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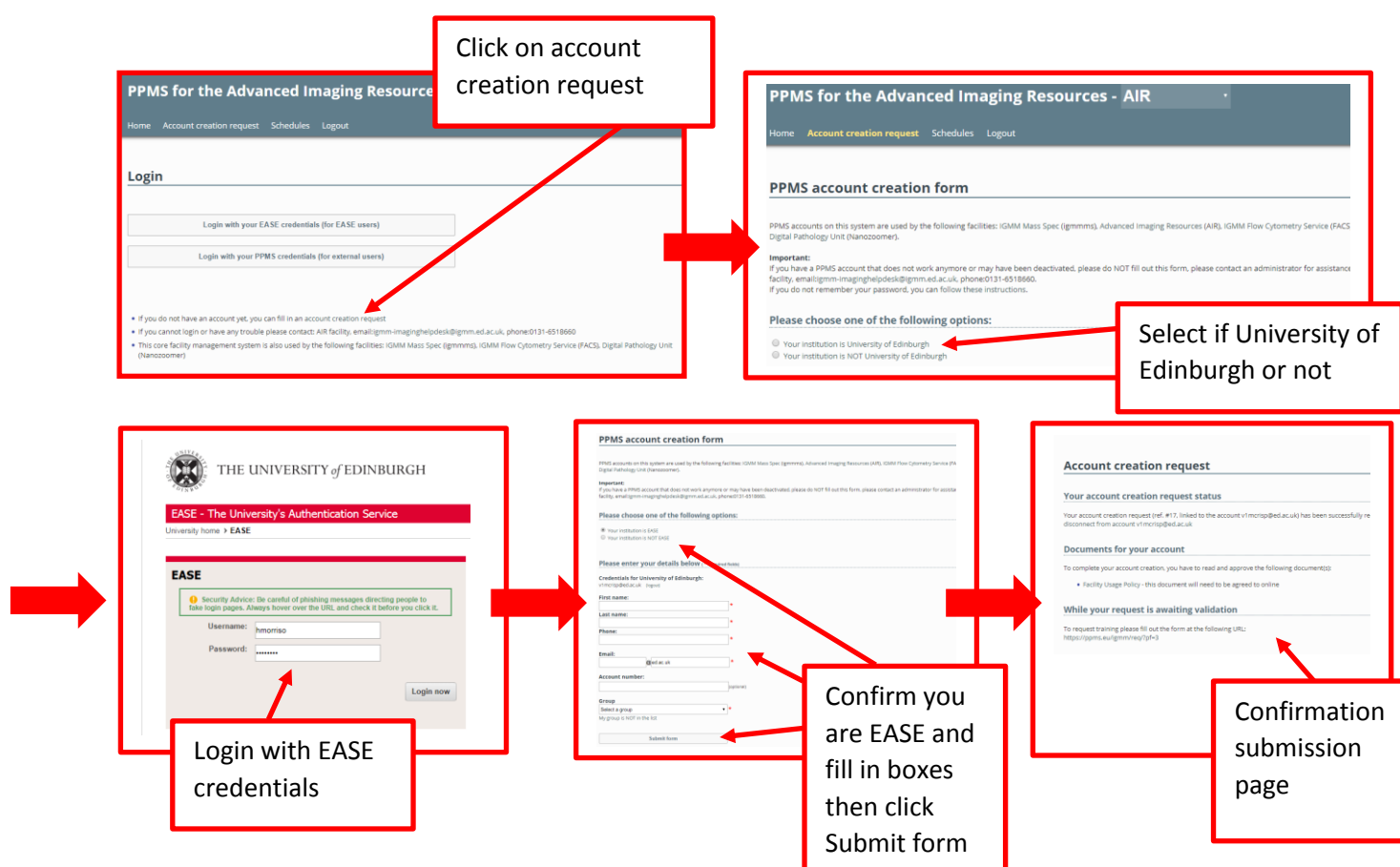
## PPMS – An introduction

PPMS is the new booking and charging system being rolled out across the IGMM

Go to the PPMS page and click on Advanced Imaging Resources (AIR)

