

# GATE

General Access Tool for HZB User Facilities

User's Handbook

Registration

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## 1 Preface

This handbook is for persons 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.

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## 2 Registration in GATE

GATE is the new on-line 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 registration page. At the top left is the HZB logo (Helmholtz Zentrum Berlin). Below it is a navigation bar with links: Intranet, My Intranet, Sitemap, Contact, Inprint, Advanced Search, and a search box containing 'all sources'. A breadcrumb trail reads: Mainpage > User Access > Online Access GATE > GATE. A left sidebar menu contains: Overview, Research, User Access, Online Access GATE, GATE (expanded), Login, Registration, Lost password, Lost username, Offers, and News. The main content area is titled 'GATE' and contains the following text: 'GATE is the general access tool to the experimental infrastructures of HZB. Users must be registered in GATE in order to be able to' followed by a bulleted list: submit beamtime applications for BER II or BESSY II, participate in a HZB experiment as experimentalist, give user feedback, submit experimental reports, and submit publications related to HZB experiments. Below this is a link for help. At the bottom, there are three buttons: 'Login' (with input fields for Username and Password), 'New Users: Registration' (highlighted with a green border), and 'Lost password' (highlighted with a red border).

This is the general log-in page for the new GATE.

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

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

## 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"/>
Salutation	<input type="text"/>
Family name *	<input type="text"/>
Given name *	<input type="text"/>
Birthday *	<input type="text"/> / <input type="text"/> / <input type="text"/>
Citizenship *	<input type="text"/>
Gender *	<input type="radio"/> male <input type="radio"/> female
Status *	<input type="text" value="Experienced researcher"/>
User Office first choice	<input type="radio"/> BER II (Neutrons) <input type="radio"/> BESSY II (Photons)
Please choose your scientific preference(s):	*1. <input type="text" value="Chemistry"/> 2. <input type="text"/> 3. <input type="text"/>
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 <b>declaration of data protection</b> and agree to the storage of my personal data.	
<input type="button" value="register"/>	

## 2.1 Account

Please choose your username and password for GATE.

## 2.2 Personal information

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

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

## 2.3 Affiliation (employer)

GATE is providing an affiliation database.

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

**Select / Search affiliation**

Name

City

Show all affiliations beginning with

Click on your affiliation to select it.

Organisation	Country
CEA Grenoble	France
Centre d'Etudes Nucléaires	France
Centre Nationale de la Recherche Scientifique	France
CNRS - Institut Néel	France
CNRS-LTM	France
Commissariat a l'Energie Atomique	France
European Synchrotron Radiation Facility	France
GONIT	France
Inst. de Biologie Structurale Jean-Pierre Ebel	France
Institut Laue Langevin	France

1 2

***Affiliation cannot be found***

If you are not able to find your affiliation, use **I don't find my institute**. 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 data base.

**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 ▼
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 *	Albania ▼
<input type="submit" 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

City

Show all affiliations beginning with

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**Your affiliation:**  
**Inst. de Biologie Structurale Jean-Pierre Ebel**

Choose your department.

Department	Address
Laboratoire de Biophysique Moléculaire	41, rue Jules Horowitz, 38027 GRENOBLE CEDEX 1
none	,

### ***Department cannot be found***

If you are not able to find your department, use **I don't 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 data base.

Please note: Street and ZIP should only be entered if they differ from the **data given for the institute**.

#### **New department for affiliation** **Inst. de Biologie Structurale Jean-Pierre Ebel**

Affiliation	
Organisation	<b>Inst. de Biologie Structurale Jean-Pierre Ebel</b>
Department *	<input type="text"/>
Street (only if different)	<input type="text" value="41, rue Jules Horowitz"/>
ZIP / City * (only if different)	<input type="text" value="38027 / GRENOBLE CEDEX 1"/>
ZIP / PO. Box (only if different)	n.a. / n.a. <input type="text"/> / <input type="text"/>
Country *	France
	<input type="button" value="submit"/>



### ***Selecting the appropriate department***

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

Per default every institute has the department 'none'. This should be used in case that your institute is not subdivided into departments, workgroups or subgroups at all.

### ***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 say yes to the infomail.

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

### 3 Starting up and welcome

You start up GATE by pointing your web browser to

<https://www.helmholtz-berlin.de/pubbin/hzbgate>.

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

BILD

#### 3.1 Lost password

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

The image shows a screenshot of the GATE login page. At the top, there is a blue header with the word 'Login'. Below it, there are two input fields: 'Username' and 'Password', each followed by a text box. A 'Login' button is positioned below the password field. Below the login section, there is a green box with the text 'New Users: Registration'. At the bottom, there is a red box containing two links: 'Lost password' and 'Lost username'. The 'Lost password' link is highlighted with a green rectangular border.

