

Imperial Users

Dear Users,

We are launching our new booking system that has been adopted to better suit access to the merged Flow Facility.

To this end, you will need to register on the system at:

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

Please refer to the accompanying guide. This will provide you with instructions on the registration process and how to assign yourself to a **Group** (in PPMS terms this means those working under a given PI). To avoid duplication, please liaise with members of your group in order to create one **Group** on the booking system that you can all assign yourselves to. In choosing a **Department**, please note that this refers to your **Campus** (Hammersmith, St Mary's or South Kensington).

When creating a **Project** (which is required to book systems and which is the basis of the PPMS billing system), please ensure that you have the following:

1. Your supervisor name and email
2. The Activity Code for the grant you are working under
3. The Cost Centre for the grant you are working under

If you use the incorrect charging information or use an expired account number, this will incur an administration charge of £30. So please speak to your supervisor or lab administrator if unsure of Activity Code/Cost Centre.

**We intend to phase out Sharepoint mid November, so we would advise registering on the new booking system as soon as possible. This will also help us flag up any problems in the registering process. Please let us know if anything in the Guide is unclear! We will shortly notify you of the exact date of the switchover.**

Best wishes,

Flow Facility

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