

GATE

General Access Tool for HZB User Facilities

Guidelines for Registration

Helmholtz-Zentrum Berlin

Services and Software (IT-DS), User Coordination (NP-ACO)

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1 Preface

This handbook is for those who are intending to use GATE, the general access tool to the experimental infrastructures of the Helmholtz-Zentrum Berlin (HZB).

Users must be registered in GATE in order to be able to:

- submit beamtime applications for BER II or BESSY II
- participate in a HZB experiment as experimentalist
- give user feedback
- submit experimental reports
- submit publications related to HZB experiments

Please read this handbook carefully before using the system.

2 Registration in GATE

GATE is the online General Access Tool to the experimental infrastructures of the Helmholtz-Zentrum Berlin (HZB).

Please note: the old BOAT or GATE-Neutrons accounts are not valid for this new database system.

In order to be able to use GATE, users need to register. Please point your web browser to <https://www.helmholtz-berlin.de/pubbin/hzbgate>

You will see the following web page:

The screenshot shows the GATE website interface. At the top, there is a breadcrumb trail: Home > User Access > Online Access GATE > GATE. The main heading is "GATE". Below it, a description states: "GATE is the general access tool to the [experimental infrastructures of HZB](#)." A note follows: "Users must be registered in GATE in order to be able to" followed by a list of activities:

- submit beamtime applications for **BER II** or **BESSY II**
- participate in a HZB experiment as experimentalist
- give user feedback
- submit experimental reports
- submit publications related to HZB experiments
- prepare beamtime, book guesthouse rooms and apply for funding

Below the list is a link to the [Handbook](#). A note says: "In case of problems or questions please do not hesitate to ask for [help](#)." On the right side, there is a "Login" form with fields for "Username" and "Password", and a "Login" button. Below the form, a green box highlights the "New Users: [Registration](#)" link. Below that, an orange box contains links for "Lost password" and "Lost username". At the bottom right, there is a link for "Radiation protection requirements". On the left side, there is a navigation menu with "Login" selected, and a "Social Media" section with links to HZBde Facebook, HZBde Twitter, Youtube, RSS, HZB Instagram, and HZBzlog.

This is the general log-in page for GATE.

Choose **New Users: Registration** and proceed.

The registration page for GATE will ask you to complete the following formsheet:

Home > User Access > Online Access GATE > GATE

GATE

Registration

Please complete the following form to register for GATE. At the end there is a declaration of data protection. Please do not forget to read and acknowledge it.

Fields marked with * are required.

Account	
Username *	<input type="text"/>
Password *	<input type="password"/> (min. 6 characters, case sensitive)
Password (again) *	<input type="password"/>
Personal information	
Email *	<input type="text"/>
Title	<input type="text"/>
Family name *	<input type="text"/>
Birth name	<input type="text"/>
Given name *	<input type="text"/>
Please provide your complete name (including given name, second name(s) / middle name(s) and family name) as written in your passport / identity card. * <i>This information is needed by both the HZB Radiation Protection Office and the HZB Security Office.</i>	<input type="text"/>
Birthday *	<input type="text"/> <input type="text"/> <input type="text"/>
Place of birth *	<input type="text"/>
Citizenship *	<input type="text"/> <input type="button" value="v"/>
Gender *	<input type="radio"/> male <input type="radio"/> female
Status *	<input type="text" value="Experienced researcher"/> <input type="button" value="v"/>
Preferred User Office	<input type="radio"/> BER II (Neutrons) <input type="radio"/> BESSY II (Photons)
Please choose your scientific preference(s):	*1. <input type="text" value="Chemistry"/> <input type="button" value="v"/> 2. <input type="text"/> <input type="button" value="v"/> 3. <input type="text"/> <input type="button" value="v"/>

(cont. on page 6)

