



PPMS USER GUIDE 2017



LMS/NIHR Flow Cytometry Facility at Imperial

PPMS Users' Guide

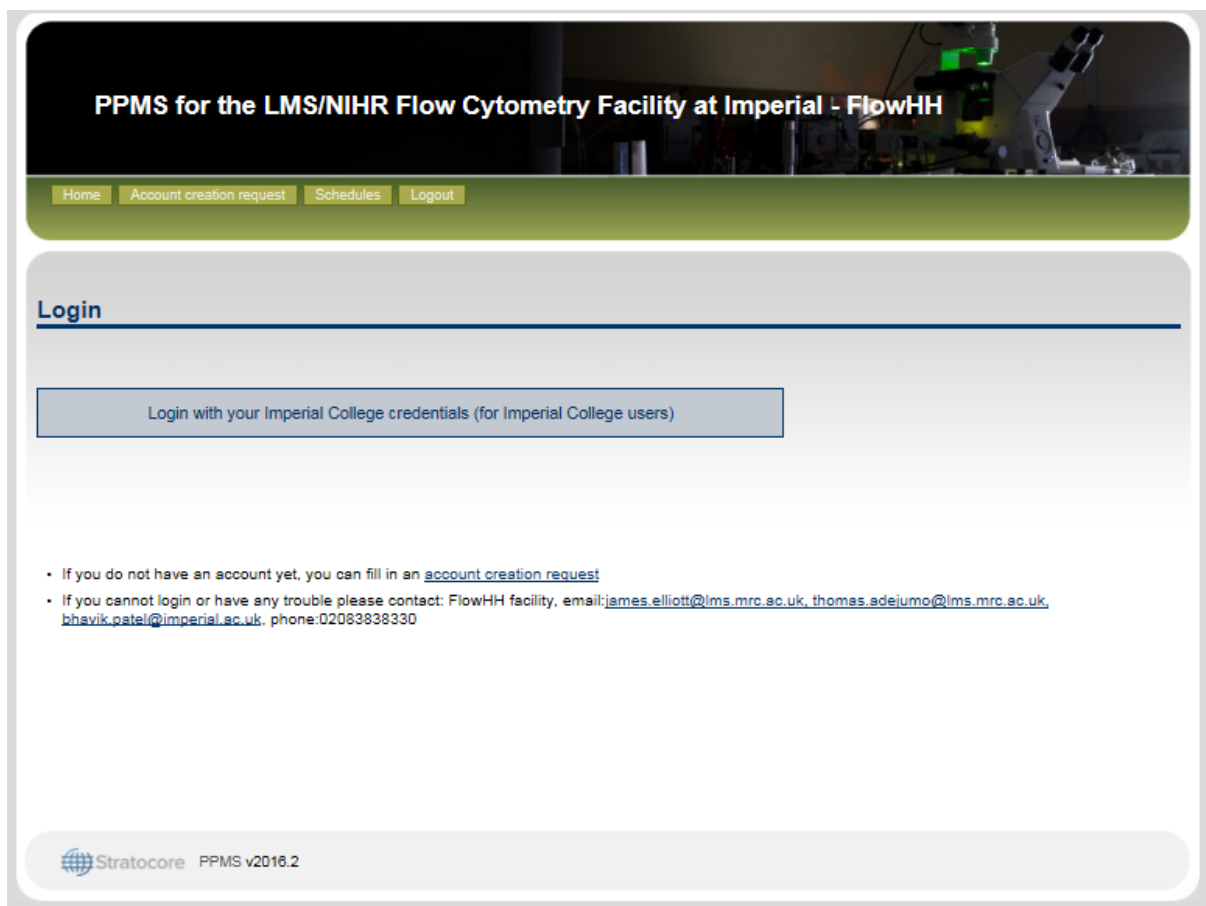
Welcome to your new booking system. This has been adopted to better suit running of the merged Flow Facility.