<https://ppms.eu/igmm/start/>

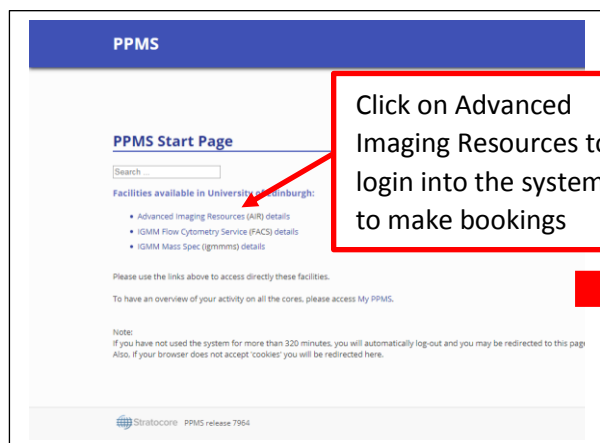
If you are a new facility user or have not been entered onto the PPMS database, you will be blocked from entering the PPMS page proper. In this case, click on *account creation request*, select if you are University of Edinburgh or not, login with your EASE credentials, fill in the required boxes and click Submit form. You will get a confirmation window popping up and your entry onto the database will be validated by one of the administrators.



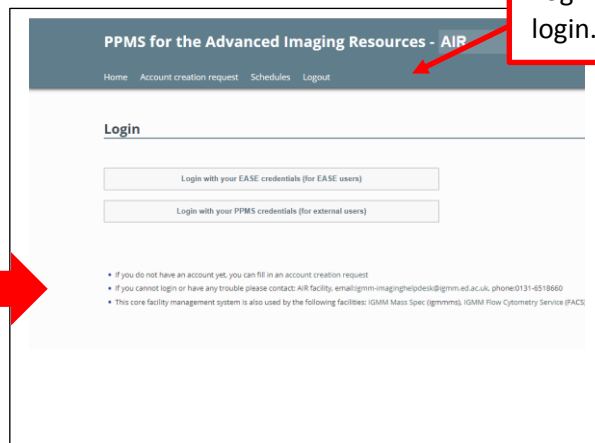
Once validated, go to the same webpage as before and login with your EASE credentials.

## How to login and overview of opening page

3



Click on Advanced Imaging Resources to login into the system to make bookings



Login with EASE login.

