The PSI Digital User Office DUO

WP9 Workshop:
Feasibility Study for a European Virtual User Office

October 9-10, 2008

Stefan Janssen
Paul Scherrer Institute - User Office

Outline

Outline

PAUL SCHERRER INSTITUT

Research at PSI

Life sciences:
Biomolecular Research, Radiopharmacy, Proton Therapy

General energy research:
Fuel Cells, Electro Chemistry, Atmospheric Chemistry

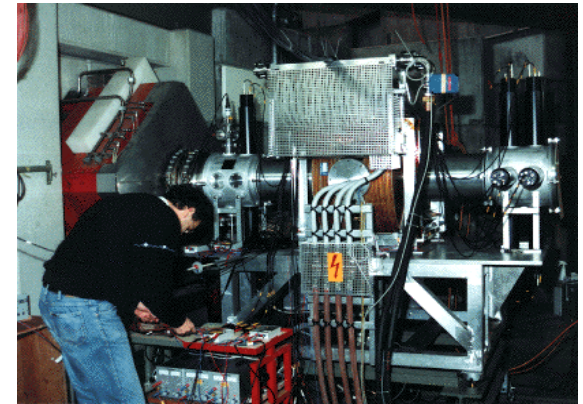**Nuclear energy research:**
Safety and Storage, Reactor models

Large User Facilities:
Solid State Physics, Materials Sciences, Biology, Chemistry, Micro- and Nanotechnology

Fundamental and Particle Physics:
EDM, MEG

0.05 mm

We can offer three probes on one campus

Ideally suited for: solid state physics, soft condensed matter, chemistry, biology, materials science….

SLS: synchrotron X-rays
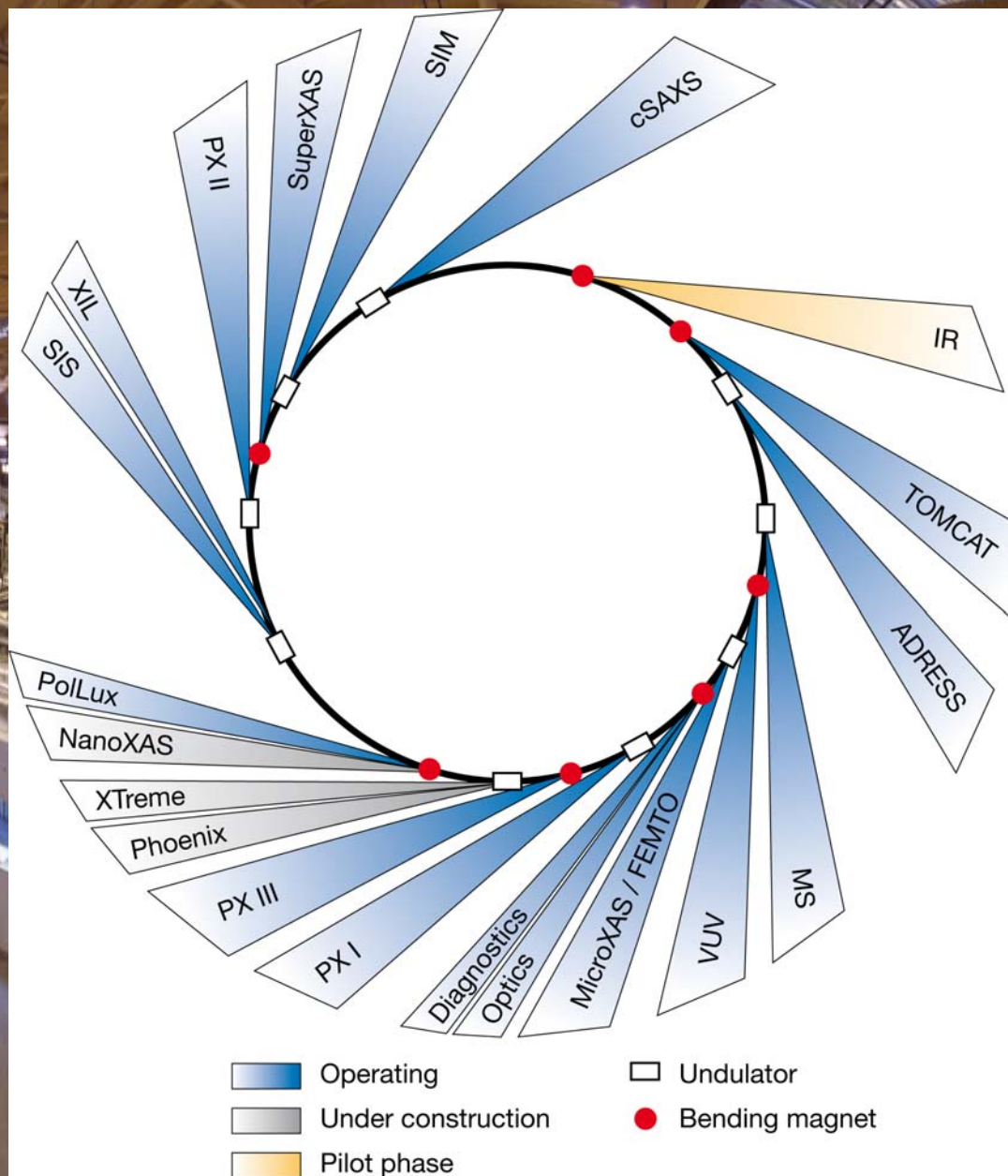
SINQ: cold and thermal neutrons

