

GATE (VIPERLAB)

General Access Tool for VIPERLAB User Facilities

Handbook

Registration, User Account and Proposal Submission

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1 IS AN ACCOUNT MANDATORY?

GATE (VIPERLAB) is the online **General Access Tool** to the **Experimental infrastructures** of all VIPERLAB partner facilities. If you want use one of these VIPERLAB facilities, you need an account.

VIPERLAB-GATE is a software - developed by Helmholtz-Zentrum Berlin - that manages the full proposal process.

Note: Only proposals from countries other than the hosting one are eligible to access VIPERLAB, as we fund "transnational access" only.

1.1 When You Must Register Yourself?

You must register yourself to get an account to do the following tasks:

- Submit a proposal for experiment time at an experimental infrastructure as a proposer.
- Be co-proposer of a proposal.
- Give feedback after experiment.
- Submit a report after experiment.
- Review proposals as referee.

1.2 Roles and their GATE (VIPERLAB) Tasks

Role	GATE (VIPERLAB) Task
Proposer	Each proposal has one proposer. The tasks are: <ul style="list-style-type: none"> • Submit the proposal. • Add one or more co-proposer to the proposal. • Give feedback and submit reports
Co-proposer	The proposer appoints minimum one co-proposer to his proposal. <ul style="list-style-type: none"> • Co-proposer(s) do not have active tasks
Referee	Reviews the proposals.

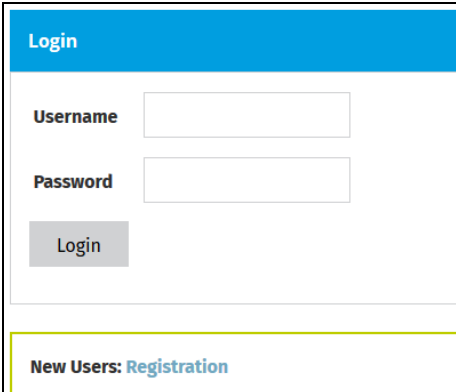
2 REGISTRATION

GATE (VIPERLAB) is the online **General Access Tool** to the **Experimental infrastructures** of all European VIPERLAB partner facilities. If you want use one of these VIPERLAB facilities, you need an account.

2.1 Registration Process

Follow this process to get an account for GATE (VIPERLAB):

1. Open Website: <https://www.helmholtz-berlin.de/pubbin/hzbgate?MID=4>.



The image shows a web form for logging in. It has a blue header with the text 'Login'. Below the header, there are two input fields: 'Username' and 'Password'. A 'Login' button is located below the password field. At the bottom of the page, there is a yellow-bordered box containing the text 'New Users: Registration'.

2. Click on **New Users: Registration**. The registration form shows.
3. Complete the registration form. Fields marked with * are mandatory.
4. Press **register**. This saves your data temporarily. A validation email is sent to your email address.
5. Click on the validation link in the email. Make sure that the validation link address is completely marked as a link. Otherwise, copy and paste the validation link manually into the navigation toolbar of your browser.
Note: You have to do the validation within 24 hours. Accounts without validation are removed after 24 hours.
6. Enter your username and password to complete registration.

Instructions and important rules:

- **Username**
For each account a unique username is necessary. The username is case sensitive.
- **Password**
The password needs minimum six characters and is case sensitive.
- **Email**
For each account a unique and correct email address is mandatory. The GATE(VIPERLAB) manager will send all important information to this email address.

- **Status and scientific preferences**
The VIPERLAB project coordinator uses your status and scientific preferences for reports to the European Commission.
- **Affiliation (employer)**
GATE (VIPERLAB) includes an affiliation database. You can add an affiliation, if your affiliation is not available.
Important: Recently added affiliations are only visible for the creator. Only after a successful validation process is the affiliation visible to all users.
- **Department (employer)**
If your affiliation has no departments choose *none*. You can add a department if your department is not available.
Important: Recently added departments are only visible for the creator. Only after a successful validation process is the department visible to all users.

2.2 Affiliation not found

If you do not find your affiliation in the registration form you can add a new affiliation.

Note: A recently added affiliation is only visible for the creator. The affiliation is visible to all users only after a successful validation process. We will check for double entries in the database.