Check to see system availability and book

Home page

Logout of PPMS system

Request any consumables

Clicking here will show a list of systems you can book

Booking a system

Record any publications

Reporting of any incidents or accidents

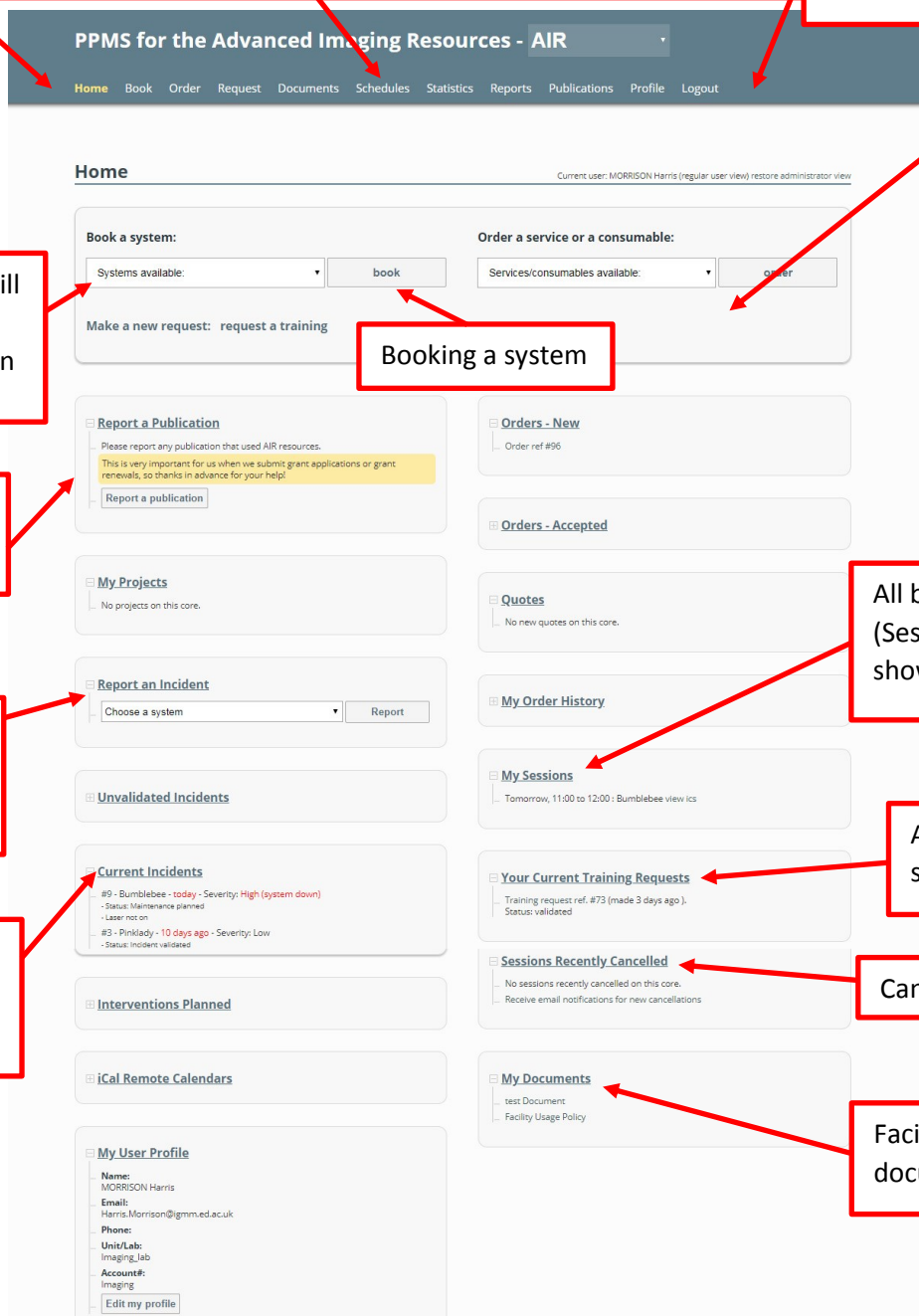
Any incidents you need to be aware of

All booking (Sessions) are shown here

Any trainings sessions set up

Cancelled sessions

Facility documentation



## How to make a booking on PPMS.

To start with, you will want to check which microscope or workstation is free and you are able to book (If the system you want to use is not listed, then you will need to book an induction/training with the Imaging Facility. See page 6). If you click on Schedules the Upcoming bookings page will open, showing the free sessions.

Click on Schedules

PPMS for the Advanced Imaging Resources - AIR

Home Book Order Request Documents **Schedules** Statistics Publications Profile Logout

Upcoming bookings

Monday 25 June 2018 Tuesday 26 June 2018

Confocal Microscope

- Bumblebee
- Butterfly
- Dragonfly
- Firefly

Epifluorescence

- Britemac
- Calvinos
- Discovery
- Granny
- LimeLight
- MacRed
- Nikon TIS Tissue Culture
- PinkLady
- Santana

Microscope

- Branding
- Cox
- Nikon Macroscopic
- Reddyal
- Super Resolution
- Nikon Ni-SIM
- Thunder

Workstation

- Chompata
- Holydames
- Holydome
- Hollydome
- Laxton

In this case, there are a couple of booking for the 25<sup>th</sup>

You can click on the 'blue block' and this opens the booking window where it will show you who has booked what system and for how long. Hovering the mouse over the booking block will also show you who has made the booking.

Session #85

System

Workstation Holycow

Period

25/06/2018, from 14:00 to 15:00

Period Class

Peak hours

User

MORRISON Harris

Member of the group 'Imaging\_lab'

Email: [Harris.Morrison@igmm.ed.ac.uk](mailto:Harris.Morrison@igmm.ed.ac.uk)

Phone:

Session Type

Autonomous

Close

Both these images have been cropped so they fit on the screen

A booking can now be made from this point, as seen below. On the schedules page, click on an empty, unbooked box you want for the required system, i.e. Granny. The following, booking page will appear. Select required time slots and submit. If time slot is booked, you can set up an email notification if the other person cancels.