SμS: μ-SR facilities

- 3rd generation synchrotron
- electron energy: 2.4 GeV
- operational: since 2001
- beamlines: 16
- under design/construction: 4

- spallation neutron source
- Thermal flux $1.1 \cdot 10^{14} n/cm^2/s$
- operational: since 1996/**1998**
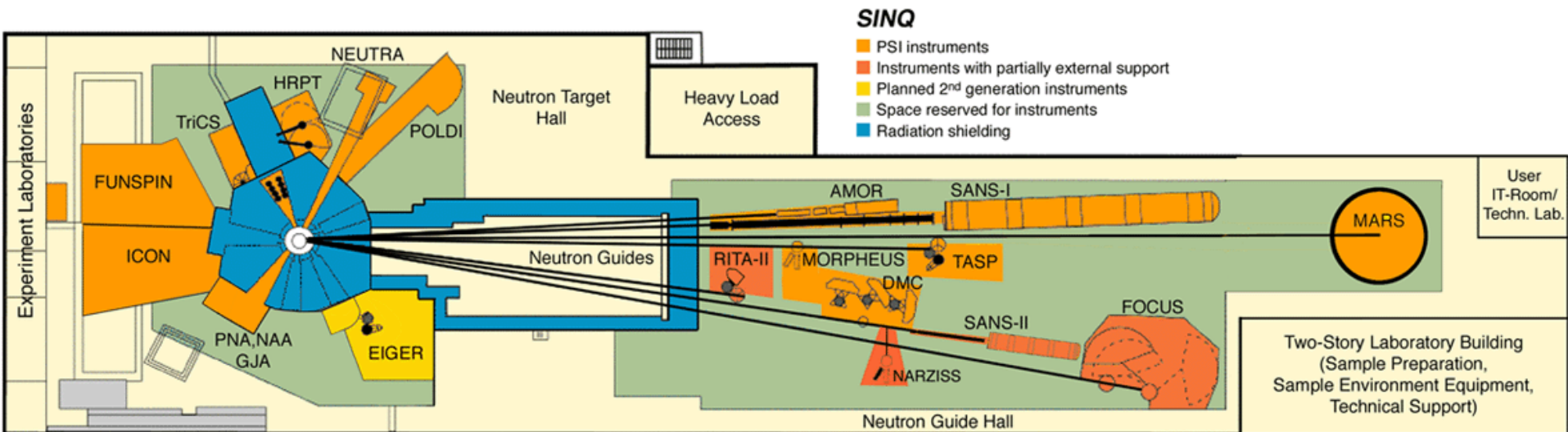- instruments: 17
- under design/construction: 1

- world's most intense continuous muon source
- operational: since 1974/**1989**
- instruments: 6
- under design/construction: 1