Affiliation (employer)	
Organisation/Institute *	<input type="text"/> <input type="button" value="Select/Search affiliation"/>
Department *	<input type="text"/>
Street	<input type="text"/>
ZIP / City *	<input type="text"/> / <input type="text"/>
ZIP / PO. Box	<input type="text"/> / <input type="text"/>
Country *	<input type="text"/> ▾
Phone *	<input type="text"/>
Fax	<input type="text"/>
Infomail and Newsletter *	
I would like to receive information by email on call for proposals, call for reports, user meetings, ... <input type="radio"/> yes <input type="radio"/> no	
I would like to receive the regular HZB Synergy newsletter by email <input type="radio"/> yes <input type="radio"/> no	
Acknowledgement *	
<input type="checkbox"/> I have read the declaration of data protection and agree to the storage of my personal data.	
<input type="checkbox"/> I have read and accept the HZB Rules of Usage .	
<input type="button" value="register"/>	

2.1 Account

Please choose your username and password for GATE.

2.2 Personal information

All information concerning beamtime applications to HZB will be sent to the email that you provide in the registration form. Please make sure that this email is a valid one.

Your status and scientific preferences are needed in order to allow HZB to fulfil its reporting duties to the European Commission and the Helmholtz Gemeinschaft.

2.3 Affiliation (employer)

GATE provides an affiliation database.

Please use **Select/Search affiliation** in order to find the appropriate affiliation. A good start is to search for the city where your affiliation is located.

Select / Search affiliationName City Show all affiliations beginning with **Click on your affiliation to select it.**

Organisation	Country
CEA Grenoble	France
CNR – IOM – sede di Grenoble	France
European Synchrotron Radiation Facility	France
Institut Laue Langevin	France
Institut NEEL CNRS/UGA UPR2940	France
Institute Polytechnique de Grenoble (Grenoble Institute of Technology)	France
Laboratoire 3SR – Sols, Solides, Structures – Risques	France
Laboratoire National des Champs Magnétiques Intenses – Grenoble	France
SPINTEC, CNRS/INAC-CEA/Universities	France

Affiliation cannot be found

If you are not able to find your affiliation, click on . This will open a window that allows for the entry of a new affiliation. Please enter the data for the missing affiliation and proceed with the registration. The HZB User Office will check for double entries in the database.

Announce new affiliation

We will cross check the data before the affiliation entry is released to public use.
Please enter either street or PO box.

Affiliation	
Organisation/Institute *	<input type="text"/>
Type	Industry <input type="button" value="v"/>
Department *	<input type="text"/>
Street	<input type="text"/>
ZIP / City *	<input type="text"/> / <input type="text"/>
ZIP / PO. Box	<input type="text"/> / <input type="text"/>
Country *	Afghanistan <input type="button" value="v"/>
<input type="button" value="submit"/>	

[back](#)

Select the appropriate affiliation

Choose your affiliation by clicking on the respective entry in the search result list. This will open another selection window for the department, listing all departments that are linked to your affiliation in the GATE database.

Select / Search affiliation	
Name	<input type="text"/>
City	Grenob <input type="text"/>
<input type="button" value="search"/>	
Show all affiliations beginning with	<input type="text"/>

Your affiliation:

Institut NEEL CNRS/UGA UPR2940

Choose your department.

Department	Address
MCBT – Magnétisme et Supraconductivité (MagSup)	Avenue des Martyrs B.P. 166 X, 38042 GRENOBLE cedex 9
PLUM – Matériaux, Rayonnements, Structure (MRS)	Avenue des Martyrs B.P. 166 X, 38042 GRENOBLE cedex 9
QUEST – Micro et NanoMagnétisme (MNM)	Avenue des Martyrs 25 B.P. 166 X, 38042 GRENOBLE cedex 9
QUEST – Surfaces, Interfaces et Nanostructures (SIN)	,
none	,

Selecting the appropriate department

Choose your department by clicking on the respective entry in the search result list.