What follows is a brief guide on how to register, book and navigate the booking system. However, the members of the Facility are always on hand to offer advice and help.

Getting started

Enter the booking site via the following link:

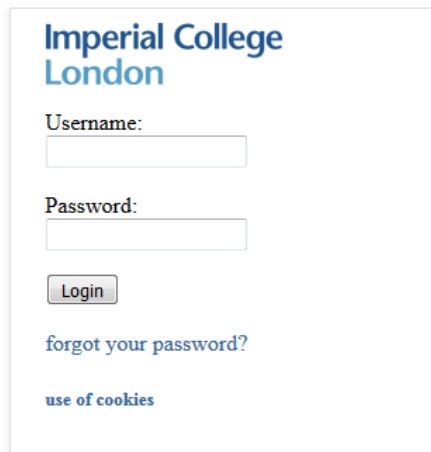
<https://ppms.eu/lms-mrc/login/?pf=2>



The screenshot shows the login page for the PPMS system. At the top, there is a header with the title "PPMS for the LMS/NIHR Flow Cytometry Facility at Imperial - FlowHH" and a navigation menu with links for "Home", "Account creation request", "Schedules", and "Logout". Below the header is a "Login" section with a button that says "Login with your Imperial College credentials (for Imperial College users)". Underneath the button, there are two bullet points providing additional information: "If you do not have an account yet, you can fill in an [account creation request](#)" and "If you cannot login or have any trouble please contact: FlowHH facility, email: james.elliott@lms.mrc.ac.uk, thomas.sdejumo@lms.mrc.ac.uk, bhavik.patel@imperial.ac.uk, phone: 02083838330". At the bottom of the page, there is a footer with the Stratocore logo and the text "PPMS v2016.2".

Using Imperial credentials, you can immediately log-in, then, after completing some user details (see below) start exploring the site.

Generating an Account



Imperial College
London

Username:

Password:

[forgot your password?](#)

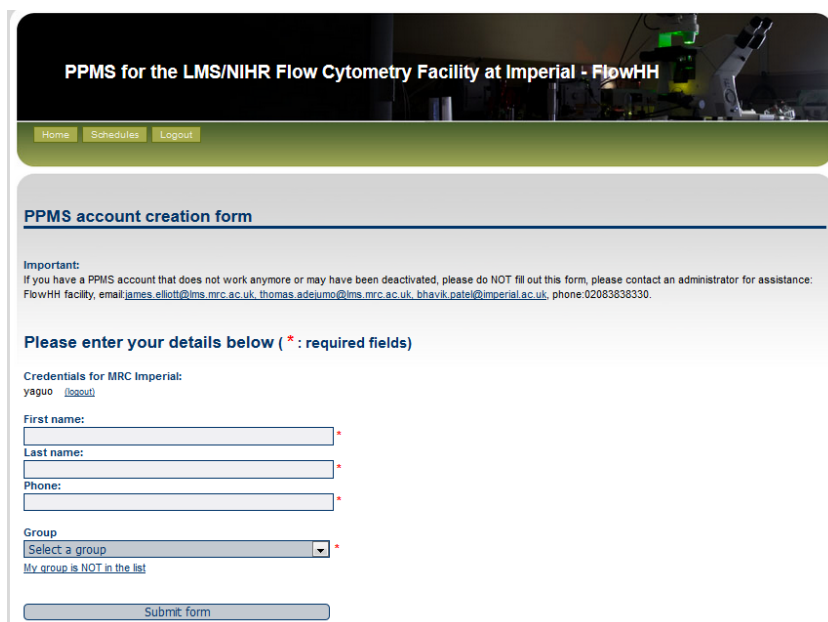
[use of cookies](#)

Once logged in, you will have to complete/confirm some further details – starting with your name.

Note: 'Phone': is listed as a compulsory field and the software does not allow us to make it voluntary. Whilst having a contact number can sometimes be useful, if you prefer not to give it, just write '1234'

Next is your **Group**.

