

PPMS: user quick reference

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Login page

PPMS for the Light Microscopy Facility (LMF)


Home Account Creation Request Training Request Project Request Schedules Statistics Logout

Login

Enter your username: To find your username:

Enter your password:

- 1 If you do not remember your password, you can [follow these instructions](#)
- 2 If you do not have an account yet, you can fill in an [account creation request](#)
- 3 You can [request a training](#) (you will need a valid account or an account creation request)
- 4 You can [fill a project creation form](#) (you will need a valid account or an account creation request)
- 5 If you cannot login or have any trouble please contact: LMF facility, email:lmf@main.edu, phone:4545
- 6 This core facility management system is also used by the following facilities: [Core Facility 3 \(CF3\)](#), [Core Facility 4 \(CF4\)](#)

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- 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”

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Account creations requests

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PPMS account creation form

PPMS accounts on this system are used by the following facilities: [Light Microscopy Facility \(LMF\)](#), [Core Facility 3 \(CF3\)](#), [Core Facility 4 \(CF4\)](#).

Important:
If you already 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: LMF facility, email: lmf@main.edu, phone: 4545.
If you do not remember your password, you can [follow these instructions](#).

Please choose one of the following options:

[Your institution is Medical School](#)
 [Your institution is NOT Medical School](#)

Please enter your details below (* : required fields)

First name: *

Last name: *

Phone: *

Email: @main.edu *

If your email exists in both a short and a long form, please use the short form
(Use jsmith@main.edu instead of john.smith@main.edu)

Account number: * (please respect the default (ABC) 000-000 pattern)

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:

- 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

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Training requests

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Training Request


Please select one of the following forms:

- [Image Analysis Request Form](#)
- [Light Microscopy Training Request Form](#)

Training activity

There is (are) currently *1 pending request(s)* for training in this core facility
(training requests may be processed simultaneously by the core staff)

The average wait period for trainings in this core facility, over the last six months, has been *9 day(s)*
(important: past performance is only indicative, your training could take less time, or more time, to be organized)

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- 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.

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PPMS home page

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Home

Book a system:
Systems available for booking | [book](#)

Order a service or a consumable:
Services/consumables available | [order](#)

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

Report a publication
Please report any publication that used the LMF's resources. This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!
[Report a publication](#)

My projects (1)
[Grant XXXX for bioimaging](#)

Report an incident
Choose a system | [report](#)

Interventions planned (2)
#810 - Preston - Friday, **Special - not available**
Cleaning
#812 - Cooker - Friday, **Special - not available**

Orders - new (1)
[Order ref #67](#)

Orders - accepted (3)
[Order ref #52](#)
[Order ref #63](#)
[Order ref #66](#)

My order history
[See all my orders in this core facility](#)

My sessions (10)
today, at 11:30 (not booked, 2mn): Preston [view](#)
tomorrow, 9:30 to 10:30: Fetcher [view ics](#)
tomorrow, 11:30 to 13:30: Fetcher [view ics](#)
tomorrow, 13:00 to 15:00: Preston [view ics](#)

- 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.

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Booking time on instruments

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Confocal Microscope Ginger (DWB201C)

Systems available for booking:

Charge rate: 40/h
- After 4h (continuous sessions): 10/h

Week 17, from the 04/25/2011 to the 05/01/2011
[\[previous week\]](#) [\[current week\]](#) [\[next week\]](#) [\[other week\]](#)

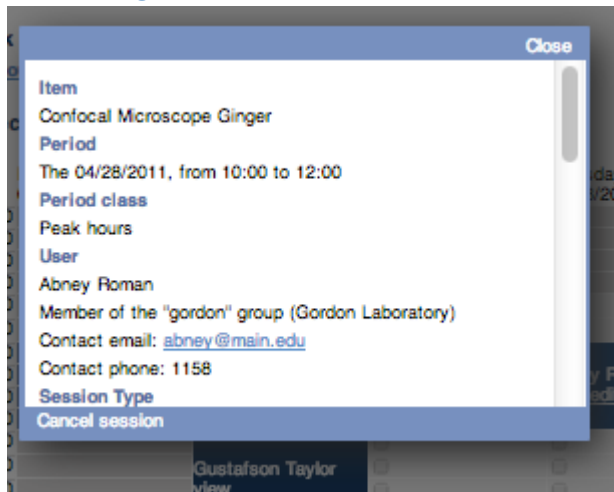
Project: filter

	Monday 04/25/2011	Tuesday 04/26/2011	Wednesday 04/27/2011	Thursday 04/28/2011	Friday 04/29/2011	Saturday 04/30/2011	Sunday 05/01/2011
7:00							
7:30							
8:00							
8:30							
9:00				<input type="checkbox"/>	<input type="checkbox"/>		
9:30				<input type="checkbox"/>	<input type="checkbox"/>		
10:00							
10:30							
11:00			Capps Patti view	Abney Roman view/edit	Training (Macias Joey)		
11:30							
12:00							Crosby Andre view
12:30		Gustafson Taylor view					
13:00							
13:30							
14:00					Training (Griffith Rex)	Training (Delacruz Esperanza)	
14:30							
15:00				Training (Delacruz Esperanza)			Dolan Carroll (Sargent Oliver) view
15:30		Stoll Harry view	Gustafson Taylor view				
16:00					Training (Sargent Oliver)		
16:30		Mcintire Laura view					
17:00							
17:30							
18:00			Bloom Yolanda view				
18:30							
19:00							
19:30							
20:00							
20:30							
21:00							

- 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

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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 that 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