By default every institute lists the department “none”. This should be used in case your institute is not subdivided into departments, workgroups or subgroups at all.

Department cannot be found

If you are not able to find your department, use [I do not find my department](#). This will open a window that allows for the entry of a new affiliation. Please enter the data for the missing department and proceed with the registration. The HZB User Office will check for double entries in the database.

Please note: Street and ZIP should only be entered if they differ from the [data given for the institute](#).

New department for affiliation

Institut NEEL CNRS/UGA UPR2940

Affiliation	
Organisation	Institut NEEL CNRS/UGA UPR2940
Department *	<input type="text"/>
Street (only if different)	25 Avenue des Martyrs B.P. 166 X <input type="text"/>
ZIP / City * (only if different)	38042 / GRENOBLE cedex 9 <input type="text"/> / <input type="text"/>
ZIP / PO. Box (only if different)	n.a. / n.a. <input type="text"/> / <input type="text"/>
Country *	France
	<input type="submit" value="submit"/>

2.4 Infomail and newsletter

The two mailing lists for Infomail and Newsletter are independent from each other.

If you are interested to receive the regular reminders on proposal rounds and user meetings, please do not forget to choose yes to the infomail.

The HBZ Synergy newsletter will summarize workshop and conference announcements, news on instrumentation and others.

3 Starting up and welcome

You start up GATE by visiting <https://www.helmholtz-berlin.de/pubbin/hzbgate>.

Assuming you have already created an account, you now enter your username and password. After the successful login you are greeted with your personal work area.

The screenshot displays the GATE web portal interface. At the top, there is a breadcrumb trail: **User Access** > **Online Access GATE** > **GATE**. The main heading is **GATE – Username**, followed by a welcome message: "Thank you for using GATE." Below this, a paragraph states: "The web portal offers you access to all kind of information connected to **BER II** and **BESSY II** beamtime applications where you are main proposer, co-proposer or experimentalist." An **Important** notice follows: "Please check the **Preparing beamtime section** regularly for tasks not yet finished." A link for **GATE – Handbook** is provided. Two deadlines are highlighted in red: **BER II, BESSY II: Deadline for round 2018/I is 1 September 2017 23:59.** and **HFM/EXED: Next deadline is 1 June 2017 23:59**.

The interface is divided into several sections:

- You have ...** (red box): Contains a link for **Any new publications?**
- Prepare beamtime** (orange box): A section for preparing beamtime.
- After the beamtime** (green box): A section for activities after beamtime.
- My proposal** (yellow box): Lists tasks such as **Submit a new proposal**, **Submit a new proposal from XML-file**, **Proposal list**, **Report list**, and **Publication list / submit publications**.
- Personal section** (blue box): Lists tasks such as **Personal data**, **Change password**, **Change username**, **Online trainings**, and **KFN / KFS**.

On the left side, there is a navigation menu with categories: **User Access**, **Online Access GATE**, **GATE**, **My proposal**, **Personal section**, **Handbook**, **Logout**, and **GATE-Admin**. Below the menu is a **Social Media** section with links to HZBde Facebook, HZBde Twitter, Youtube, RSS, HZB Instagram, and HZBzlog.

At the bottom, there are two consent forms:

- Allowance for transfer of personal data to "Komitee Forschung mit Neutronen" (KFN)**: A form where the user grants permission to HZB to transfer personal data (title, full name, e-mail address, affiliation name and address) to the Komitee Forschung mit Neutronen (KFN) for registration as German neutron scattering user. It includes radio buttons for "yes" and "no", and a "submit" button.
- Allowance for transfer of personal data to "Komitee Forschung mit Synchrotronstrahlung" (KFS)**: A form where the user grants permission to HZB to transfer personal data (title, full name, e-mail address, affiliation name and address) to the Komitee Forschung mit Synchrotronstrahlung (KFS) for registration as German synchrotron radiation user. It includes radio buttons for "yes" and "no", and a "submit" button.

