

PPMS booking system – FILM

Contents

PPMS account creation	2
Your PPMS homepage.....	3
Create new project	3
Request a training	3
Booking a microscope on PPMS.....	4
Booking your session	4
Managing your session, shortening & cancelling	5
Order a service: microscope assistance or image analysis	5
Incidents.....	6
Report incidents.....	6
Publications.....	6

PPMS account creation

- Go to <https://ppms.eu/imperial>
- **Select the correct facility:** on login page, select “account creation request”
- Fill in the forms:

Please choose one of the following options:

- Your institution is Imperial College London
- Your institution is NOT Imperial College London

Please enter your details below (* : required fields)

First name:

Last name:

Phone:

Email:

@imperial.ac.uk

If your email exists in both a short and a long form, please use the short form
(Use username@imperial.ac.uk instead of firstname.lastname@imperial.ac.uk)

Account number:

Password you want to use:

Retype password:

- Do not use a dictionary based word, or a name
- Do not use series like 1234 or qwerty or abcd
- Try to use combinations of lowercase (a-z), uppercase letters (A-Z), numbers (0-9) and non-alphanumeric characters
- The non alphanumeric characters allowed are:
!"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~ and the space character

Group

My group is NOT in the list

Submit form

- Most groups should be entered already, if not create your group:
- **group name = PI last name**
- Select the department from dropdown
- Submit form

Group

My group is NOT in the list

Group name

Group director or PI name: (Lastname, Firstname)

Group director or PI email:

@imperial.ac.uk

Group administrative contact name:

Group administrative contact email:

@imperial.ac.uk

Group administrative contact phone:

Group administrative contact fax:

Group default account number:

Affiliation:

Select your affiliation below (optional)

Department:

Select a Department here

Submit form

Account creation request

Your account creation request status

Your account creation request (ref. #3) has been successfully recorded and will need to be validated by an administrator.

While your request is awaiting validation

To request a training please fill out the form at the following URL:
<https://ppms.eu/imperial/req/?pf=2>

To request the creation of a new project please fill out the form at the following URL:
<https://ppms.eu/imperial/req/?pf=2&project=true>

Your PPMS homepage

PPMS for the Facility for Imaging by Light Microscopy (FILM)

Home Book Order Request Documents Schedules Statistics Publications Profile Logout

Home Current user: User Dummy

Book a system: Systems available:

Order a service or a consumable: Services/consumables available:

Make a new request: [request a training](#) [request/start a new project](#)

[Restore Default Sections](#) [+ Add a New Section to the Home Page](#)

Report a Publication
Please report any publication that used FILM resources.
This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!

My Sessions
No sessions booked on this core.

Your Current Training Requests

- You can **drag/drop sections** to reorganize your homepage how you wish (green circle)
- You can report publications that have used FILM resources: **this is very important for FILM.**
- You can view the **schedules of the microscopes** (top banner) as well as the different documents linked to your profile (e.g training request, rules & guidelines, orders if applicable)

Create new project

This is mandatory and has to be done prior to requesting a training.

It can be done on your PPMS homepage (or after account creation – see above)

- “request a new project”: fill in the required information for the account to be used for FILM recharging (cost centre, activity code).
- Admin will approve the project

Book a system: Systems available:

Order a service or a consumable: Services/consumables available:

Make a new request: [request a training](#) [request/start a new project](#)

Project Creation Requests

Please select one of the following forms:

- [Account for FILM recharging](#)

- Fill out the form with the relevant information & submit.

Request a training

It can be done on your PPMS homepage

- “request a training”: fill in the required information and as much experimental information as possible
- Suggest a training date (or a date from which you will be available) - FILM staff will contact you to arrange a training.

- Submit the form – FILM staff will contact you.
- Select “**see documents linked to your request**”: **mandatory** this will be the facility guidelines that you will need to read and agree to prior the training

Thank you

Your request has been recorded successfully.
The staff of the FILM facility will contact you soon to follow up on your request.

[click here to see documents linked to your request](#)

Note: the training will only be organized once the Facility Rules and Guidelines documents have been read and agreed to by the user.

No training will be arranged without a project (see section above).

Booking a microscope on PPMS

Note: you will only be able to book on instruments you are trained on. **Projects are required to book a microscope.** For users with multiple projects (e.g. technician working for 2 different lab member with different funding), both projects need to be created, and the user will be able to choose which project to charge for a specific booking.

Booking your session

- After your training, you will gain **access only to instruments that you have been trained on** and will be able to book those according to the booking rules.

The screenshot shows a navigation bar with links: Home, **Book**, Order, Request, Documents, Schedules, Statistics, Publications, Profile, Logout. Below the navigation bar, the heading "Systems available for booking:" is followed by three cards:

- Confocal Microscope**: FILM CF2 (527)
- Deconvolution Server**: Deconvolution Server (B55)
- Widefield Microscope**: FILM WF3 (409)

- Select instrument to book (top banner)
- Select project: if only one, it will be selected by default

The screenshot shows the "Confocal Microscope FILM CF2 (527)" booking page. A dropdown menu for "Systems available:" is open, showing "no project selected" and "my projects" with "FILM_G07919 (default)" selected. A red message states: "A project is required to book this system - to create a new project".