PX II
SuperXAS
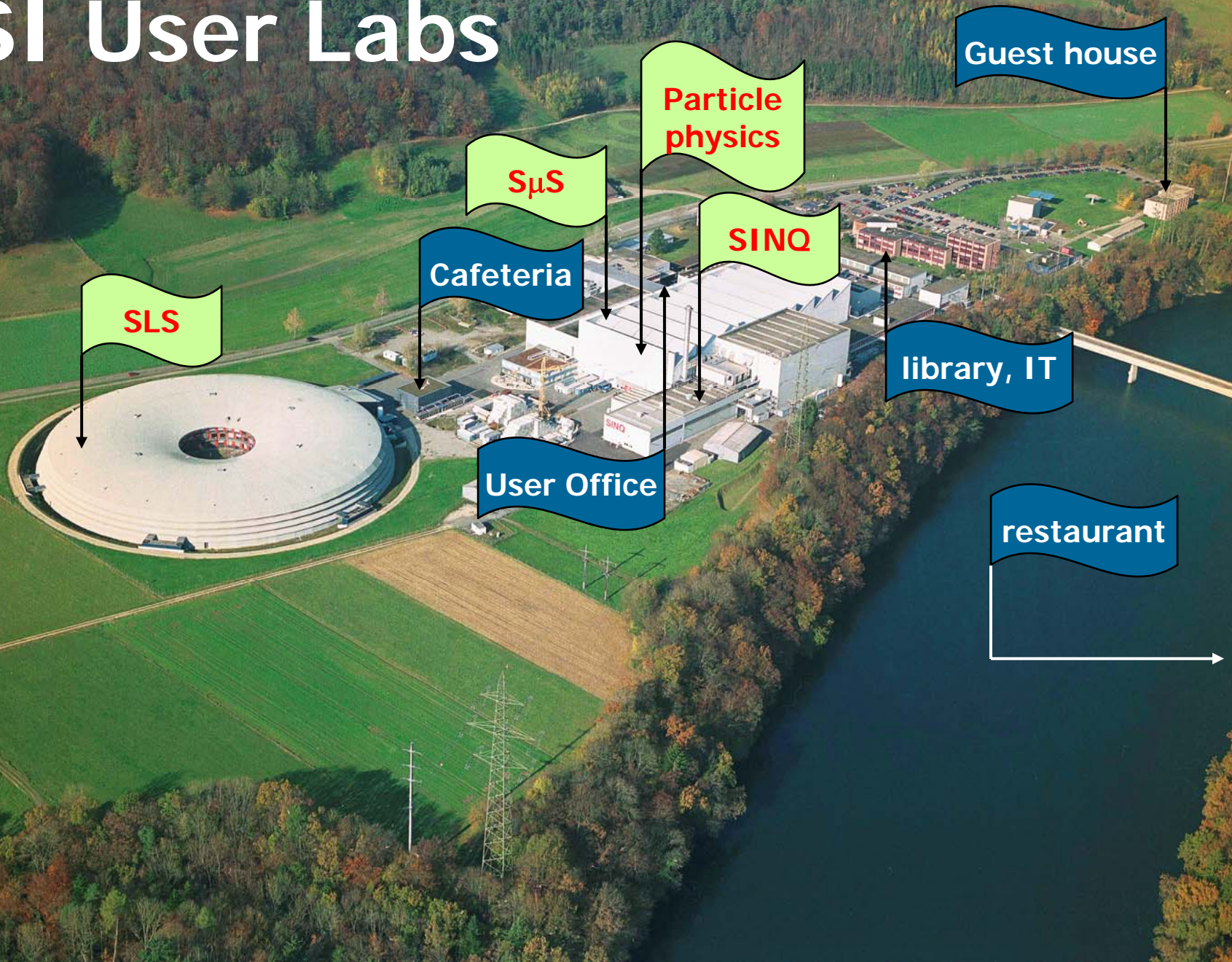SIM
cSAXS
XIL
SIS
IR
TOMCAT
ADRESS
PolLux
NanoXAS
XTreme
Phoenix
PX III
PX I
Diagnostics
Optics
MicroXAS / FEMTO
VUV
MS

Operating
Under construction
Pilot phase
Undulator
Bending magnet

SINQ instruments

SINQ
- PSI instruments
- Instruments with partially external support
- Planned 2nd generation instruments
- Space reserved for instruments
- Radiation shielding

Experiment Laboratories

NEUTRA
HRPT
TriCS
POLDI
FUNSPIN
ICON
PNA,NAA GJA
EIGER

Neutron Target Hall
Heavy Load Access

Neutron Guides

AMOR
SANS-I
RITA-II
MORPHEUS
TASP
DMC
SANS-II
NARZISS
FOCUS
MARS

User IT-Room/ Techn. Lab.

Two-Story Laboratory Building (Sample Preparation, Sample Environment Equipment, Technical Support)

Neutron Guide Hall

PSI User Labs

Guest house

Particle physics

SµS

SINQ

Cafeteria

SLS

library, IT

User Office

restaurant

key numbers 2007	SLS	SINQ	SμS	LTP	PSI total
Beamlines/instruments	13	13	6	8	**40**
Instrument days	1348	1336	629	820	**4133**
Experiments	849	347	168	8	**1372**
User visits	2399	614	204	300	**3517**
Individual users	1228	366	163	130	**1887**
New proposals	679	156	122	1	**958**
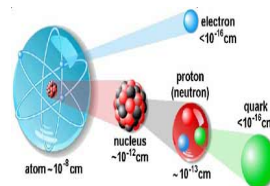
submission of new proposals SLS

submission of new proposals

(*) only one proposal deadline in 2005 and 2007
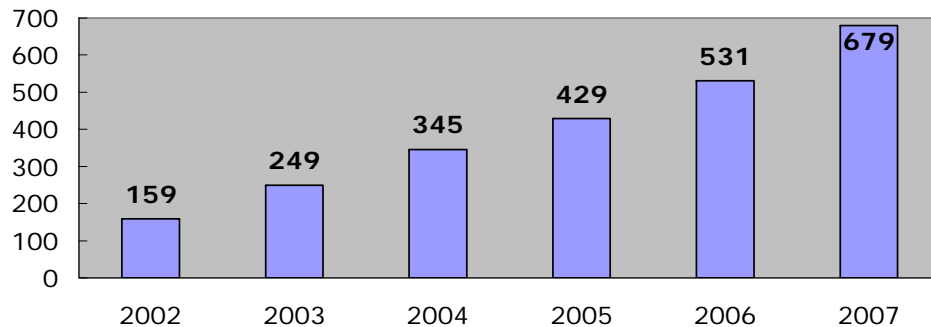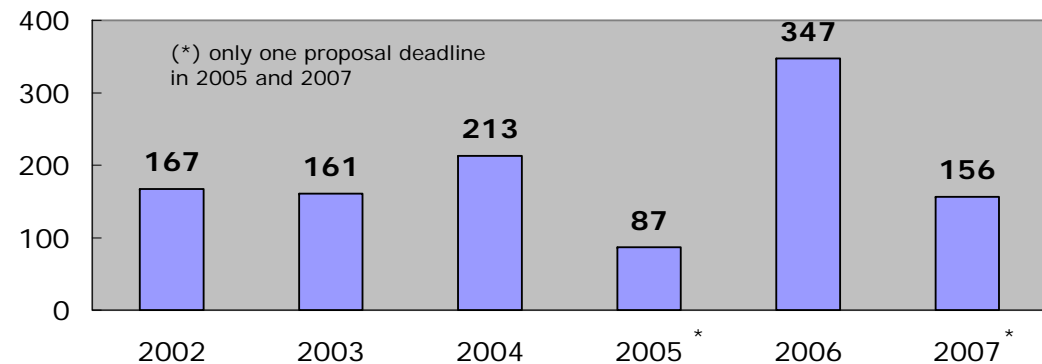
submission of new proposals SμS