**1. System being booked.**

**2. Charge per hour.**  
(N/A here as test user being used)

**3. Information on local rules which apply to this system.**

**4. Click on small squares to select that session, holding left mouse button and dragging populates more boxes**

**5. If you find a fault or have an incident, it can be reported here.**

**6. To finish the booking, click on Book the selected sessions**

**7. Click here if system is booked but email notification if person cancels**

Once you've clicked the 'Book the selected sessions' the schedules page will change and a blue box will show the session time and microscope booked.

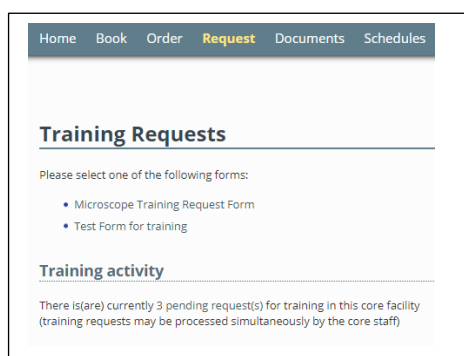
To book a microscope or workstation without going through the schedule page, click on the Book a system (In the main screen) → Systems available box and the list of those systems you can book will appear (In this case it's all of them as I am an Admin).

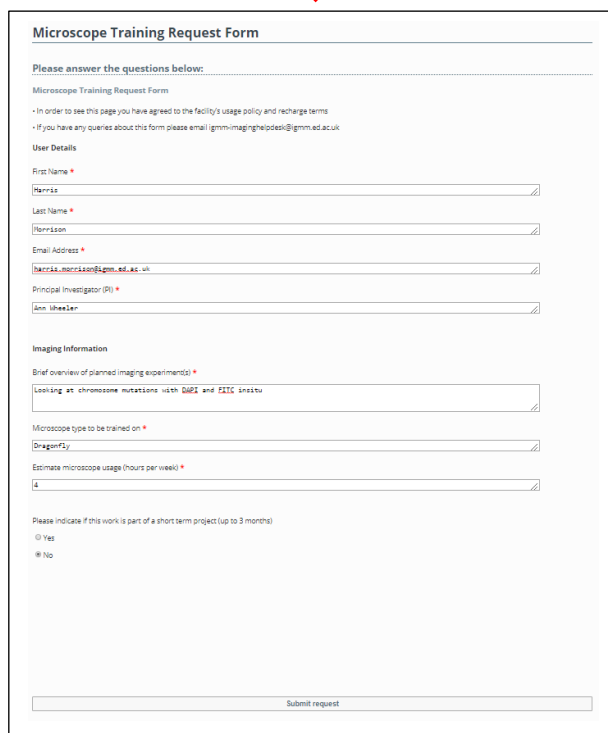
**Click on Systems available and then choose the system, i.e. Granny**

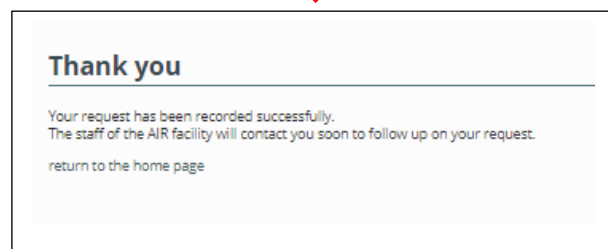
## How to arrange a training session.

Once you have clicked on the system required, i.e. Granny, you will be taken to the booking schedule page, which is covered above for booking a session from the schedule button.

If you find that you are unable to book a certain piece of equipment due to you having never used it before, then you can request training. As a result, you will then be able to use and book said system afterwards. On the Home page, click on Request → Microscope Training Request Form → Fill in and Submit Form. You will then be contacted by the appropriate person in the Imaging Facility.







## Image analysis requests

If, as a result of acquiring images, you can request help from the Imaging Analysis specialist. To do this, click on Request → Image Analysis Support Request Form → Fill in the form → Submit. Once submitted, you will be contacted, further questions potentially asked and a booking made.

