

MRC/LMS Users

Dear Users,

We are launching our new booking system that has been adopted to better suit running of 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). We have created a number of available Groups for you to choose from - if yours is not shown, please contact us. In choosing a **Department**, please note that this refers to your **Campus** (Hammersmith, St Mary's or South Kensington).

As members of LMS you are not charged for Facility use (unless you are funded by an external grant – we will adapt the system shortly to take account of those in this position), but it is still necessary to ensure that you are part of a **Project** (the basis of the PPMS billing system) to allow you to book systems.

When completing your Project request form you will be asked for:

1. Your supervisor name and email
2. a Cost Centre - input: MRC
3. an activity code - input: 1234

**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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