(*) before 2006 approximately 60 running longterm proposals have to be added (included in the statistics since 2006)
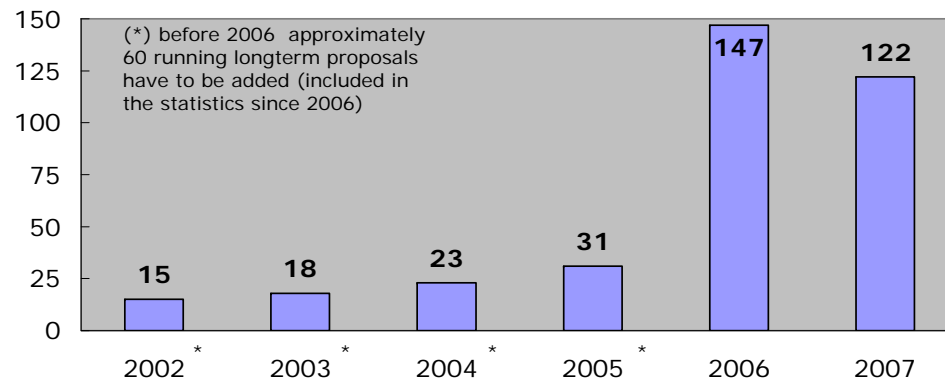
The message is:

we need a slim but efficient organization and effective tools !

Outline

The PSI User Office team: 3.5 positions:

1   administration
1.5   computing (DUO development + admin)
1.0   secretariate

PSI User Office

SLS   SINQ   SμS
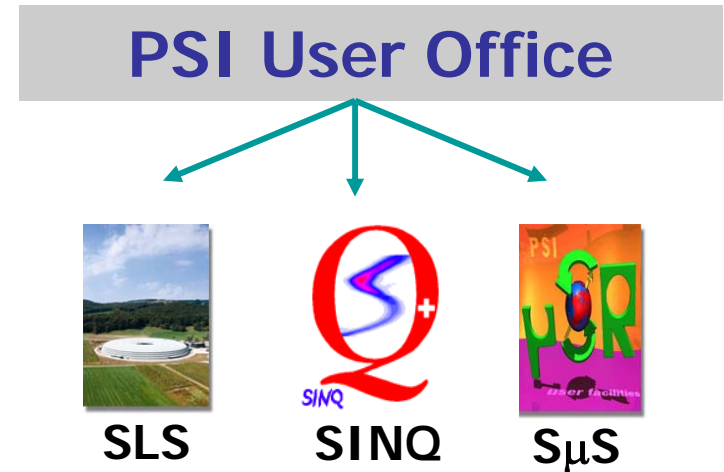
Main tasks:
• **Calls for proposals, distribution of news, mailing lists, …**
• **Handling of proposals, experimental reports**
• **Badge requests**
• **Organisation of workshops, user meetings, selection panel meetings, SAC's, …**
• **Publication database**
• **EU access programmes: payments of T&S, reports, databases**
• **Statistics of PSI user operation, statistical reports to PSI board, indicators**
• **Webpages (mainly SINQ)**
• **DUO (PSI Digital User Office)**

http://user.web.psi.ch

Synergies: first results

- One common „look and feel" for users of all facilities

- Workflow for users becomes more and more identical

- Uniform and standardized basis for PSI statistical data

- Joint X+n powder diffraction proposals

- PSI user meeting 2009

Some DUO keydata (September 2008)

- **10.862 registered users**

- **2.878 registered addresses of institutes/companies**

- **5.249 proposals (editing included)**

- **1.808 publications (since 2006 fully operational)**

- **1.300-1.800 user clicks per day**

- **31 conferences processed**

One single entry portal for all PSI users

https://duo.psi.ch

PSI Digital User Office

The DUO „Godfathers"

Heinz-Josef Weyer

Alain Bertrand

Developed for SLS, based on a tool that Alain created for ELETTRA before !