This will open the following window:

#### GATE

##### Lost password

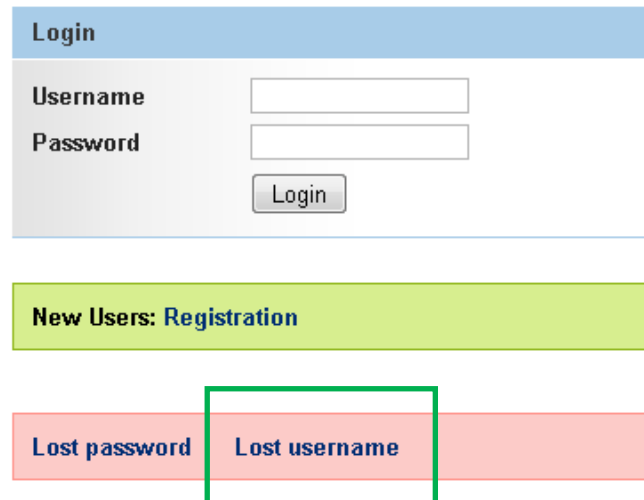
Enter your email address as given on registration. A new password will be send to this email address. You will have to change it within the next 3 hours.

The image shows a screenshot of the 'Apply for new password' form. It has a blue header with the text 'Apply for new password'. Below the header, there is a label 'Email' followed by a text input field. A 'send' button is located below the input field.

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

### 3.2 Lost username

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



The image shows a screenshot of the GATE login page. At the top, there is a blue header bar with the text "Login". Below this, there are two input fields: "Username" and "Password", each followed by a text box. A "Login" button is positioned below the "Password" field. Below the login section, there is a green bar with the text "New Users: Registration". At the bottom, there is a red bar with two links: "Lost password" and "Lost username". The "Lost username" link is highlighted with a green rectangular border.

This will open the following window:

## GATE

### Recover username

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



The image shows a screenshot of the "Recover username" window. It has a blue header bar with the text "Recover username". Below this, there is an "Email" label followed by a text input field. A "send" button is located below the input field.

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

## 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.

### GATE - Astrid Brandt

Thank you for using **GATE**.

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.

**Important:** Please check the **Preparing beamtime section** regularly for tasks not yet finished.

**The proposal deadline for round 2014/1 is 1 September 2013.**

<b>You have ...</b>	<b>Submission section</b>	
▶ Any new publications?	▶ Submit a new proposal	<b>3</b>
	▶ Submit publications	<b>4</b>
<b>Prepare beamtime</b>		
	<b>My proposal</b>	
<b>After the beamtime</b>		
	<b>Personal section</b>	<b>1</b>
	▶ Personal data	
	▶ Change password	
	▶ Change username	
	▶ Online trainings	
	▶ KfN	

<b>Allowance for transfer of personal data to "Komitee Forschung mit Neutronen" (KfN)</b>	<b>2</b>
<p>You <b>gave permission</b> 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.</p>	
<b>Change permission status:</b>	
<input type="checkbox"/> deny permission <input type="button" value="submit"/>	

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

- Manage your personal information **1**
- Change your KfN / KfS information status **2**
- Apply for beamtime by submitting a new proposal **3**
- Submit publications based to experiments conducted using 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.

### Personal data

Listed below is your personal data as stored in the HZB GATE database.

Please check for discrepancies and edit your data if necessary.

[Edit personal data](#)

Personal information	
Email	insaaria@gmx.de
Title	
Family name	Brandt
Given name	Astrid
Birthday	07.07.1966
Citizenship	Germany
Gender	female
Status	Experienced researcher
Preferred User Office	BER II (Neutrons)
Please choose your scientific preference(s):	1. Chemistry 2. 3.
Affiliation (employer)	
Organisation/Institute	Affiliation zum Testen
Department	Testdepartment 2
Street	Schlossstrasse 7
ZIP / City	12345 / Keine Ahnung
ZIP / PO. Box	/
Country	AZ
Phone	
Fax	
Infomail and Newsletter	
You won't receive information on call for proposals, call for reports, user meetings, ...	
You won't receive the regular HZB Synergy newsletter.	
<a href="#">Edit personal data</a>	

## 4.2 Change your KfN, / KfS information status

The main task of the Committee Research with Neutrons (KfN) / Committee Research with Synchrotron Radiation (KfS) is promoting the research with neutrons / synchrotron radiation in Germany. German users are asked upon their first login to GATE to give/deny permission to the transfer of the following personal data (title, full name, e-mail address, affiliation name and address) to KfN / KfS (depending of their chosen preferred user office). The information status is displayed on the login screen of GATE.

You may change the information status any time.

### GATE - Astrid Brandt

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

You **gave 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.

**Change permission status:**

deny permission

## 4.3 Apply for beamtime by submitting a new proposal

For information on how to apply for beamtime by submitting a proposal please refer to **chapter 5: Submitting a new proposal**.

## 4.4 Submit publications based to experiments conducted using HZB facilities

For information on how to submit publications that are based on experiments conducted using HZB facilities please refer to **chapter 6: Submitting publications**