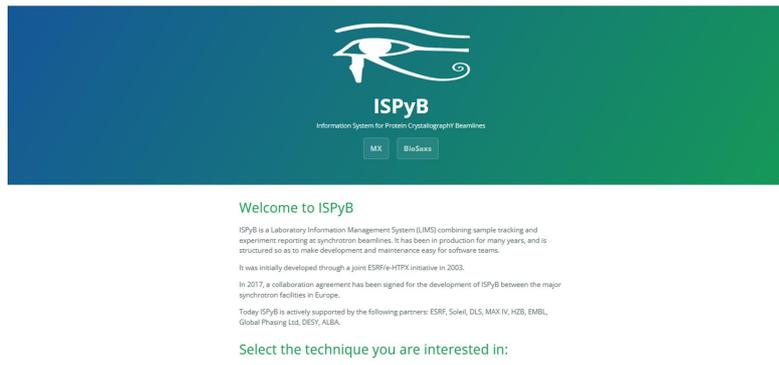


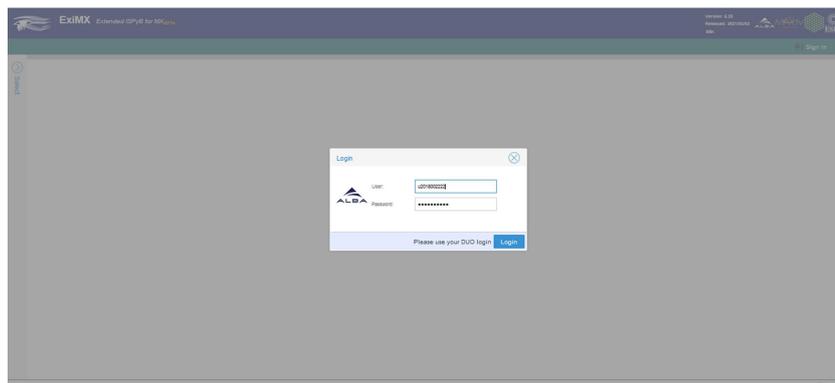
Dewar shipping User Manual XALOC

HOW TO SEND YOUR DEWARS TO ALBA

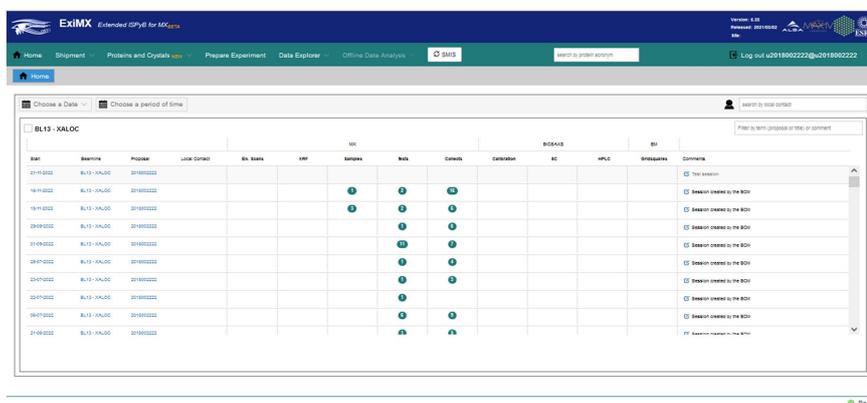
- In your favourite web browser go to <https://ispyb.cells.es/> and choose MX (Fig 1).



- **Login to EXI** using the credentials of your proposal (u202xxxxxxx) (Fig. 2).

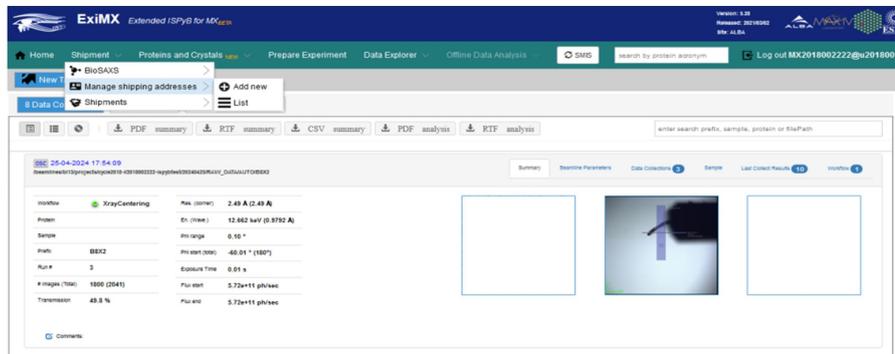


- In order to load your samples in EXI, first **click on the session** corresponding to your beamtime (in the example shown, 21/11/2022) (Fig. 3)