3.1 Lost password

In case you forgot your password, you may request a new one via the **Lost password** function on the log-in page of GATE.

Login

Username	<input style="width: 80%;" type="text"/>
Password	<input style="width: 80%;" type="password"/>
	<input type="button" value="Login"/>

New Users: [Registration](#)

[Lost password](#) [Lost username](#)

[Radiation protection requirements](#)

This will open the following window:

🏠 > User Access > Online Access GATE > GATE

GATE

Lost password

Enter your email address as given on registration. A new password will be send to this email address. You will have to change it within the next 3 hours.

Apply for new password

Email	<input style="width: 80%;" type="text"/>
	<input type="button" value="send"/>

Enter the email that you used upon registration in GATE and a temporary password will be sent to you.

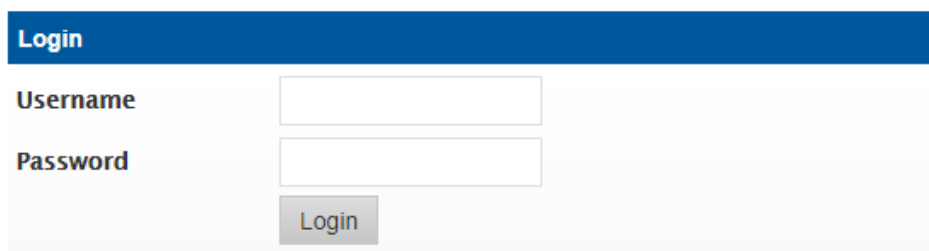
🏠 > User Access > Online Access GATE > GATE

GATE

**You will receive an email with a temporary password.
You have to change it **within the next 3 hours** .**

3.2 Lost username

In case you forgot your username, you may request a new one via the **Lost username** function on the log-in page of GATE.




New Users: [Registration](#)

[Lost password](#) [Lost username](#)

[Radiation protection requirements](#)

This will open the following window:


[User Access](#)
[Online Access GATE](#)
[GATE](#)


GATE

Recover username

Enter your email address as given on registration. Your GATE username will be send to this email address.



Enter the email that you used upon registration in GATE and your username will be sent to you.


[User Access](#)
[Online Access GATE](#)
[GATE](#)

GATE

Your will receive an email with the recovered username.

4 First login to GATE

After your first login to GATE, the GATE interface will look like shown below. Later on the information shown will vary, depending on your activities.

The screenshot displays the GATE interface with several sections highlighted and numbered:

- You have ...** (Red header)
 - [Any new publications?](#)
- Prepare beamtime** (Orange header)
- After the beamtime** (Green header)
- My proposal** (Yellow header)
 - [Submit a new proposal](#) **3**
 - [Submit a new proposal from XML-file](#)
 - [Proposal list](#)
 - [Report list](#)
 - [Publication list / submit publications](#) **4**
- Personal section** (Blue header) **1**
 - [Personal data](#)
 - [Change password](#)
 - [Change username](#)
 - [Online trainings](#)
 - [KFN / KFS](#)

Below the main interface, two consent forms are shown, both numbered **2**:

- Allowance for transfer of personal data to "Komitee Forschung mit Neutronen" (KFN)**

Herewith I give permission to HZB to transfer the following personal data (title, full name, e-mail address, affiliation name and address) to the Komitee Forschung mit Neutronen (KFN) for registration as German neutron scattering user.

yes
 no

submit
- Allowance for transfer of personal data to "Komitee Forschung mit Synchrotronstrahlung" (KFS)**

Herewith I give permission to HZB to transfer the following personal data (title, full name, e-mail address, affiliation name and address) to the Komitee Forschung mit Synchrotronstrahlung (KFS) for registration as German synchrotron radiation user.

yes
 no

submit

As a first time user of GATE, you have the following options:

- Manage your personal information **1**
- Change your KFN and KFS information status **2**
- Apply for beamtime by submitting a new proposal **3**
- Submit publications based on experiments conducted at HZB facilities **4**

4.1 Manage your personal information

Clicking on [Personal data](#) in the **Personal section** will display your personal data that is stored in the GATE database.