- Select the time you want to book (in 15min interval) – click on more to see off-peak hours (from 5pm onwards)

The screenshot shows a table for selecting time slots. The table has columns for time intervals (15:30, 15:45, 16:00, 16:15, 16:30, 16:45) and checkboxes for booking. A red box highlights the checkboxes for the 16:00, 16:15, 16:30, and 16:45 slots, which are all checked. A "more" button is highlighted with a blue box. Below the table, there are sections for "Hardware Request" and "Cat II imaging", a restriction notice, a "Do not repeat" dropdown, and a "Book the selected sessions" button.

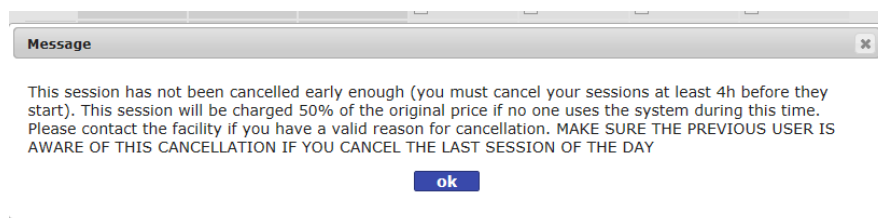
- *Optional:* select “hardware request” (tick box) if you need specific objectives or filter: a new document will open for you to fill before completing the booking.
Note: session with hardware requests will appear in green in the schedule
- Click on “book selected session “ to validate the booking

Managing your session, shortening & cancelling

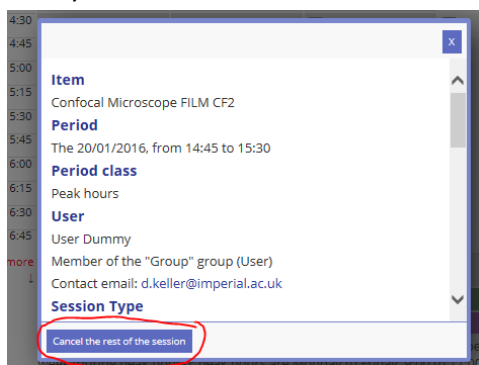
Read booking rules if unsure.

There is a maximum of 16h of peak-time (9am – 5pm) booking per user per week. How much allowance is left is indicated at the bottom.

- Moving sessions on the day is not permitted: only book a session that you plan to use and plan your experiments accordingly.
- If not using the microscope 30 min after the start of booking, the session will be cancelled as “no-show” and charged for.
- **Cancellation rules:**
 - o Cancellations >2h before start of the session will not be charged for – **cancel as early as possible**
 - o Last minute **cancellations occurring <2h** before the start of session **will be charged for** unless the slot is booked.



- o If unable to cancel, or having to cancel due to exceptional circumstances, contact FILM staff
- To **shorten a session:** click on your session and select “cancel remaining of session”.



- Be notified of cancellations: at bottom of the page, select “ **Receive a notification by email if someone cancels a booking**” to receive notice of cancellations from other users on this system & select the period to receive emails. This has to be done for each system individually.

Order a service: microscope assistance or image analysis

After your training, if you wish staff to assist you with setting up a new type of experiment, or with image analysis.

Book a system:

Systems available: v

book

Order a service or a consumable:

Services/consumables available:

- Grant preparation assistance
- Image Analysis Assistance
- Microscope Assistance

order

Make a new request: [request a training](#) [request/start a new project](#)

- Request “**Microscope Assistance**” and fill the corresponding form with as much details as possible.
- Request “**Image Analysis Assistance**” for help with analysing your images or handling your images.
- Request “**Grant preparation assistance**” to discuss any grant-related topic or get help on the imaging section of your grant.

Incidents

Incidents are any issues/troubles you encountered at the microscope as well as other microscope failures

[Report incidents](#)

If during your imaging session you encounter an incident (e.g. “633 laser does not work”, or “shutter closing sporadically”, **you need to report it so FILM staff can address it.**

Incident creation form for system FILM CF2 (527)

- **Incident start**
 - The incident occurred during a session
 - Select a session:
 - The incident did not occur during a session
- **Severity**
 -
- **Precise description of the incident:**
 -
 -
- **Is the problem solved?**
 - no
 - yes

- On **your homepage or on the booking page** of the affected microscope, select “**Report an incident or a problem on this system**”.
- Fill out the form with the relevant details

- Instruments that are out-of-order or partially functional will be reported under “current incidents” in your homepage and **appear in a different colour in the booking calendar** (yellow if partly disfunction, red if system down)

Publications

FILM is funded from a **variety of sources** (Research Councils, College etc.) to which we are accountable. They all **require acknowledgment of their funding in publications.** (see documents: “FILM funding: Acknowledging FILM in publications”)

Report a publication in PPMS homepage as soon as possible – very easy (using PMID), and a big help!