Contents

Login page
Account creations requests
Training requests
PPMS home page
Booking time on instruments
Cancelling a session
PPMS: user quick reference

Login page

- Enter your credentials to login on the PPMS software
- If you do not have an account yet, you can select the “account creation request” link under the login and password form, or in the main menu
- if you can’t remember or don’t know your password, you can use the link “follow these instructions”
PPMS: user quick reference

Account creations requests

- First, select whenever your group (laboratory) is part of Institute or not
- Please make sure to fill all mandatory fields, and to choose a strong password
- If your group is not in the list, click the link “My group is not in the list” to enter your group (laboratory) details and PI
### Training requests

You can request a training right after requesting an account, or at any time using the “training request” link in the main menu or in some other pages in the software. You will be able to pick which training form you want to submit. Make sure to enter an answer to any mandatory question.
PPMS: user quick reference

PPMS home page

- On the top-left section of the page, you will find a list of the instruments or resources you are allowed to book in the facility (and only those). You may have to request a training to be allowed to book more resources.
- On the top-right section of the page you will find a list of services or consumables (if any) available for order in the facility.
- The bottom sections of the home page will allow you to review information about the facility resources, your own bookings, documents to review or agree, links to register for notifications in case of cancellation by other users, etc...
- Please do not forget to use the “report a publication” function to share with the facility any publication that used its resources.
- Please do not forget to use the “report an incident” function to report any trouble you had while using the facility resources.
- Select any time slot you will need
- You can select time slots either one-by-one or you can click and drag to select time across multiple hours or days
- You will then need to click on the button “book” at the bottom of the page
- You may need to select options above the “book” button, or in a secondary page
- You may open other user’s sessions to view their contact details
Cancelling a session

- To cancel a session click the “view/edit” link for the session in the calendar page
- At the bottom right, you can click the button “Cancel Session”
- Be aware than cancelling a session may trigger a fee when a late cancellation policy is in effect
- Note that if anyone end up booking or using time you cancelled, there will never be a fee for the used cancelled time