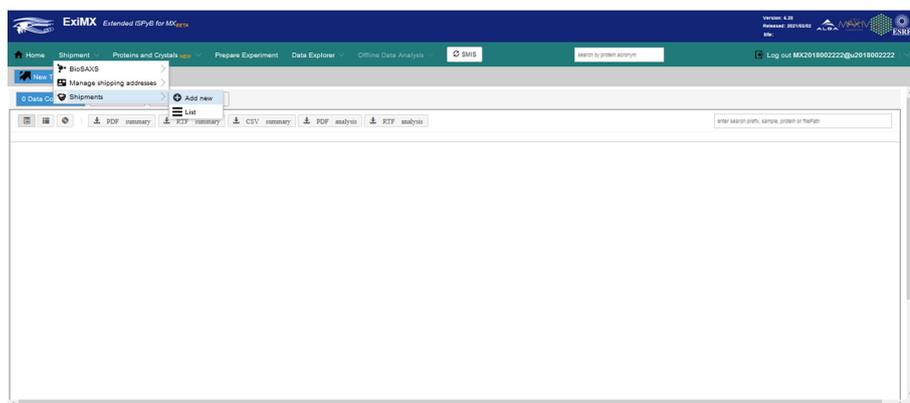


Date	Beamtime	Proposal	User Contact	BL beam	MP	Samples	Tools	Calibrations	Calibration	BC	MPIC	Comments
21/11/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
18/11/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
19/11/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
20/11/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
01/09/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
20/07/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
20/07/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
20/07/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
20/07/2022	BL13-XALOC	201900222				1	1	1				Session created by the BCN
21/09/2022	BL13-XALOC	201900222				1	1	1				PT Session created by the BCN

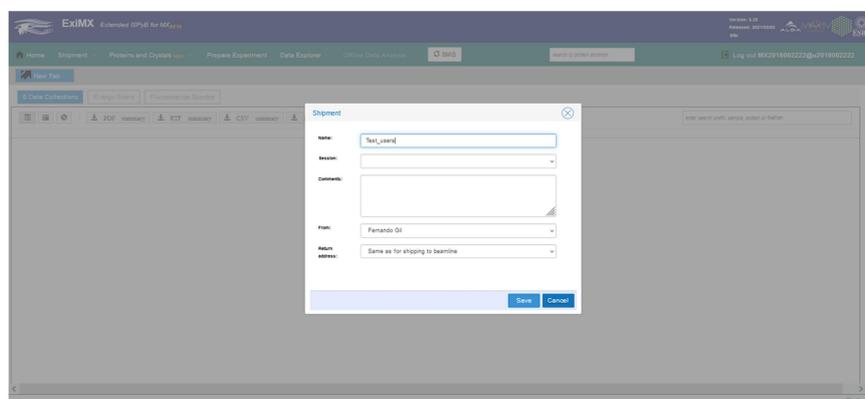
- Check the list of **lab contacts** (shipment>Manage shipping addresses>List). If none are present create one at shipment>Manage shipping addresses>Add new. The **lab contact** is the contact of your lab/Institution (Fig. 4).



- Create a **new shipment**: To do that go to shipment in the upper menu and press Shipment>Add new (Fig. 6)