A **Group** in PPMS means those users under a given PI. Thus there may be a number of 'Groups' within any given Lab. **Groups** are listed as PI first followed by lab. Please check the drop-down list to see if your **Group** already exists.



PPMS for the LMS/NIHR Flow Cytometry Facility at Imperial - FlowHH

[Home](#) [Schedules](#) [Logout](#)

PPMS account creation form

Important:
If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance:
FlowHH facility, email james_elliott@lms.mrc.ac.uk, thomas_adejumo@lms.mrc.ac.uk, bhavik.patel@imperial.ac.uk, phone:02083838330.

Please enter your details below (* : required fields)

Credentials for MRC Imperial:
yaguo [Logout](#)

First name: *

Last name: *

Phone: *

Group
Select a group *
[My group is NOT in the list](#)

If your **Group** is not listed you will be asked to create it.

Click 'My **Group** is NOT in the list'. For 'Group name' please use your Lab name (eg Lymphocyte Development) and if your lab has multiple PI's, please add a dash followed by your PI (eg Lymphocyte Development – Matthias Merckenschlager)

Group name
 *

Group director or PI name: (Lastname, Firstname)
 *

Group director or PI email:
 *

Group administrative contact name:

Group administrative contact email:

Group administrative contact phone:

Group administrative contact fax:

Group default account number:

Affiliation:

Department:
 *

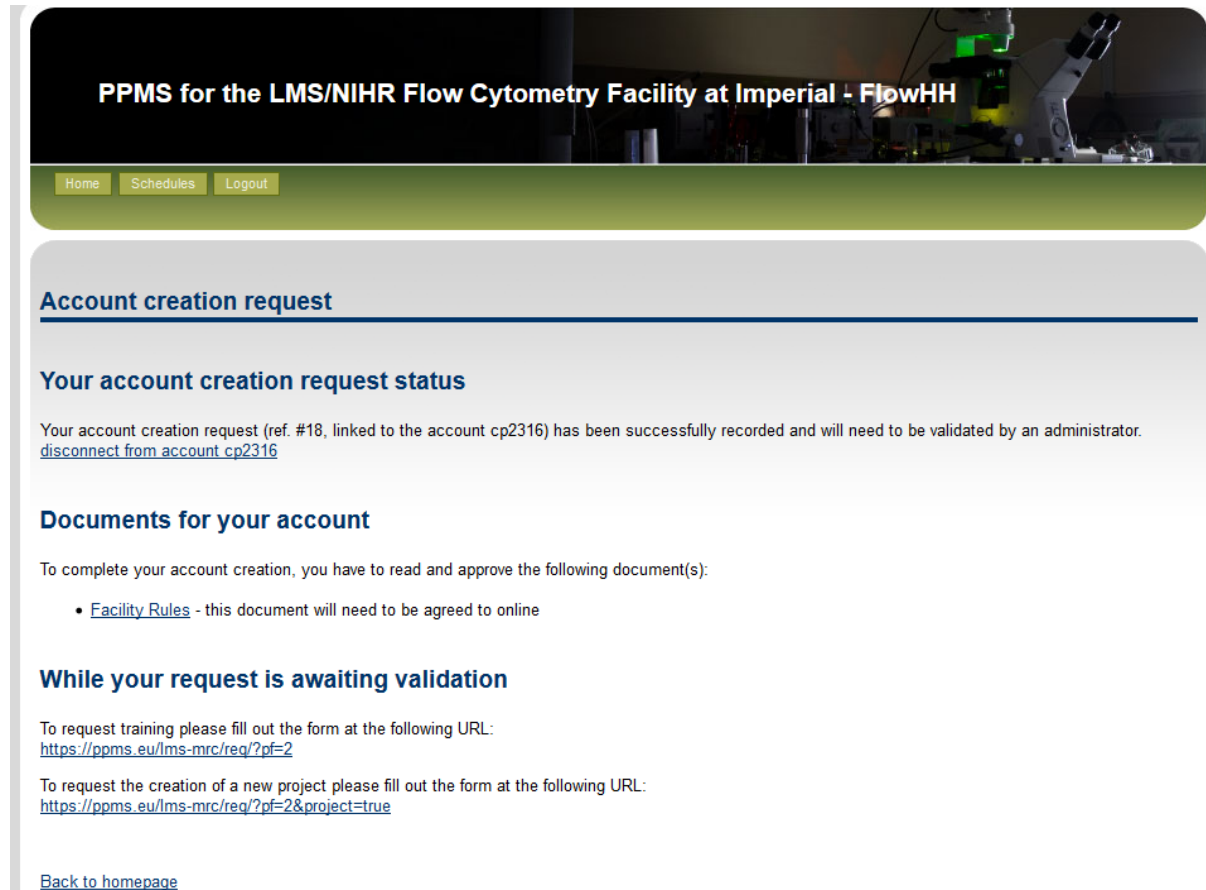
Select your Department (= Campus, e.g. Hammersmith, South Kensington, etc)