Outline

clones

2005 - BOAT @ BESSY:
BESSY **O**nline **A**ccess **T**ool

2006 - SUN @ SOLEIL:
SOLEIL **U**sers **N**et

MAX-lab, Lund is interested

2006 - DOOR @ DESY:
DESY **O**nline **O**ffice for **R**esearch with Photons

DUO role concept

Function selection

Full name	Dr. Stefan Janssen
Username	janssen

Available functions

- **User Office**
  User Office functions.

- **Review Committee**
  Review committee members and chairperson functions: review proposals; assign proposals to committee members.

- **Publication controlling**
  Observe and maintain registered Publications

- **Normal User**
  Basic functions like submitting a proposal, edit own personal information, submit a publication, etc...

- **Beam...**
  Beam...
  propo...

- **DUO S...**
  View D...

- **Distribution Lists**
  Maintain a list of contacts and send emails to a list of recepients.

- **Facility Manager**
  Management functions

- **Work in Progress**
  Work in progress (alpha or beta phase). **Please do not use those tools !**

- **Immigration office**
  Forward temporary working permits to users

- **Proprietary manager**
  Assign proprietary shifts

- **Database browser**
  Browse user DUO table

- **Machine Manager**
  Machine manager functions: define the machine calendar and change the machine status on the information screen.

- **MPG Coordinator**
  MPG Coordinator for PXII proposals

- **Dosimeter Manager**
  ...

- **Host file manager**
  Add/modify hosts

- **City (Control tools)**
  Home of the GFA control tools.

- **SINQ sample environment**
  Maintain the SINQ sample environment list

- **Conference Organisation**
  Basic conference organisation function for non user office accounts.

Personal Management

- **Logbook**
  Work with your personal or group logbook.

- **Change personal information**
  Click here for changing your personal information like institute, phone number, email address.

- **Change password**
  Click here to change your password. You will be asked for the current one for confirmation.

- **Logout**
  Click here to logout from the DUO system.

DUO Home

New User
Lost Password
Registered User

„Normal User" role

Proposals

- **Submit a new proposal**
  Click here in order to start a new proposal. At any time, you can save your input and leave from the DUO. The proposal then is in the state of being partially complete.

- **Edit / Delete an partially complete proposal**
  Click here if you want to edit or delete a partially complete proposal. A proposal is partially complete until it is submitted (submit button). From then on, the proposal is defined as complete and and for any modification you need directly to contact the users office.

- **Resubmit a proposal**
  Click here if you want to edit and resubmit an old proposal. The old proposal must be already in our database.

- **View all proposals**
  Click here to see (PDF format) your (as proposer or co-proposer) proposals stored within the DUO.

- **Submit end of run report**
  Enter here to submit an end of run report to help us improve the user support

- **Submit/Edit an experimental report**
  Enter here to submit or edit an experimental report on a past proposal. This report will be used for evaluating future proposals.

- **Register a publication**
  Enter here to register a publication or report where part of the work has been performed at the SLS. This information will be important for evaluating further proposals.

Proprietary Research

- **Request proprietary research shifts**
  Click here to request shifts to be used for proprietary research.

- **Proprietary research cookbook**
  Click here to get a PDF manual for proprietary research scheduling.

- **Schedule proprietary shifts**
  Click here to request shifts to be used for proprietary research.

Experiment Management

- **Apply for a group account (Kostenträger)**
  Click here to apply for a group account which will allow you to buy items from the PSI central stock room.

- **Change E-Account password**
  Click here to change your e-account password (SLS/Linux & SLS/Windows passwords).

- **Apply for badge and dosimeter**
  Click here to apply for badge and dosimeter before coming to the PSI.

- **Guest house and hotels**
  Click here for guest house and hotels accommodation.

Personal Management

- **Logbook**
  Work with your personal or group logbook.

- **Change personal information**
  Click here for changing your personal information like institute, phone number, email address.

- **User profile / mailing lists**
  Click here for changing your personal profile and choose to receive mails about specifics subjects.

- **Change password**
  Click here to change your password. You will be asked for the current one for confirmation.

- **Logout**
  Click here to logout from the DUO system.

Proposal submission

Proposal submission : 20050008

Instrumental part

Step 1: General part
Step 2: Attach figures
Step 3: Sample declaration

Step 4: Instrumental part
Step 5: Submit proposal
Step 6: Request beamtime on additional instruments

Instrumental part

Your proposal 20080155 has been successfully submitted.

Proposal Title : High resolution x-ray structures of allergens for designing hypoallergenic derivatives for specific immunotherapy.

Abst
If req

Proposal submission

Proposal Type : None

Please select the PSI Facility you want to submit your proposal:

Requested beamline : PX
Total requested shifts : 6

SINQ – Swiss Spallation Neutron Source

You will be contacted by the user office as soon as the evaluation process is done.

Continue

-- The DUO system: https://duo.psi.ch/ --

(*) these fields are mandatory.

Step 1: General part		
	[Cancel]	[Save]

Field direction rel. to sample (*)	none

(*) these fields are mandatory.