Follow this process to create a new affiliation:

1. Press **I do not find my affiliation**. The Add Affiliation form shows.
2. Complete the form. Fields marked with * are mandatory.
3. Press **submit**. The new affiliation is shown in the registration form.

2.3 Department not found

Usually you select the affiliation first and then the department. In some cases, the department is not on the list.

Follow this process to add a new department:

1. Press **I do not find my department**. The New department for affiliation form comes into view.
2. Complete the form. Fields marked with * are mandatory.
3. Optional: If **Street** and **ZIP** are different from the institute data edit the fields.
4. Press **submit**. The new department is shown in the registration form.

2.4 Privacy and Infomail

Privacy:

This is required according to the General Data Protection Regulation (GDPR). You will appear in other users search results. They can choose you as co-proposer or experimentalist. We recommend you allow the search function.

Infomail:

This is a type of communicative media from the HZB. You get reminders of calls for proposals and user meetings. We recommend you subscribe to infomail.

Tip: You can subscribe and unsubscribe to Privacy and Infomail in your personal section > personal data.

2.5 Acknowledgement

You have to acknowledge the data protection policy and the VIPERLAB Rules of Usage. Without this acknowledgement you cannot register.

If the data protection and the Rules of Usage change, you see a request for acknowledgement again when you login. You have to accept it again to continue working with GATE (VIPERLAB).

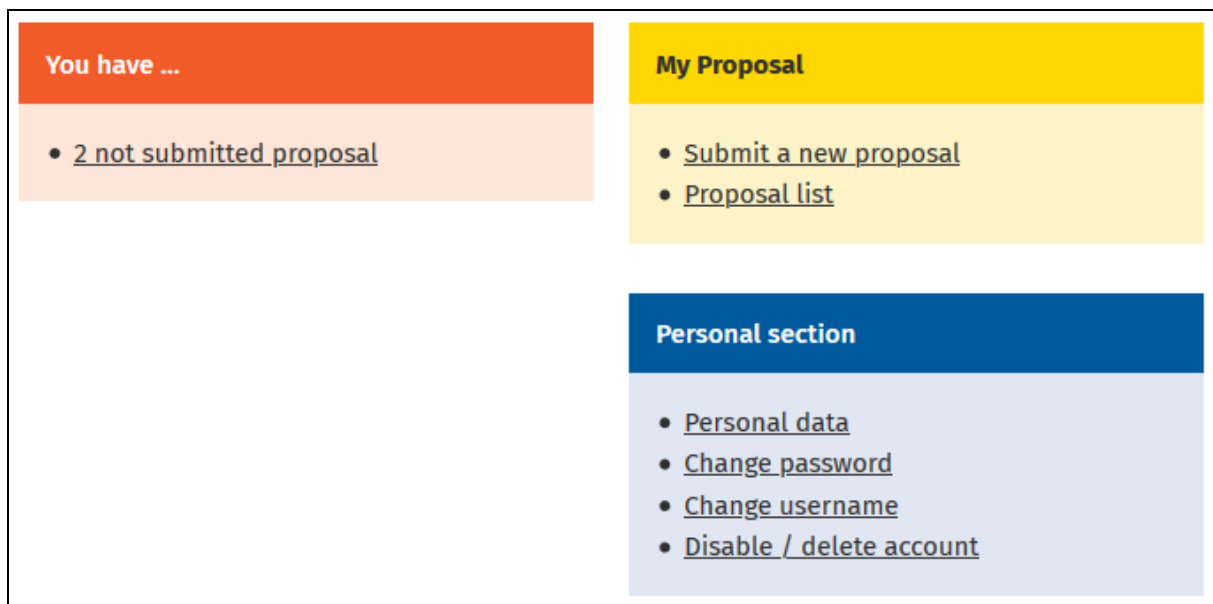
3 LOGIN

If you are registered in GATE (VIPERLAB) you need your username and password to log in.

1. Open Website: <https://www.helmholtz-berlin.de/pubbin/hzbgate?MID=4>.
2. Enter your **username** and **password**.
3. Press **Login**. Your personal GATE homepage comes into view.

3.1 Your personal GATE (VIPERLAB) Homepage

When your login has been successful your personal GATE (VIPERLAB) homepage comes into view. GATE (VIPERLAB) guides you through the process and tells you what to do next.



