will not be submitted automatically; you have to do it manually in **pressing the "Submit" button**.

### Difficulties with errors in submission

After having pressed the submit button, the system will check that everything is fine with your proposal. **Red error messages** will appear here and there to tell you what is missing. See pictures below.

It might be a clear big red tag at the top of the page like on this picture.



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**Dashboard**

- Home
- Assigned proposals
- Community
- Notifications
- StayForm +
- Prior to departure

**The experiment description file is required.**

**If you submit out of selection committee session, notificate direction members**

**FIRST APPLICANT**

|            |       |           |                      |
|------------|-------|-----------|----------------------|
| Gender     | Male  | Telephone | +33169089699         |
| First name | Alain | E-mail    | alain.menelle@cea.fr |

But it might also be some small red tags all along the page.

If the system does not tell you that your proposal has been submitted, it means that there is at least one small red tag somewhere. Please go carefully all along your proposal to find what is wrong. With the small red tag like on the picture below and with the help of the blue I circles, you should be able to find what is going wrong and correct it.

\* Title of experiment ?

? This field is required.

\* G6.1 - friendly users only x ? \* 0.000 ?

? This value should be greater than 0.

\* Theme ?

\* Sub-theme ?

? This field is required.

Project with an industrial partner

I authorize the use of the data collected on this sheet for the constitution of a European neutron user's database

Project in european funding

\* Florence PORCHER (florence.porcher@cea.fr) x ?

One of the elements has atomic mass larger than 200

We hope you will be able to submit your proposals.