Step 4: Instrumental part			
[<< Sample declaration]	[Cancel]	[Save]	[Submit proposal >>]

Badge request

Badge and dosimeter application SINQ

This form will send a pre-filed request to our security staff, in order to get badge and dosimeter. Once you are here, please go the **PSI WEST RECEPTION** and sign the request, and get your badge and dosimeter.

Note on health insurance:
In principle, you must take out your own **illness and accident insurance** (e.g. through travel insurance if not insured through you home institute or employer). You are not entitled to insurance or social security benefits from PSI.

Please note:
A new PSI regulation concerning the usage of IT resources has been released. **Click here** to download the regulation AW-95-06-01 as PDF.

☐ I **confirm notice** of the PSI regulation **"Usage and Monitoring of IT Resources at PSI"** (*)

Additional information	
Gender (*)	Male
Birthdate (dd/mm/yyyy) (*)	26/06/1965
Personal citizenship (*)	Germany
Local contact (at the instrument) (*)	
Proposal ID (*)	
Validity start (dd/mm/yyyy) (*)	
Validity end (dd/mm/yyyy) (*)	
Instrument to access (*)	– Select One –

(*) these fields are mandatory.

[Submit] [Cancel]

DUO role concept

Function selection

Full name	Dr. Stefan Janssen
Username	janssen

Available functions

- **User Office**
  User Office functions.

- **Review Committee**
  Review committee members and chairperson functions: review proposals; assign proposals to committee members.

- **Publication controlling**
  Observe and maintain registered Publications

- **No...**
  Ba...
  sul...

- **Be...**
  Be...
  pro...

- **DU...**
  Vie...

- **Dis...**
  Ma...

- **Facility Manager**
  Management functions

- **Work in Progress**
  Work in progress (alpha or beta phase). **Please do not use those tools !**

- **Immigration office**
  Forward temporary working permits to users

- **Proprietary manager**
  Assign proprietary shifts

- **Database browser**
  Browse user DUO table

- **Machine Manager**
  Machine manager functions: define the machine calendar and change the machine status on the information screen.

- **MPG Coordinator**
  MPG Coordinator for PXII proposals

- **Beamline Manager**
  Beamline manager functions: review the feasibility of a proposal; schedule a proposal on the beamline calendar.

  ment.

  Add/modify hosts

- **City (Control tools)**
  Home of the GFA control tools.

- **SINQ sample environment**
  Maintain the SINQ sample environment list

- **Conference Organisation**
  Basic conference organisation function for non user office accounts.

Personal Management

- **Logbook**
  Work with your personal or group logbook.

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Proposals MARS

SLS Calendar function

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Username	janssen

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  Observe and maintain registered Publications

- **MPG Coordinator**
  MPG Coordinator for PXII proposals

- **Normal User**
  Basic
  subm

- **Review Committee**
  Review committee members and chairperson functions: review proposals; assign proposals to committee members.

- **Bean**
  Beam
  prop

- **DUO**
  View

- **Distr**
  Maintain a list of contacts and send emails to a list of recepients.

- **Host file manager**
  Add/modify hosts

- **Facility Manager**
  Management functions

- **City (Control tools)**
  Home of the GFA control tools.

- **Work in Progress**
  Work in progress (alpha or beta phase). **Please do not use those tools !**

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  Maintain the SINQ sample environment list

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- **Change password**
  Click here to change your password. You will be asked for the current one for confirmation.

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- **Logout**
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Proposal 20080176

Title
Structure of functional hybrid materials

Proposal information	
Proposer	Dr. Dominik Schaniel
Proposal Type	Normal
Instrument	joint-MS-HRPT
Days requested	2
Submitted for Cycle	X+n-I/08

Proposal feasibility	
Feasible (*)	Yes
Comment (e.g. reasonable number of days)	Comments concerning SLS-MS-PD: the requested Q range extended to 30, although possible implies the use of 35keV (for 2theta range up to 120 degrees reachable at once with Mythen II) or 32keV (for 2theta extended to 140 degrees for measurements at 4 detector positions). The beam intensities above 30 keV is realtively low and implies much longer acquisition times than in the 25-30 kev range. We suggest a request of beamtime at the SLS longer than 3 shifts, considering that for every sample, PDF requires three acquisitions at very high statitics.
Instrument assigned (*)	

[Download Proposal as PDF]

Please fill out the referee form:

Comment (*)
Good proposal. Interesting application using neutron and x-ray complementarities.

Score	
Score (*)	8 (Info)
Reasonable number of Days	2 (Info)
Competence factor	1.0 (Info)

(*) mandatory fields.

[Cancel] [Save]

Type
- Normal
- Normal
- Normal
- Normal
- Normal
- Normal
- Normal
- Normal

[Revie
[Revie
[Revie
[Revie
[Revie
[Revie
[Revie
[Revie

PAUL SCHERRER INSTITUT
PSI

Assign review tasks

- **Download excel**
  Download the lat...
  This template is...
  should then imp...
  the "review" men...
- **Assign review ta...**
  Assign proposals...
- **Export proposal...**
  Overview of **all**...
  Excel file.
- **Get committee r...**
  Get PDF for any ...
- **List Committee ...**
  List committee m...
- **Committee grad...**
  Get PDF scientif...
  with refree names...
- **Excel export for...**
  Create excel rep...
- **Instrument infor...**
  Shortcuts to instr...

this committee
his committee as a single

...roposals as a PDF file
...oposals as a single PDF

...nailing
...oted, reserve list, refused).
...ange is done.