The example above shows the homepage of a user after registration. You see:

- **You have...**
Reminds you that you have 2 not submitted proposal. This area shows also the next steps to do and all open tasks.
- **My proposal**
Here you submit a new proposal and there are links to different lists like proposals and reports.
- **Personal section**
Here you can change your personal data.

3.2 Logout

When you have finished your work please logout. You find the logout function on the left sidebar.

Note: After three hours of inactivity the system logs you off automatically.

3.3 Lost password

Follow this process if you do not remember your password:

1. Open Website: <https://www.helmholtz-berlin.de/pubbin/hzbgate?MID=4>
2. Click on **Lost password**.
3. Enter the email address you have used for registration. You will get a temporary password to this email address. The temporary password is valid for three hours.
4. Open Website: <https://www.helmholtz-berlin.de/pubbin/hzbgate?MID=4>
5. Enter your **username** and your **temporary password**.
6. Press **Login**. The Change password form comes into view.
7. Enter a **new password**.
8. Enter the **new password again**.
9. Press **change password**. The password has changed.

3.4 Lost username

If you do not remember your username follow this process:

1. Open Website: <https://www.helmholtz-berlin.de/pubbin/hzbgate?MID=4>
2. Click on **Lost username**.
3. Enter the email address you have used for registration. You will get an email with your username.
4. Open Website: <https://www.helmholtz-berlin.de/pubbin/hzbgate?MID=4>
5. Enter your **username** and your **password**.
6. Press **Login**. Your personal GATE (VIPERLAB) homepage comes into view.

4 YOUR PERSONAL SECTION

In the personal section you can change your personal data, password and username.

4.1 Edit Personal Data

You can change your personal data in your account. For example if your department or affiliation has changed.

Note: To change username and password use the links provided on your personal GATE (VIPERLAB) homepage.

Follow this process to change your personal data:

1. Login to your personal GATE (VIPERLAB) homepage.
2. In the **Personal section** click on **Personal data**. The Personal data form comes into view.
3. Press **Edit personal data**.
4. Enter your changes.
Note: You cannot change the place of birth. If a change is necessary, contact the GATE (VIPERLAB) manager.
5. Press **save**. The changes to your account are saved.

4.2 Change your family name

You can change your family name in the personal data section.

Follow this process to change your family name:

1. Login to your personal GATE (VIPERLAB) homepage.
2. In the **Personal section** click on **Personal data**. The Personal data form comes into view.
3. Press **Edit personal**.
4. Enter your new **Family name**.
5. Enter your **Birth name**.
6. Enter your new **complete name as written in your passport / identity card**.
7. Press **save**. The new family name is saved in your account.

4.3 Change password

The password for your account does not expire. You can change your password.

Follow this process to change your password:

1. Login to your personal GATE (VIPERLAB) homepage.
2. In the **Personal section** click on **Change password**. The Change password form comes into view.
3. Enter a **New Password**.
4. Enter the **New Password (again)**.
5. Press **Change password**. The password has changed.

4.4 Change username

You need a username to login.

Follow this process to change the username:

1. Login to your personal GATE (VIPERLAB) homepage.
2. In the **Personal section** click on **Change username**. The Change username form comes into view.
3. Enter a **New Username**.
4. Press **Change username**. The username has changed.

4.5 Disable/Delete your account

You can disable your account or request the deletion of your account. If you request for deletion your account and all your personal data will be deleted. The GATE (VIPERLAB) manager has to process your deletion request manually. Before deletion your account will be disabled first.

Important: After deletion a reactivation of your account is not possible.

5 PROPOSAL SUBMISSION

An account is mandatory to submit a proposal. In this chapter you will get all information necessary for the proposal submission in GATE (VIPERLAB).

For technical descriptions and details about all VIPERLAB partner facilities go to the VIPERLAB homepage.

