

EDH (access rights, to ACR - Alice Control Room) and so on

- <https://edh.cern.ch/>
- <http://adams.web.cern.ch>

Any problems of technical nature:

- Sending an email to service-desk@cernNOSPAMPLEASE.ch
- Calling the Service Desk by phone: 77777 (+41 22 76 77777 from outside CERN)
- <https://cern.service-now.com/service-portal/>

TEAM ACCOUNT T274910 WARSAW-WUT-ALICE

- Webpage with administration of Team Account:
<https://espace.cern.ch/teamaccounts/TAM/SitePages/My%20Team%20Accounts.aspx> from this:
<http://fap-dep.web.cern.ch/tc/financial-services-visiting-researchers-and-collaborations>

Information from mail: "New TAM Visiting Research Team Account",
Sarah.Fullerton@cernNOSPAMPLEASE.ch, 23.09.2015

- Parameters of the account on our WEB site <https://espace.cern.ch/fp-fas-tc/accounts/default.aspx>
- Team Account Manager is alone responsible to make sure this information is correct and up to date and in agreement with his/her Funding Agency/institute. If you notice anything wrong in the above, please ask for modifications immediately on the web-page (if outside CERN, use login CERN\xxxxx, where xxxx is your login name).
- You will be able to follow the movements on the budget code by using CET,
<https://cet.cern.ch/cet/TeamTransactions>
- Expenditure requests are initiated by using EDH, <https://edh.cern.ch>
- Examples of requests:
 - ◆ Material request from CERN STORES, <https://edh.cern.ch/Document/SupplyChain/MAG>
 - ◆ Purchase requisition from external suppliers,
<https://edh.cern.ch/Document/SupplyChain/DAI>
 - ◆ Payment of different kind of claims <https://edh.cern.ch/Desktop/dir.jsp?4>
- Further assistance on EDH, please refer to the EDH help page, <https://edh.cern.ch/Desktop/help.jsp> or contact <mailto:ais.support@cernNOSPAMPLEASE.ch>
- Please notice that to approve subsistence claims at least one signature holder on the Team Account has to have a signature right for minimum 10 000 CHF and for GSM subscriptions minimum 20 000CHF.
- We thank you in advance for notifying us if modifications on the account is needed.
- Depending on the level of expenditure of your team here at CERN, invoices detailing the expenses will be issued every month or every second month, you will be able to access those invoices any time following this link: https://aismedia.cern.ch/aismedia/AisMedia?node_id=3
- The invoices are also accessible by selecting the little green money icon in CET.
- We would appreciate if you can make sure your institute receives the invoices as quickly as possible and that they are paid without delay. You will receive a notification email when a new invoice has been issued. You can also enter an additional email address to the accounts payable service of the funding agency/institute. The receiver of this email is referred as the invoice administrator . * The invoices shall preferably be paid using bank transfer. Our Bank details and other important payment information can be found on our invoices. All transfers made to the CERN bank account must be associated to a CERN invoice number. No cash deposits will be accepted by CERN and all private payments are prohibited.
- Please note that if your account remains negative and invoices are not paid on time, your expenditure requests might be blocked.
- The webpage of our section contains other useful information: <http://cern.ch/externalfunds>

Door plate

- Doornames_WarsawUni.doc: Door plate for our office

Masterclasses

- ALICE - Strange Particles [↗](#)
- IPPOG Maserclass Website [↗](#)
- Masterclass tWiki - Moderators Manual
- youtube: visual analysis [↗](#), large scale analysis [↗](#) (video tutorials for the "looking for strange particle masterclass" by Guillaume)

svn

Sprawdzanie nowych zmian:

wchodzimy do odpowiedniego katalogu i:

- `svn stat -u`

Jeśli dodajemy zupełnie nowe pliki do svn'a:

- `svn add [ścieżka do nowego katalogu]`

Commitowanie zmian:

- `svn commit -m "Info what changes were made"`

By móc korzystać z svna trzeba go odpowiednio ściągnąć (podając username) Users who commit (valid CERN account required when committing):

- <https://svn.cern.ch/repos/AliRoot/trunk> [↗](#)

Visits

- Example mail to alice-visits@cern.ch **NOSPAMPLEASE.ch**

Subject: Visit on Friday 1.03

Hello,

Tomorrow, Friday 1.03, we would like to take 3 visitors (friends of Despina coming from Greece for the weekend) together with Despina, to visit the ALICE cavern. proposed time : 7-8 pm. Is it possible? So we will be three guides (Lukasz Graczykowski, Malgorzata Janik and Despina Hatzifotiadou) and three visitors!

Best regards,

Lukasz Graczykowski

- ALICE Visits Procedure [↗](#) - document 1265819 v2 on edms

Private guided visits

- <https://espace.cern.ch/alice-service-visits/Lists/Planning/Users%20view.aspx> [↗](#)

MalgorzataJanikSandbox < Sandbox < TWiki

1. The visitor organizer sends an email to alice-visits@cern.ch with the request for a surface visit with the initial date, time and the guide's name; Note: The guide for this type of visits must be an ALICE member. The guide must be in copy of the email sent initially to the alice-visits@cern.ch

2. The confirmation that the visit date is OK is given by the ALICE secretariat by email;

3. To better coordinate the activities in the SX2 and to avoid co-activity, the guide shall create an IMPACT (impact.cern.ch) request as soon the visit is accepted.

4. Create an IMPACT request for this visit:

a. Clone the IMPACT request: 23511;

b. Change the activity request title (on the grey part at the top);

c. Change the activity request responsible by the guide's name (on the grey part at the top);

d. Remove the names from the participants list, add the guides' names and the number of visitors;

e. Put the agreed date and time for the visit on the 'when' tab.

5. During the visit the guide must have a printed version of the approved IMPACT request or means of showing it to the guardian.

Note: The guardians have the instruction to survey all the control rooms at CERN, so if you do not have the approved IMPACT request with you or means to show it to the guardian he/she will not allow the visit to the ALICE control room and will ask you to leave point 2.

6. Once the visit is finished the guide must go to IMPACT and declare the visit as finished.

- [IMPACT](#)

This topic: [Sandbox](#) > [MalgorzataJanikSandbox](#)

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