Choose [Edit personal data](#) to edit/update the data. This will redirect you to the panels **Personal information**, **Affiliation (employer)** and **Infomail and Newsletter** which you filled-in upon registration (see pages 5 and 6 of this Handbook), allowing you to change the information entered there.

4.2 Change your KFN and KFS information status

The main task of the Committee Research with Neutrons (KFN) and of the Committee Research with Synchrotron Radiation (KFS) is promoting the research with neutrons and synchrotron radiation in Germany, respectively. German users are asked upon their first login to GATE to give or deny permission for the transfer of personal data (title, full name, e-mail address, affiliation name and address) to KFN and/or KFS.

The information status is displayed on the login screen of GATE and may be changed at any time.

Allowance for transfer of personal data to "Komitee Forschung mit Neutronen" (KFN)

Herewith I give permission to HZB to transfer the following personal data (title, full name, e-mail address, affiliation name and address) to the Komitee Forschung mit Neutronen (KFN) for registration as German neutron scattering user.

- yes
 no

submit

Allowance for transfer of personal data to "Komitee Forschung mit Synchrotronstrahlung" (KFS)

Herewith I give permission to HZB to transfer the following personal data (title, full name, e-mail address, affiliation name and address) to the Komitee Forschung mit Synchrotronstrahlung (KFS) for registration as German synchrotron radiation user.

- yes
 no

submit

4.3 Apply for beamtime by submitting a new proposal

For information on how to apply please refer to GATE Handbook on Proposal submission. You may find it on the [GATE online access webpage](#) or directly [here](#) [pdf].

4.4 Submit publications based on experiments conducted at HZB facilities

To submit a publication that is not yet included in your publication list in GATE, the most straightforward way is to search in ISI Web of Knowledge in the search menu located in the “Publication list” section of your GATE account:

Publication list

Please submit **only publications that are based on experiments at one of the HZB facilities** (BER II, BESSY II). You will be asked later on to specify both the facility and instrument/beamline/station that were used.

Please note: Only publications that clearly mention the use of the HZB facilities can be taken into account for internal and external reporting of HZB. All other publications will be discarded.

In order to **avoid multiple entries** of publications, please follow these steps:

- Look first in the GATE publication database for your publication
- If the publication is not yet contained in GATE, please use the search option in the ISI Web of Knowledge
- If your publication is not found in the ISI Web of Knowledge, you may [enter the publication data here](#).

Search in your publication list

Year

Search GATE publication database

Author

Title

Year

Search ISI Web of Knowledge

Author

Institute

Title

Year

Your publications in GATE	HZB facility
2012	
Lelong, G.; Heyd, R.; Charalambopoulou, G.; Steriotis, T.; Brandt, A.; Beck, K.; Vayer, M.; Price, D.L.; Brady, J.W.; Saboungi, M.-L.: Role of Glucose in Enhancing Stability of Aqueous Silica Gels Against Dehydration , Journal of Physical Chemistry C 116 (2012), p. 9481-9486 doi: 10.1021/jp208377t	BER II: V4 <input type="button" value=""/>
2009	
Jung, D.; Paradiso, M.; Wallacher, D.; Brandt, A.; Hartmann, M.: Formation of Cross-Linked Chloroperoxidase Aggregates in the Pores of Mesocellular Foams: Characterization by SANS and Catalytic Properties , ChemSusChem 2 (2009), p. 161-164 doi: 10.1002/cssc.200800245	BER II: V4 <input type="button" value=""/>

The search yields a list per publication year:

Search results from ISI Web of Knowledge

Mark the publications you want to add to your GATE publication list.