...ccepted, Reserve, Refused
...).

...ents.

...s of actual SINQ cycle
...l overbooking information.

...e. The information is visible
...and beamline managers.

...inemanager

```
Dear Dr. Mustermann

Thank you for your proposal to perform an experiment at SINQ.

We are pleased to inform you that your proposal was accepted.

Below please find the details of beam time allocation:

ID              : 20080097
Instrument      : TASP
Title           : Swiss Cheese for breakfast??

Requested type  : Short term
Assigned type   : Short term
Days requested  : 12
Days allocated  : 7
Status          : Accepted

Comment of the proposal review committee:
None

You will be contacted soon by the instrument responsible(s)
to arrange the allocation of beam time.


Sincerely yours
PSI User Office

e-mail: sinq@psi.ch
phone: +41 56 310 4666
```

DUO role concept

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Username	janssen

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- **User Office**
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- **Normal User**
  Basic functions like submitting a proposal, edit own personal information.

- **Database browser**
  Browse user DUO table

- **Machine Manager**
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- **MPG Coordinator**
  MPG Coordinator for PXII proposals

- **Dosimeter Manager**
  Function for dosimeter manager.

- **User Office**
  User Office functions.

Control group tools, like testplans, CVS reports, Hosts management.

- **Distribution Lists**
  Maintain a list of contacts and send emails to a list of recepients.

- **Facility Manager**
  Management functions

- **Work in Progress**
  Work in progress (alpha or beta phase). **Please do not use those tools !**

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  Assign proprietary shifts

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  Add/modify hosts

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  Click here to change your password. You will be asked for the current one for confirmation.

- **Logout**
  Click here to logout from the DUO system.

User office role

EU funding

- **Proposals**
  View all Proposals, edit "funded" flag.

- **XLS of scheduled shifts**
  Excel export of scheduled shifts
- **XLS of Proposals**
  Excel report of Proposals
- **Count number of experiments 2007**
  Excel report to help count the number of experiments

Messages

- **News**
  Edit message for the DUO Message bar. The 3 most recent messages of this list are shown on the users startup page.
- **Events**
  Edit events list. Events are displayed in the web pages and on the information monitors.

- **DUO Welcome Message**
  Define the welcome message on the DUO startup page.

Exports / Reports

- **PDF Users list**
  Generate a pdf of the user database.
- **DUO Statistics**
  Bar graphs of the DUO statistics. Can be browsed by year or month.
- **NB Prop by beamline**
  Generate an XLS (excel 2.1 file format) containing the number of proposals by beamline. (SLS/PSI/ETH/CH/EU/TOT)
- **NB Shifts requested by beamline**
  Generate an XLS (excel 2.1 file format) containing the number of requested shifts by beamline. (SLS/PSI/ETH/CH/EU/TOT)
- **NB Shifts requested by beamline (weighted)**
  Excel Report of requested shifts by beamline. The shifts are distributed among SLS/PSI/ETH/CH/EU weighted by the number of proposer and cowriters.
- **NB Shifts assigned by beamline**
  Generate an XLS (excel 2.1 file format) containing the number of assigned shifts by beamline. (SLS/PSI/ETH/CH/EU/TOT)
- **NB Shifts scheduled by beamline**
  Generate an XLS (excel 2.1 file format) containing the number of scheduled shifts by beamline. (SLS/PSI/ETH/CH/EU/TOT)
- **NB Shifts scheduled by beamline (weighted)**
  Excel Report of scheduled shifts by beamline. The beamtime is distributed among SLS/PSI/ETH/CH/EU weighted by proposer and cowriters.
- **Distribution Lists**
  Excel Report of DUO distribution lists.
- **Proposals overview**
  Excel Report submitted proposals.
- **Missing experimental reports**
  List of proposals in status 'Finished' or 'Accepted' with more than 50% of beamtime used.

- **XLS Users list**
  Generate an XLS (excel 2.1 file format) containing the users database.
- **XLS PSI Users list**
  Generate an XLS (excel 2.1 file format) containing the users database from PSI.
- **XLS PSI (not SLS) writers**
  Generate an XLS (excel 2.1 file format) containing proposer and co-proposers which work at PSI but NOT at SLS.
- **XLS NOT PSI writers**
  Generate an XLS (excel 2.1 file format) containing proposer and co-proposers which doesn't work at PSI (neither at SLS).
- **XLS Institutes export**
  Generate an XLS (excel 2.1 file format) containing the institute database.
- **XLS Proposals list from EU countries**
  Generate an XLS (excel 2.1 file format) containing the list of proposals.
- **XLS Proposers list**
  Generate an XLS (excel 2.1 file format) containing all proposers.
- **XLS Feedbacks statistics**
  Generate an XLS (excel 2.1 file format) containing the feedback statistics.
- **XLS Calendar shifts types**
  Generate an XLS (excel 2.1 file format) containing the feedback statistics.
- **DUO profiler**
  Display how much time each DUO page take in order to be executed.
- **SLS Overbooking**
  Calculate overbooking.
- **Active Proposals**
  XLS Export. Overview of all active proposals