5.1 Overview: Submission Process

Step	Actions and requirements
Submit proposal	<p>Add a new proposal. When it is completed, submit the proposal. After submission, you cannot change the proposal.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Note: If changes are necessary, contact the GATE (VIPERLAB) manager.</p> </div>
Decision process	<p>During the decision process, you have nothing to do in GATE (VIPERLAB). You get the result per email.</p>
Result	<p>No experiment time (proposal rejected) For some facilities you see referee comments in the proposal info.</p> <p>Experiment time allocated You are now the responsible experimentalist for this proposal. For some facilities you see referee comments.</p>

5.2 Checklist - Edit and Submit New Proposal

The proposal form is the same for all VIPERLAB research facilities. The proposal form has different pages. The three major parts are:

- General Proposal Data
- Technical requirements
- Previous results (reports)

Proposal form page	Rules
Choose the research facility	<ul style="list-style-type: none"> • Start page to create the proposal form. Is only seen once. • For each VIPERLAB research facility the proposal form is the same.
General Proposal Data	<ul style="list-style-type: none"> • You must edit all mandatory fields to come into the next step. • Scientific case and results expected. These documents are necessary. • Format: one PDF-file (DIN A4) for each.
Co-proposer	<ul style="list-style-type: none"> • For each co-proposer a GATE (VIPERLAB) account is mandatory. • You can add co-proposers. • Add the co-proposers before you submit the proposal. • You need to add a co-proposer after proposal submission? Contact the GATE (VIPERLAB) manager.
Technical requirements	<ul style="list-style-type: none"> • One technical requirement is mandatory for all proposals. • Upload an experimental plan for the technical requirement. • Add Sample. • Add more than one sample.
Prev. results	<ul style="list-style-type: none"> • Previous results are reports about previous experiments at one of the VIPERLAB facilities.
Submit	<ul style="list-style-type: none"> • If a deadline for the proposal submission is given, you cannot submit proposals later. • You can only submit complete proposals. • If you submit a proposal, you cannot change it. Note: If it is necessary to make changes, contact the GATE (VIPERLAB) manager.

5.3 Submit a New Proposal

An account is mandatory to add a new proposal. You add a new proposal on your personal GATE (VIPERLAB) homepage.

Follow this process to add a new proposal:

1. Open your personal homepage.
2. Click on **Submit a new proposal** in section **My proposal**. A page with the VIPERLAB research facilities comes into view.
3. Click on **start submission** and the proposal form comes into view.
4. Complete the **general proposal data**.
5. Click on **next step**. The other forms come into view.
6. Complete all forms.
7. Submit proposal. After submission, you cannot change the proposal.

Note: If changes are necessary, contact the GATE (VIPERLAB) manager.

5.4 General Proposal Data

In the first page of the proposal, you insert the general proposal data. You must edit all mandatory fields to move to the next step.

New proposal: VIPERLAB

General proposal data

Title *
max. 500 characters

Abstract *
max. 1000 characters

Requested experiment time * days

Main research area *

Scientific category *

Funding Funding requested

Scientific case and results expected ⓘ

PDF file (maximum 1 pages) * Keine Datei ausgewählt.

next step

Notes to the form

- **Asterisk ***
Fields and boxes marked with asterisks are mandatory.
- **Abstract**
Tell the aim of the proposal. The abstract is the first information for the referees.
- **Requested experiment time**
You must insert your requested experiment time.
- **Proposal type**
External proposers and HZB proposers see different proposal types.
If more information is necessary, click on [?](#).
- **Main research area and Scientific Category:**
Important for EU statistics.
- **Funding**
Not all groups are eligible for funding.
- **Scientific case and results expected** (optional)
It is necessary to upload a "scientific case and results expected". You can upload it later also if it is mandatory.

5.4.1 Scientific Case and Expected Results

A scientific case and information about the expected results are necessary. The file scientific case and results expected belong to the general proposal data.

The scientific case has the following requirements:

- Written in English, font size not smaller than 12 pt.
- File format is unencrypted PDF.
- Page size is DIN A4.
- Only one page.

The length, the file format and the maximum number of pages are checked during the upload.

In the scientific case, the following topics should be addressed:

- **Scientific context**
You should give a clear account of the aims of the experiment. Set it in a broader scientific context.
- **Expected results**
Give a short description of the results you expect.
- **Publications**
List the three most important publications in this field of science, in order to show that you are aware of the work of others.
- **Choice of specific instrument/station**
Give reasons for your choice of instrument. Justify why it is necessary to use this particular instrument.
- **Preliminary work**
If possible, give results of preliminary work carried out in conjunction of your proposed experiment and to demonstrate sample quality.

Upload the file to the general proposal data form.

Before you submit the proposal, you must upload a file. To change an uploaded file, upload a different file.

5.5 Add Co-Proposer

For each proposal, you can add co-proposers.