Select Institution (i.e. IC or LMS)

Select Affiliation (i.e. IC or MRC)

Click "Submit form".

You will be taken to a page confirming that your Account creation request has been recorded. This indicates that your form has been received by one of the Facility staff for approval. This will be done as soon as possible.



PPMS for the LMS/NIHR Flow Cytometry Facility at Imperial - FlowHH

Home Schedules Logout

Account creation request

Your account creation request status

Your account creation request (ref. #18, linked to the account cp2316) has been successfully recorded and will need to be validated by an administrator. [disconnect from account cp2316](#)

Documents for your account

To complete your account creation, you have to read and approve the following document(s):

- [Facility Rules](#) - this document will need to be agreed to online

While your request is awaiting validation

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

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

[Back to homepage](#)

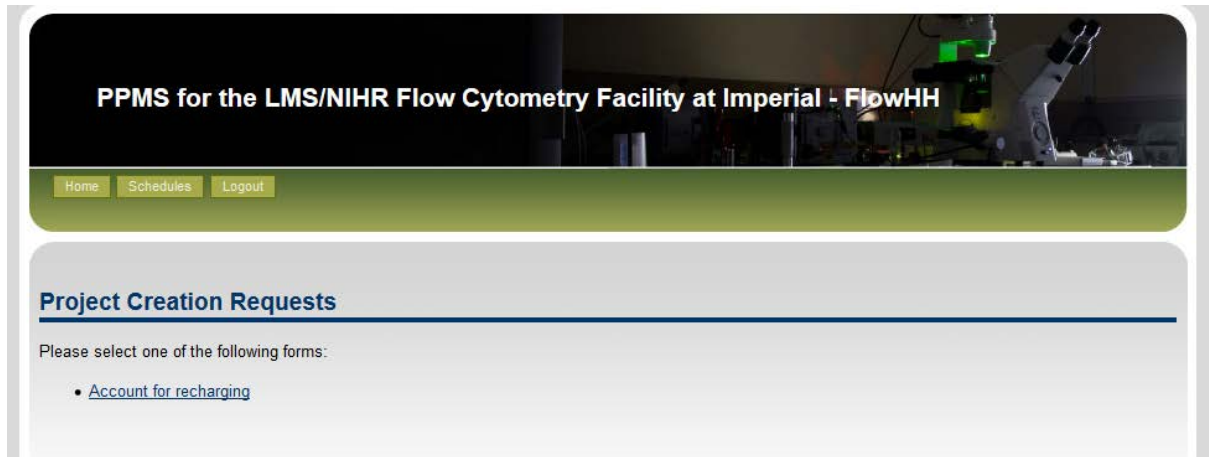
Whilst you are waiting please make sure to:

- Read the '**Documents for your account**' > '**Facility Rules**' - this requires acceptance before you are able to book systems.
- **Create a Project.**

