

# Procedure to book an instrument and create a new login and a password

1-Go to the PPMS web site for the Flow cytometry facility

<https://ppms.eu/unige/login/?pf=3>

To login, if you already registered to the Bioimaging facility you can enter your user name and your password; they are the same.

If not, you have to create a new account either

in the top pink bar (under Université de Geneve) or here

UNIVERSITÉ DE GENÈVE FACULTÉ DE MÉDECINE  
Université de Genève > Médecine

PPMS for the Flow cytometry (Fcm)

HOME ACCOUNT CREATION REQUEST LOGOUT

Login

Enter your username: To find your username:  
list of PPMS accounts

Enter your password:

login

- If you do not remember your password, you can [follow these instructions](#)
- If you do not have an account yet, you can fill in an [account creation request](#)
- If you cannot login or have any trouble please contact: Fcm facility, email: [flowcytometry@unige.ch](mailto:flowcytometry@unige.ch), phone: 022 379 51 87
- This core facility management system is also used by the following facility: [Bioimaging core facility](#) (Bioimaging)

2- On the login page, please click on **“account creation request”**

Click either on:

-Your institution is Université de Genève, if you are working at the CMU, the HUG or the faculty of Sciences

- Your institution is NOT Université de Genève, if you are working in a private or a startup company.

Fill the registration form

### PPMS account creation form

PPMS accounts on this system are used by the following facilities: **Bioimaging core facility** (Bioimaging), **Flow cytometry** (Fom).

**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: Fom facility, email: [flowcytometry@unige.ch](mailto:flowcytometry@unige.ch), phone: 022 379 51 87.

If you do not remember your password, you can [follow these instructions](#).

Please choose one of the following options:

- Your institution is Université de Genève
- Your institution is NOT Université de Genève

Please enter your details below (\*: required fields)

First name:  \*

Last name:  \*

Phone:  \*

Email:  @unige.ch \*

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

Account number:  (optional)

Login UNIGE:

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: ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ ] ^ \_ { | } - and the space character

Group:  Select a group \*

My group is NOT in the list

As login UNIGE we advise you to use the same login as the one you use every morning to logon your computer and the same password as well.

If you are not from Unige, you can use the username and the password you want.


If your group is not in the list, please contact us, we will create the new group.

At the end, don't forget to submit the form.

Your account will be available after our validation

### 3. Book an instrument

Go to the Login page and enter your username and password.



## Login

Enter your username:  To find your username:

Enter your password:

Once entered in the Home page, click on systems available and select the instrument you want to book.


**Book a system:**

Systems available:


- Analyser 2 lasers**
  - Accuri C6-1 (6014)
  - Accuri C6-2 (6014)
  - FACSCalibur (6014 P2 lab)
- Analyser 3 lasers**
  - Cyan (6014)
  - Gallios 3 (6014)
- Analyser 4 lasers**
  - Gallios 4 (6014 P2 lab)
- Cell counter**
  - Casi 1 (6014)
  - Countess (6014)
  - Sysmex (6014)
  - Tali (6014)
- Cell sorter**
  - Aria II (6014C)
  - Astrios (6014 P2 lab)
  - FACSVantage (6014C)
- Magnetic cell separator**
  - AutoMACS Pro (6014\_D)

**Order a service or a consumable:**

Services/consumables available:

**Sessions recently cancelled** 

- Receive email notifications for new cancellations

**Today's sessions** 

- none

Select the time slots you want to book and then click on Book the selected sessions.

Your name will appear on the reserved slots.

3 lasers 405 nm, 488 nm, 633 nm

	Monday 08/12/2014	Tuesday 09/12/2014	Wednesday 10/12/2014	Thursday 11/12/2014	Friday 12/12/2014	Saturday 13/12/2014	Sunday 14/12/2014
8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do not repeat

Book the selected sessions

Report an incident or a problem on this system.

Notifications

Receive a notification by email if someone cancels a booking

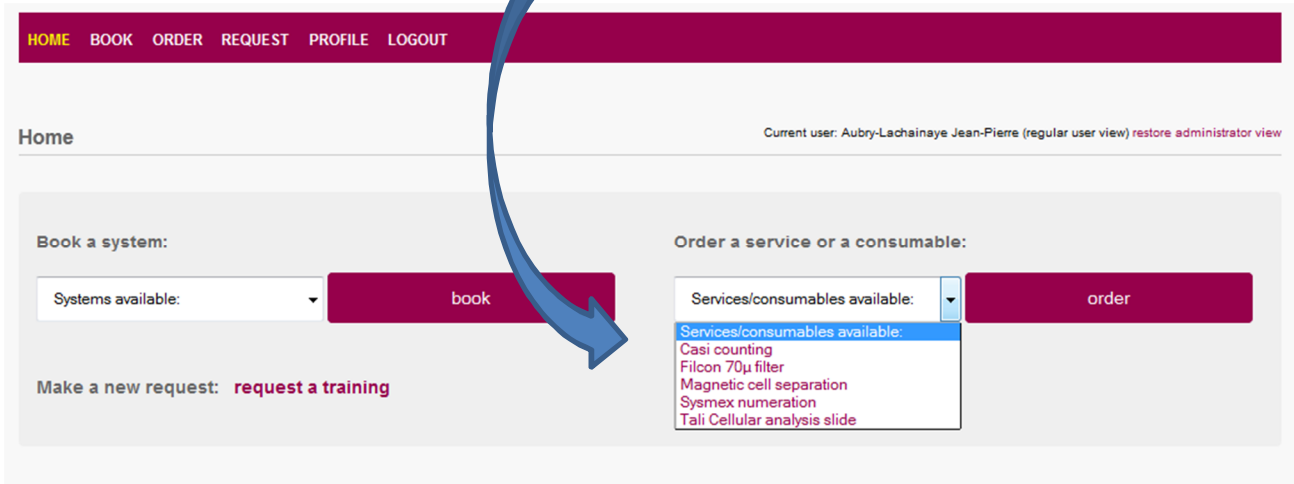
If you want to receive a notification if somebody cancels a booking, click on this notification.