- For each co-proposer a GATE (VIPERLAB) account is mandatory.
- You can add co-proposers.
- Add the co-proposers before you submit the proposal.
Note: If you want to add a co-proposer after you submitted the proposal, contact the GATE (VIPERLAB) manager.

Follow this process to add a co-proposer:

1. Select an **unsubmitted proposal**. The general data page of the proposal comes into view.
2. Click on **Co-proposer**. The co-proposer page comes into view.

General proposal data > **Co-proposer** > Technical requirements* > Prev. results > Submit

Co-proposer

Add co-proposer

Each co-proposer must be registered at GATE.

Search co-proposer

previous step next step save and continue later

3. Press **Search co-proposer**. A secondary window with a search form comes into view.
4. Insert minimum two characters of the family name and press **search co-proposer**. GATE (VIPERLAB) starts a search on the family name. A list of users comes into view if the user allows the search option. If the users do not allow the search option they cannot be linked to your proposal.
5. Click on the username. The user is linked as co-proposer to your proposal.
6. Add more co-proposers or close the window.

Note: To delete a co-proposer click on the trash icon.

5.6 Technical Requirements

Information about the VIPERLAB facilities and the instruments are available on the VIPERLAB webpage.

5.6.1 Rules for Technical Requirements

The technical requirements summarize your experiment. To edit the technical requirements, follow these rules:

- The technical requirements form has more than one page.
- To switch to the next page, you must complete mandatory fields on the current page.
- You must add a sample. Please specify your sample as accurate as possible.
- For some HZB research facilities you can add more than one sample. Please specify all samples as accurate as possible.
- If more than one VIPERLAB facility or more than one VIPERLAB instrument is necessary, you must submit a new proposal for each of them.

5.6.2 Edit Technical Requirements

After you added the co-proposers, you add the technical requirements to your experiment. The technical requirements form is the same for all VIPERLAB facilities.

General proposal data* > Co-proposer > **Technical requirements*** > Prev. results > Submit

Technical requirements

VIPERLAB - Fully connected virtual and physical perovskite photovoltaics lab

Instrument *

Experimental plan ?

Experimental plan (pdf) *

previous step next step save and continue later

Follow this process to add technical requirements:

1. Select one instrument from the drop down menu. You can only select one instrument. If you need more than one instrument, you must submit a new proposal.
2. Upload a detailed experimental plan for your measurements. The experimental plan is mandatory and has the following requirements:
 - Written in English, font size not smaller than 12 pt.
 - File format is unencrypted PDF.
 - Page size is DIN A4.
 - Only one page.

The length, the file format and the maximum number of pages are checked during the upload.

3. Specify the sample that you will measure. Please specify your sample as accurate as possible.

General proposal data* > Co-proposer > **Technical requirements*** > Prev. results > Submit

Sample description

Sample name *

Sample composition

Chemical formular

Number of samples

Safety aspects

Is there any danger associated with the handling of the proposed sample?* NO YES UNCERTAIN

If **YES** or **UNCERTAIN**, please give details of the risks associated:

Sample disposal

PLEASE NOTE:
After completing your experiment we ask all users to remove their samples. VIPERLAB partner labs are not responsible for storage or disposal of any sample.

Note: You can add more than one sample

Next steps:

- More than one sample possible.
After you finished the first sample description you can add additional samples. This is necessary, if you have one more sample or class of sample to measure.
- More than one technical requirement is not possible. If you need more than one instrument, you must submit a new proposal.

5.6.3 Add More Samples

You can add more samples to the technical part.

Note: After you submitted the proposal, you cannot add a sample.

Follow this process to add more samples to a technical part of a new proposal:

1. Click on **Technical requirements** above the form. The **Technical requirements** come into view.



2. Click on **add sample**. The sample description comes into view.
3. Complete the form.

Note: Use the trash icon near by the sample name to delete the sample.

5.6.4 Add previous Results

Previous Results are important for your proposal. Previous results are Reports on earlier VIPERLAB experiments

The list shows all reports for your VIPERLAB proposals. To link the report to the proposal, activate the checkbox and press **add marked reports**.


Note: The trash icon deletes only the link, not the report.

General proposal data > Co-proposer > Technical requirements > **Prev. results** > Submit

Previous results from GATE experiments

When available, please add reports based on the results of VIPERLAB experiments.