Project Creation

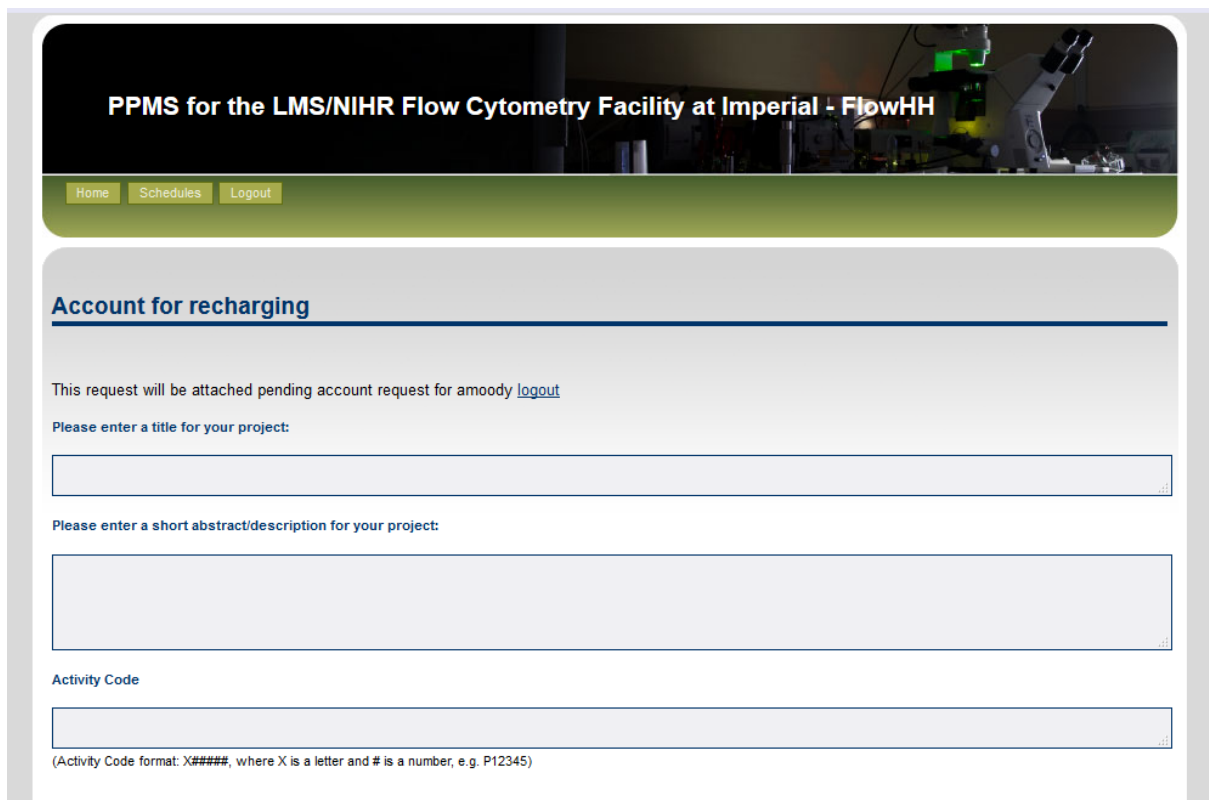
Projects form the basis of the invoicing and charging process. You **cannot** book a system without a project even if you are not to be charged! LMS users should refer to the Welcome letter for additional Project Creation information.

Whilst your Group account creation is being verified, you will also need to associate yourself with (or create, if none exists for your work) a **Project** – click on the link following 'To request the creation of a new project...'



Click on “Account for Recharging”

You are then taken to the following screen:



- For the **Title** of your project you need to put your PI name
- You DO **NOT** need to enter a description of your project
- IC users **MUST** enter the activity code and cost centre for their work
- You **MUST** tick the box saying you have permission to charge to the grant codes you have entered – IC users, please make sure you do have permission!