More

Mailing	
List	Dynamic : SLS and SINQ User (Every One) ⬍
Maintainer	# System #
Create Date	None
Description	Every email inside the database
Number of contacts	9205

Mail	
Sender	stefan.janssen@psi.ch
Subject of the mail	

Full name
Username

- **Send to mailin**
  Send a mail t
- **Modify/View li**
  Add or remov
  an existing o
  possible to vi

[Send] [Admin]

Special tags
The followings tags are replaced inside the mail:
Warning: the system is case sensitive !

- **@FULLNAME@**
  Replaced with the full name of the contact (eg Mr. John Smith)
- **@USERNAME@**
  Replaced with the user name the contact should use to connect to the duo (eg john_smith)
- **@PASSWORD@**
  Replaced with the password the contact should provide to connect to the duo (eg smith123)

Problem: no PSI wide publication database

Idea: users might be interested to include their publication records in their new proposals

Solution: DUO can be used by external users and by PSI staff/secretaries to create publ lists

Realization: DUO interacts with ISI Web of Science database

DUO: New Publication — DUO pending

E-Mail(s) löschen | Ist Werbung | Antworten | An alle | Weiterleiten | Drucken

Von: slsuo@psi.ch System
Betreff: **DUO: New Publication**
Datum: 21. April 2008 13:58:50 GMT+02:00
An: Janssen Stefan

A new publication is currently being inserted:

```
Id      : 1794
Title   : Infinite Kinetic Stability against Dissociation
Journal : STRUCTURE
Volume  : 16
Page    : 631
Date    :
Year    : 2008
Authors : Puorger C, Eidam O, Capitani G, Erilov D, Grutter MG, Glockshuber R
ISI     : Manual entry
Submit  : Oliv Eidam ( eidamo@bioc.unizh.ch)
Peer R. : Yes

Abstract :            -
Details:
```
https://duo.psi.ch/duo/publ_view_publication.php?
PUBLID=1794&LINKCTRL=321926c9af75addc2a3c24ec45cbdf91

To unsubscribe from this mailing list (publcheck), please click the following link:
https://duo.psi.ch/duo/change_mailing.php?CMD=UkVNOjQ5NDk6MTA5
----

ser Office

„Check

Filter by Publication Information:

Author	
	Note that 'smith' would also find 'smithers' and 'blacksmith'. Case is ignored, so 'smith', 'Smith' and 'SMITH' yield the same results.
Year	2008 - 2008
Journal	– All – [Select one] [Clear]
Peer reviewed	Don't care
EU funded	Don't care

Filter by PSI Facilities

Select the beamline / instrument of interest, if you want to reduce the number of results.
If you select more than one, all selected beamlines / instruments will be considered. If you do not select any beamline / instrument this filter will be omitted. Note that **selecting none** may be **different** from **selecting all** beamlines / instruments.

E.g. If you check 'IR' and 'LEM' you will get publications where IR was involved, and publications where LEM was involved, and publications where both IR and LEM were involved. You will not get only publications where IR and LEM were the only beamlines / instruments involved.

SLS **[show beamlines]**
SINQ **[show instruments]**
SµS **[show instruments]**
PIF **[show instruments]**

Selection mode: Regular

Facility (de-)selection: [PIF] [SINQ] [SLS] [SmuS]
You can use the facility names for quick selection of beamlines / instruments.

Filter by PSI Laboratories

Select the laboratory of interest, if you want to reduce the number of results.
If you select more than one, all selected laboratories will be considered. If you do not select any laboratory this filter will be omitted. Note that **selecting none** may be **different** from **selecting all** laboratories.

E.g. If you check 'LBR' and 'LDM' you will get publications where LBR was involved, and publications where LDM was involved, and publications where both LBR and LDM were involved. You will not get only publications where LBR and LDM were the only laboratories involved.

PSI laboratories **[show]**

Selection mode: Regular

Department (de-)selection: [BIO] [ENE] [GFA] [NES] [NUM] [SYN] [TEM]
You can use the department names for quick selection of laboratories.

Filter by Tags

Select the tag of interest, if you want to reduce the number of results.
If you select more than one, all selected tags will be considered. If you do not select any tag this filter will be omitted. Note that **selecting none** may be **different** from **selecting all** tags.

Machine related R&D **[show]**
Use of non-PSI facilities **[show]**

Selection mode: Regular

Export Format

Select the file type for the export:

- *Rich text format* is suited for exporting to word processing applications (e.g. MS Word, OpenOffice.org Writer).
- *Excel format* is suited for exporting to spreadsheet applications (e.g. MS Excel, OpenOffice.org Calc).
  Please note, that exporting to Excel needs more time, because more information is exposed.

File Format Rich Text Format (Word)

Outline