Reports
 No GATE reports linked to proposal

Reports available in GATE as previous result			
<input type="checkbox"/>	 VLAB-211-00001-EF	VIPERLAB GATE Test	13.09.2021-14.09.2021
<input type="button" value="add marked reports"/>			

5.7 Complete Proposal Submission

You can only submit complete proposals.

5.7.1 Overview: Proposal submission page

Submission not possible

The red colour shows that the proposal is not completed. You can see which part is not completed.

Click on a link to navigate to the part that is not completed.

General proposal data > Co-proposer > Technical requirements* > Prev. results > [Submit](#)

Submit proposal

Proposal is incomplete and cannot be submitted.
Please address the following steps:

Technical requirements:
VIPERLAB: EPFL/CSEM_Picosun R-200
Upload Experimental plan.

[previous step](#) [save and continue later](#)

Submission possible

General proposal data > Co-proposer > Technical requirements > Prev. results > [Submit](#)

Submit proposal

The proposal is ready for submission.
Please note: After submission editing of the proposal is no longer possible.

[Preview Proposal](#)

[previous step](#) [submit proposal](#) [save and continue later](#)

Note: Check the proposal with the [Preview proposal](#) before you submit it. The [Preview proposal](#) summarizes the complete proposal information.

5.7.2 Submit Proposal

If you have inserted all mandatory information, you can submit the proposal.

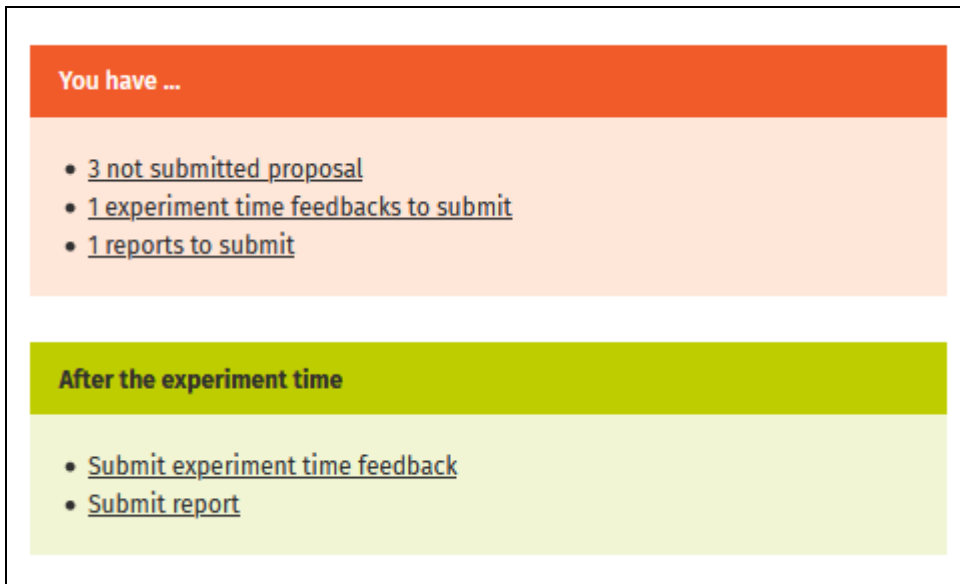
Press [submit proposal](#). The proposal is fixed and prepared for the decision process

Note: If it is necessary to change the proposal, contact the GATE (VIPERLAB) manager.

6 AFTER EXPERIMENT TIME

The proposer has two tasks after the experiment time:

- [Submit a Feedback](#)
- [Submit the Report](#)



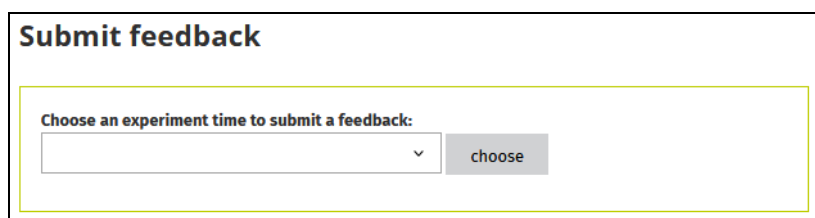
The screenshot shows a user interface with two main sections. The first section, titled "You have ...", has an orange header and a light orange background. It contains three bullet points: "3 not submitted proposal", "1 experiment time feedbacks to submit", and "1 reports to submit". The second section, titled "After the experiment time", has a green header and a light green background. It contains two bullet points: "Submit experiment time feedback" and "Submit report".