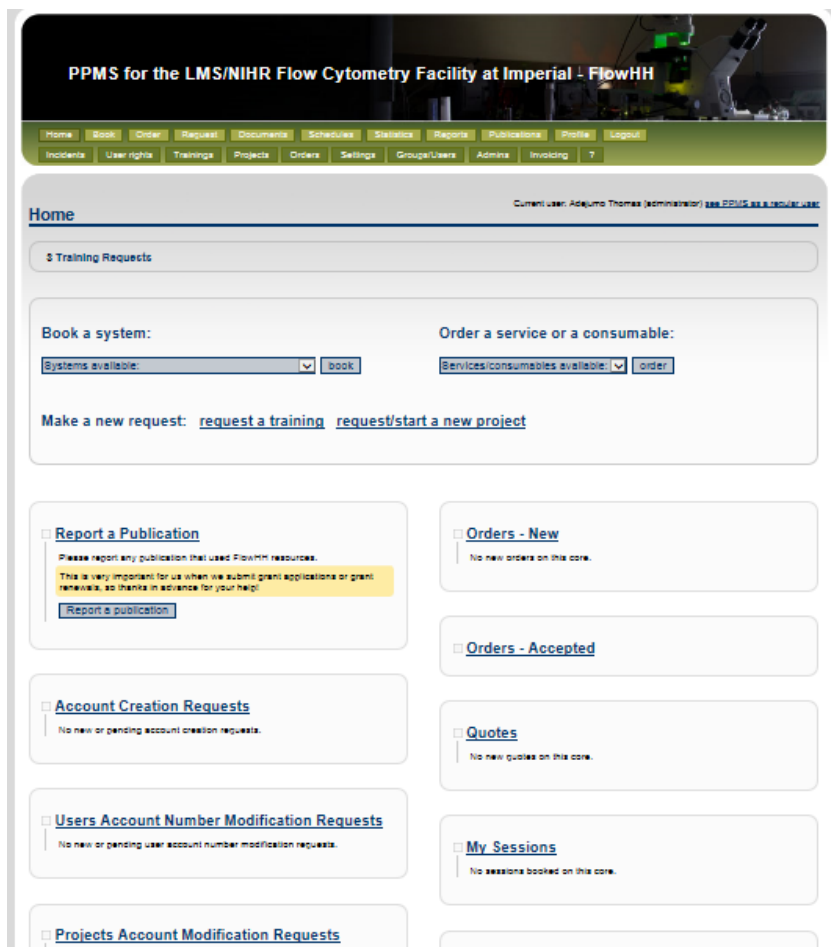
- **LMS/MRC members** will be assigned to the Projects associated with their groups upon the creation of the new user profile – please refer to your Welcome letter (or enquire).
- When users submit a request we will then assign them to the appropriate Project
- If a user is not associated with a project, they must submit a 'Project Creation Request' for approval.

If Project creation request is not completed:

1. User rights will be restricted on the system and
2. After 30 days, User Account will be suspended.

Creating Bookings

Once verified, your User account page will be active and you can access your Home Page.