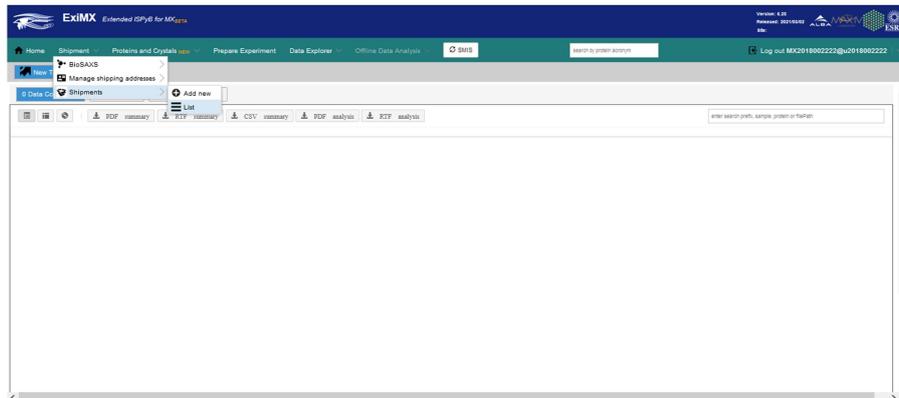


- Create the new shipment by **adding a name**, a **contact person** and **choosing the corresponding session** in the pull down menu (Fig. 7). If no session appears, contact your LC as it means your future session has still not been created.

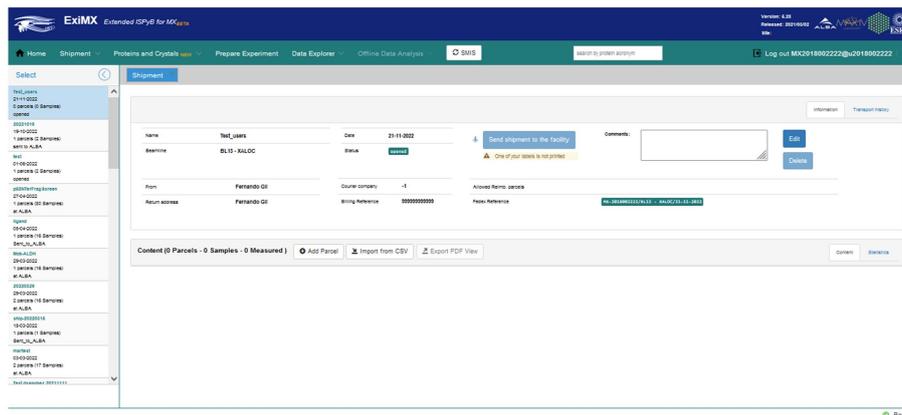




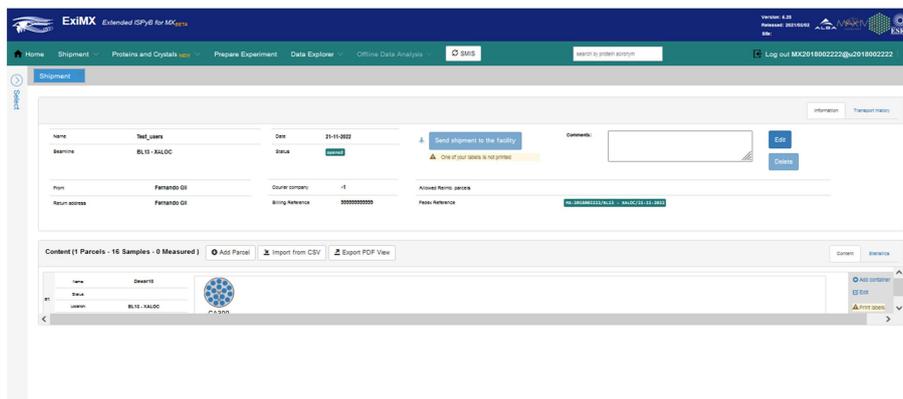
- Go to the **list of shipments** in the Shipment menu: Shipments>list. (Fig. 8)



- **Select your shipment** from the list on the left. Create a dewar (“parcel” from now on) by clicking on the **Add parcel** tab. **For dewar shipping is not necessary to declare samples (but recommended) but at least you must create a parcel (minimum requirement)** (Fig. 9).