6.1 Submit Experiment Time Feedback

After experiment time the proposer can submit a feedback on the experiment. As default the feedback will be sent to the GATE (VIPERLAB) manager and the local contact. You can deny the transfer to the local contact.

Follow this process to submit your feedback:

1. In section **After the experiment time** click on **Submit experiment time feedback**. The submit feedback page comes into view.



The screenshot shows a form titled "Submit feedback". Inside the form, there is a label "Choose an experiment time to submit a feedback:" followed by a dropdown menu and a "choose" button.

2. Choose an **experiment time for submitting a feedback**.
3. Press **choose**. A form comes into view.
4. Complete the form.
5. Activate **deny transfer**, if the local contact should not see the feedback.
6. Press **submit feedback**.

6.2 Submit Experimental Report

As responsible experimentalist, you have to submit the report for the experiment, if required.

1. Directly after the experiment time:
Submit your objectives and achievements of the experiment.
2. When you have first results:
Submit a first result PDF (maximum two pages).

Note: After you submitted the first result PDF, you cannot change the report.

Objectives and Achievements

Follow this process to submit the report:

1. In section **After the experiment time** click on **Submit report**. The submit report page comes into view.
2. Read the information on top of the page.
3. Choose the proposal with the experiment time for **submit experimental report**. The submit report page comes into view.
4. Optional: If you had more than one experiment periods for your proposal you see the periods. You can mark the periods and do one report for all.



Submit report

Experimental report for proposal [132-00023-IT-1.1-MX](#)

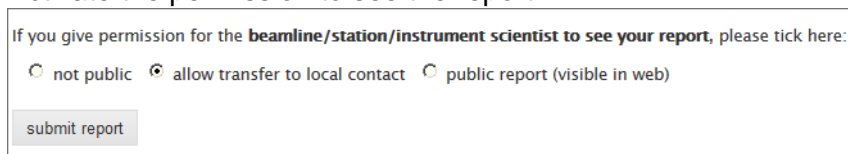
Experiment time: 17 May 2013 - 17 May 2013

Mark all experiment times you want to give this report:

132-00023-IT-1.1-MX (19 Jul 2013 - 20 Jul 2013)

next

5. Click on **next**. The report form comes into view.
6. Choose **Used experiment time**, if the experiment time was changed during the experiment.
7. Type in your **Objectives**.
Note: As default the proposal abstract is inserted.
8. Type in your **Achievements / difficulties**.
Note: If the used experiment time was changed, give a reason.
9. Optional: Upload your first result PDF.
10. Activate the permission to see the report.



If you give permission for the **beamline/station/instrument scientist to see your report**, please tick here:

not public allow transfer to local contact public report (visible in web)

submit report

11. Click on **submit report**.

Edit report - Upload First Result PDF later

Follow this process to submit the first result PDF:

1. In section **My proposal** click on **Report list**. The report list comes into view.

Report list		
Proposal	Beamtime	Report
141-00225-ST-2.1-P	October 08, 2013 – October 08, 2013	PDF (Musterfrau, October 18, 2013) edit / complete report

2. Click on **edit / complete report**. The report form comes into view.
3. Press **search** and upload your first result PDF.
4. Press **submit report**. The experimental report is complete. You cannot change the report again. To read the report click on the report link in the report list.

Report list		
Proposal	Beamtime	Report
141-00225-ST-2.1-P	October 08, 2013 – October 08, 2013	PDF (Musterfrau, October 18, 2013)

6.3 Make reports available to other users

As responsible experimentalist, you can make reports available for other users.

Click on **Proposal list** in section **My proposal**. The proposal list comes into view.

1. Click on the proposal name to open proposal info.
2. Click on **Give other users access to reports** to search for users who should get access to reports of your proposal.
3. Type in two or more characters of the users family name.
4. Press **search user**. A list of related GATE (VIPERLAB) users comes into view.
5. Click on a name to give the person the right to see the reports of this proposal.
6. To take back the right to see the reports of this proposal click on the trash icon.

As user you can see this report in the section **My proposal**. Click on **Report list**. All reports come into view and can be linked to your proposal.