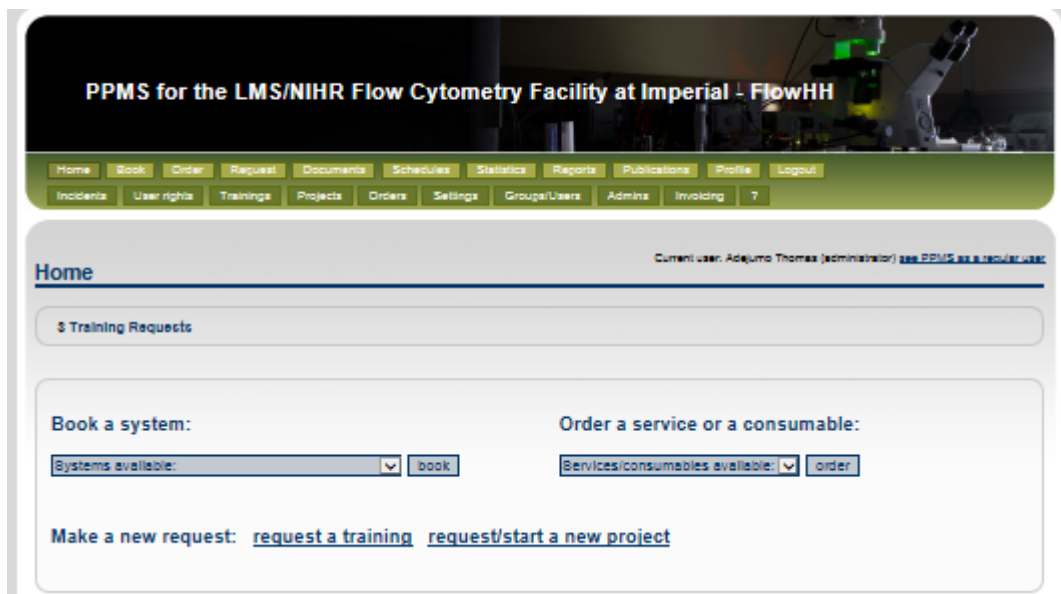


This will allow you to:

- Book systems and sorting services
- Request Training
- Access manuals and protocols in Documents
- Review Schedules
- Check on your personal use statistics

You can also check on planned Interventions (e.g. engineer visits, instrument cleans etc), monitor your Orders, Requests and quotes and report any issues.

Booking



To book a system, simply:

- Click on **Book**
- Select the **Sorter** or **Analyser** you wish to book to enter the Scheduler.
- **Select** the systems available in the dropdown list.
- **Select** the **Project** associated with the profile – if there is none, MRC/LMS users get in touch with one of the facility staff; Imperial users, click the **link** to “create a new project” – this will provide you with the option to select “Account for Recharging”.

PPMS for the LMS/NIHR Flow Cytometry Facility at Imperial - FlowHH

Home Book Order Request Documents Schedules Statistics Reports Publications Profile Logout

Incidents User rights Trainings Projects Orders Settings Groups/Users Admins Invoicing ?

Sorter Aria Fusion (CRB Rm 4011) Charge rate: n/a

Systems available: [dropdown]

Project: No project selected [dropdown] filter

A project is required to book this system [to create a new project](#)

Week 34, from the 21/08/2017 to the 27/08/2017

[\[previous week\]](#) [\[current week\]](#) [\[next week\]](#) [\[other week\]](#)

Please note that the minimum session is one hour.

	Monday 21/08/2017	Tuesday 22/08/2017	Wednesday 23/08/2017	Thursday 24/08/2017	Friday 25/08/2017	Saturday 26/08/2017	Sunday 27/08/2017
10:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Book a session for: Adejumo Thomas [dropdown] filter

Assisted by: Adejumo Thomas [dropdown]

[Book the selected sessions](#) [Report incident](#)

Notifications

- Receive a notification by email if someone cancels a booking.

[\[top of the page\]](#) [\[return to home\]](#)

- Select the date and time period required.
- Confirm that you are booking for yourself or someone in your Group.
- Leave the “Assisted By” box unchecked.
- Click **“Book The Selected”** Sessions.

You may receive notifications for when someone cancels a booking. If there is an existing problem, you can also **“Report An Incident”** on selected systems.

Deleting or Modifying bookings

- Select a booking to be deleted and confirm deletion.
- Bookings cancelled with less than 24 hours' notice will be charged.

Requesting a Training

This will take you to a form where you can specify what training you require.

- LSR
- Imagestream

Please check all administrator boxes before submitting and we will respond promptly to arrange training.

Useful emails:

James Elliott james.elliott@lms.mrc.ac.uk

Thomas Adejumo thomas.adejumo@lms.mrc.ac.uk

Bhavik Patel bhavik.patel@imperial.ac.uk