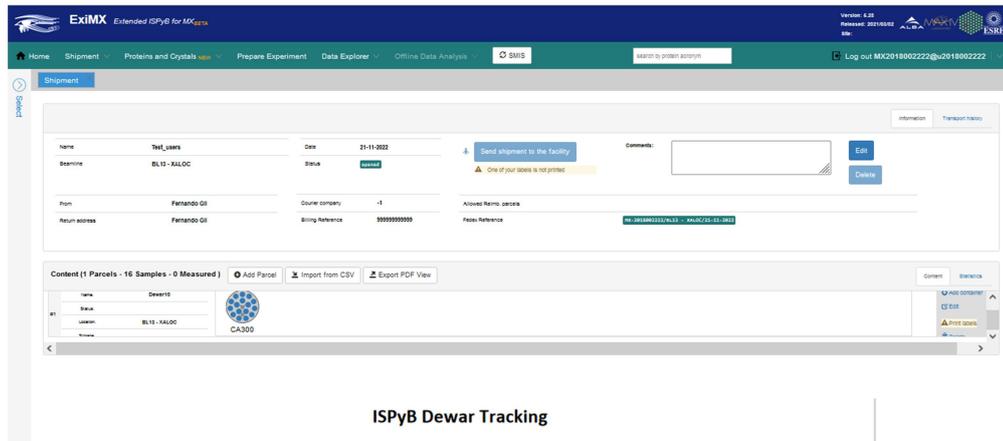


- Parcel (and samples declared if so) will appear as in the image below (Fig. 10).





- The next important step is to **print the labels** (right menu). Attach the **Outward bound Address** and **Return bound address** labels to your transport container and affix the **Dewar label** to your dewar (Fig. 11). The labels can be protected with a transparent plastic holder and attached to the dewar case. The **Outward bound Address** must be visible (we will replace it for the **Return bound address** label when returning the dewar). Labels are essential for the courier so without them, there are high chances they do not pick up the dewar. If not possible to print the labels keep an eye to the **popup windows** in your browser.



ISPyB Dewar Tracking

LABEL INSTRUCTIONS

Please print the following three labels and use as follows:

- 1) **Dewar Label:** affix this label to your dewar which ensures it can be identified at all times at ALBA
- 2) **Outward bound Address label:** To be attached to the outside of your transport container for shipment to ALBA
- 3) **Return bound address label:** The return address for your shipment (Please include this in your shipment, e.g. put it behind the outward bound address or in the transport container)

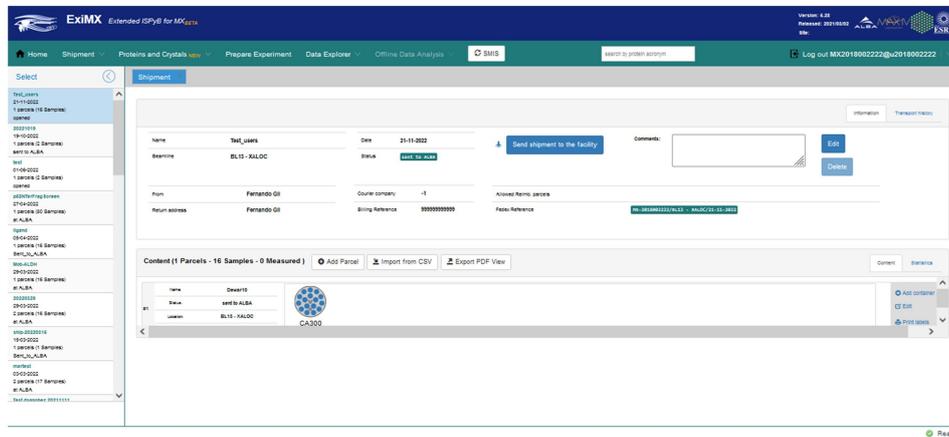
1) **DEWAR LABEL: affix this to your DEWAR**

The dewar label template features the ALBA logo on the left. The main area contains a large empty box with the text '*null*' inside. Below this are several input fields with labels and values:

Parcel label	Dewar10
Shipment name	Test_users
Number of parcels	1
Proposal number	MX-2018002222
Laboratory name	XALOC
Local contact	



- Now a blue button is activated and you can proceed to **Send Shipment to the Facility** by pressing it. The status of the shipment will change from OPENED to SENT TO ALBA. If the blue button is not active refresh the web page or go again to Shipment>List and choose your shipment (Fig. 12).



- After you press “Send Shipment to the Facility” the User Office will validate the request and will start the procedure. Shipments sent on Friday afternoon will be processed on Monday morning. The courier will pick up the dewar the following day (or even the same day if you ask the pick up very early). Keep in mind that it will take an extra day to deliver it, so the dewar should be prepared at least 2 or even 3 days (for experiments during working hours) before the experiment.
- To declare samples in ISPYB follow the ISPYB EXI User Manual XALOC Beamline here (https://www.cells.es/en/beamlines/bl13-xaloc/isyb_exi_user_manual-xaloc_v3.pdf)