#### 4. Special booking for cell counters (Casi, Tali, Sysmex) and AutoMACS

As the time of booking of the analyzers will be now charged based on the time of real usage and not anymore on the number of tubes run, for the cell counters the charge rate will be based on the

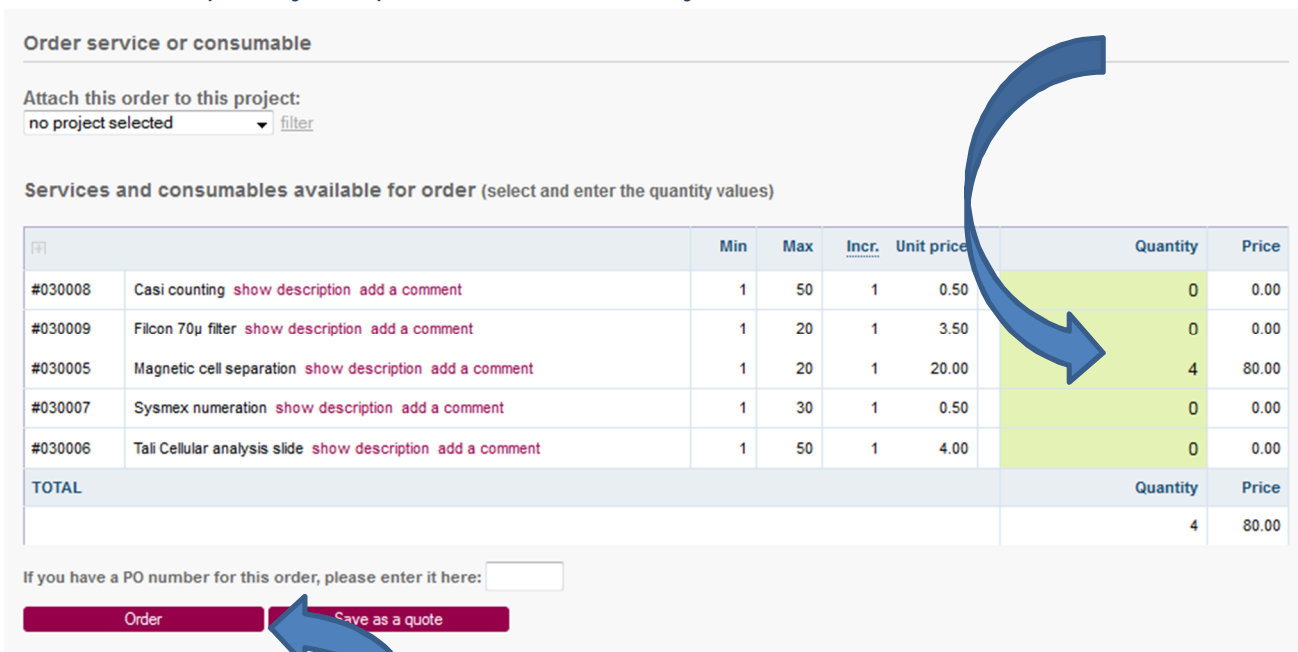
number of measurements (for cell counters) or number of sortings for the AutoMACS. The time of booking of these instruments is free of charge.

For that, you have first to book the instrument, as described before, and **also** to order a service/consumable. Click on the service you want to order.



The screenshot shows a navigation bar with links: HOME, BOOK, ORDER, REQUEST, PROFILE, LOGOUT. Below the navigation bar, the user is identified as 'Aubry-Lachainaye Jean-Pierre (regular user view)'. There are two main sections: 'Book a system:' with a 'Systems available:' dropdown and a 'book' button; and 'Order a service or a consumable:' with a 'Services/consumables available:' dropdown and an 'order' button. A dropdown menu is open under the second section, listing: 'Casi counting', 'Falcon 70µ filter', 'Magnetic cell separation', 'Sysmex numeration', and 'Tali Cellular analysis slide'. A blue arrow points from the 'book' button to the 'order' button.

And select the quantity of separations/numerations you want to do.



The screenshot shows the 'Order service or consumable' page. It includes a dropdown for 'Attach this order to this project:' (no project selected) and a 'filter' button. Below is the section 'Services and consumables available for order (select and enter the quantity values)'. A table lists the following items:

	Min	Max	Incr.	Unit price	Quantity	Price
#030008 Casi counting <a href="#">show description</a> <a href="#">add a comment</a>	1	50	1	0.50	0	0.00
#030009 Falcon 70µ filter <a href="#">show description</a> <a href="#">add a comment</a>	1	20	1	3.50	0	0.00
#030005 Magnetic cell separation <a href="#">show description</a> <a href="#">add a comment</a>	1	20	1	20.00	4	80.00
#030007 Sysmex numeration <a href="#">show description</a> <a href="#">add a comment</a>	1	30	1	0.50	0	0.00
#030006 Tali Cellular analysis slide <a href="#">show description</a> <a href="#">add a comment</a>	1	50	1	4.00	0	0.00
<b>TOTAL</b>					<b>Quantity</b>	<b>Price</b>
					4	80.00

Below the table, there is a field for 'If you have a PO number for this order, please enter it here:' and two buttons: 'Order' and 'Save as a quote'. A blue arrow points from the 'Quantity' column of the table to the 'Order' button.

Then click on order