Gunnella, R.; Zgrablic, G.; Giangrisostomi, E.; D'Amico, F.; Principi, E.; Masciovecchio, C.; Di Cicco, A.; Parmigiani, F.: Ultrafast reflectivity dynamics of highly excited Si surfaces below the melting transition. PHYSICAL REVIEW B 94 (2016) , ARTN 155427
doi: [10.1103/PhysRevB.94.155427](https://doi.org/10.1103/PhysRevB.94.155427)

Principi, E.; Giangrisostomi, E.; Cucini, R.; Bencivenga, F.; Battistoni, A.; Gessini, A.; Mincigrucchi, R.; Saito, M.; Di Fonzo, S.; D'Amico, F.; Di Cicco, A.; Gunnella, R.; Filipponi, A.; Giglia, A.; Nannarone, S.; Masciovecchio, C.: Free electron laser-driven ultrafast rearrangement of the electronic structure in Ti. STRUCTURAL DYNAMICS 3 (2016) , ARTN 023604
doi: [10.1063/1.4935687](https://doi.org/10.1063/1.4935687)

You may mark the appropriate publications and add them to your GATE publication list.

After adding the publication to GATE, you are asked to assign the publication to the HZB experimental facility that was used. Please do so in order to allow HZB to fulfill its reporting duties. Any publications that are not assigned to a specific HZB facility cannot be added to a proposal in the submission process.

Your publications in GATE	HZB facility
2016	
Gunnella, R.; Zgrablic, G.; Giangrisostomi, E.; D'Amico, F.; Principi, E.; Masciovecchio, C.; Di Cicco, A.; Parmigiani, F.: Ultrafast reflectivity dynamics of highly excited Si surfaces below the melting transition , Physical Review B 94 (2016), p. ARTN 155427 doi:10.1103/PhysRevB.94.155427	assign HZB facility  

By choosing [assign HZB facility](#) or  you will be redirected to a page where you can complete the information about the paper, including assigning the HZB facility, instrument/beamline and station that has been used in the experiment.

Edit publication

Publication	
Type of publication	Scientific publication
Title of the publication *	Ultrafast reflectivity dynamics of highly excited Si surfaces below the melting transition
Author(s) * (Name, X.; Name, Y.; Name, Z.)	Gunnella, R.; Zgrablic, G.; Giangrisostomi, E.; D'Amico, F.; Principi, E.; Mascio
Year *	2016
Scientific publication	
Journal *	Physical Review B other <input type="text"/>
Volume	94
Pages	ARTN 155427
doi	10.1103/PhysRevB.94.155427
Utilized HZB equipment *	
<p>for multiple choices hold CTRL-button if you accidentally checked the wrong instrument, you can uncheck it when you hold CTRL-button and click on it again.</p>	
<input type="checkbox"/> BER II Instruments	<div style="border: 1px solid #ccc; padding: 5px;"> <p>3-Axis Spectrometer</p> <p>V2</p> <p>PANDA</p> <p>E1</p> <p>Diffraction</p> </div>
<input type="checkbox"/> BESSY II Beamlines	<div style="border: 1px solid #ccc; padding: 5px;"> <p>3mNIM</p> <p>7T-MPW-EDDI</p> <p>7T-MPW-MAGS/SAXS</p> <p>BAMline</p> <p>CP-NIM</p> </div>
	<div style="border: 1px solid #ccc; padding: 5px;"> <p>ALICE</p> <p>ARPES One-Cube</p> <p>ARPES One-Square</p> <p>BAMline station</p> <p>CISSY</p> </div>
	Exp. Stations

Publisher version (PDF)

For administrative reasons HZB needs a reprint of all publications connected to the use of HZB facilities. Unfortunately, HZB is not granted on-line to access every journal. If possible, please attach the publisher version (or the final draft) of your paper. Thank you.

full text (publisher version) as PDF file

No file selected.

Please, also upload the pdf file of the publication.