**PPMS for the Advanced Imaging R**

Home Book Order **Request** Documents Schedules

**Training Requests**

Please select one of the following forms:

- Image Analysis Support Request Form
- Microscope Training Request Form

**1. Click on Requests**

**2. Click on Imaging Analysis Support Request Form**

**Image Analysis Support Request Form**

Please answer the questions below:

Image Analysis Training Request Form

- In order to see this page you have agreed to the facility's usage policy and recharge terms
- If you have any queries about this form please email [gmm-imaginghelpdesk@gmm.ed.ac.uk](mailto:gmm-imaginghelpdesk@gmm.ed.ac.uk)

**User Details**

First Name \*

Last Name \*

Email Address \*

Principal Investigator (PI) \*

**Analysis Information**

Microscope used to collect data? (£25 per hour if images from non AIR microscopes) \*

Description of support needed \*

Do you have a specific deadline for this work? \*

It's especially helpful to leave example images (the raw data files acquired from the microscope) at the following location on the Datastore:  
/cmmv\_datastore.ed.ac.uk/gmm/imaging-Users/informatics\_inbox/

**3. Fill in the all the fields marked with an \***

**4. Click on Submit. You will be emailed**

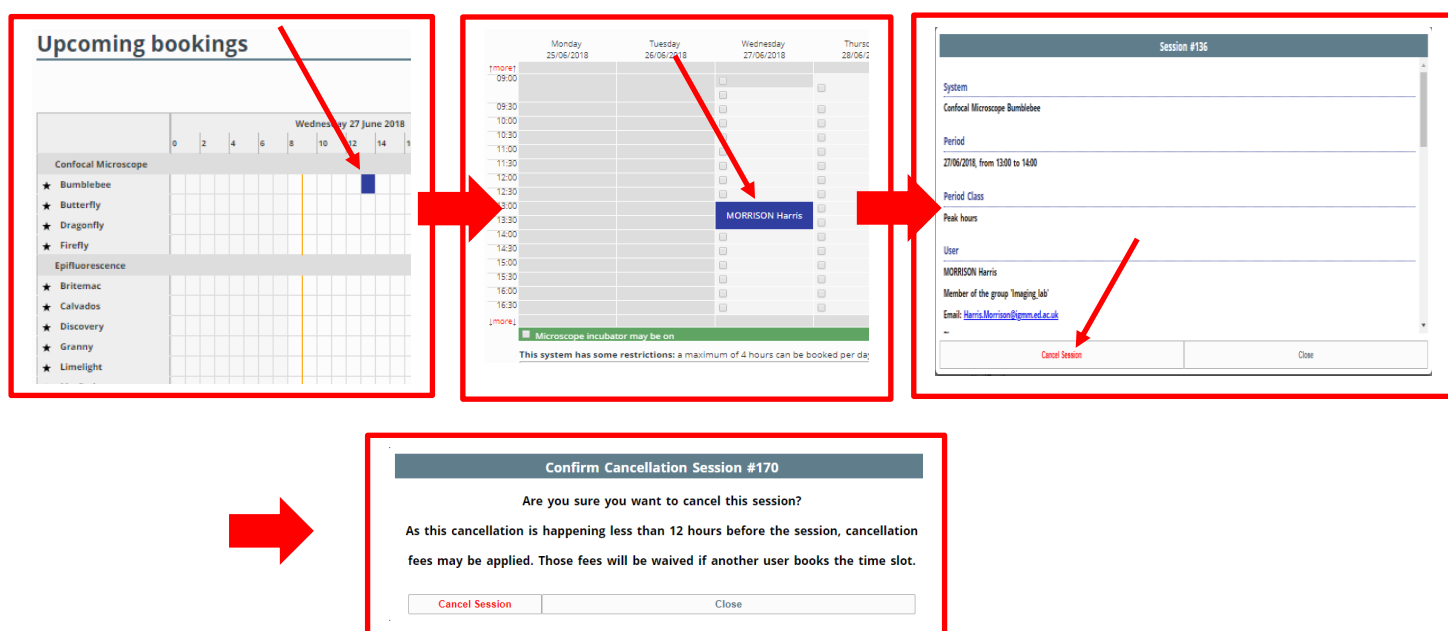
Submit request

**Thank you**

Your request has been recorded successfully.  
The staff of the AIR facility will contact you soon to follow up on your request.  
return to the home page

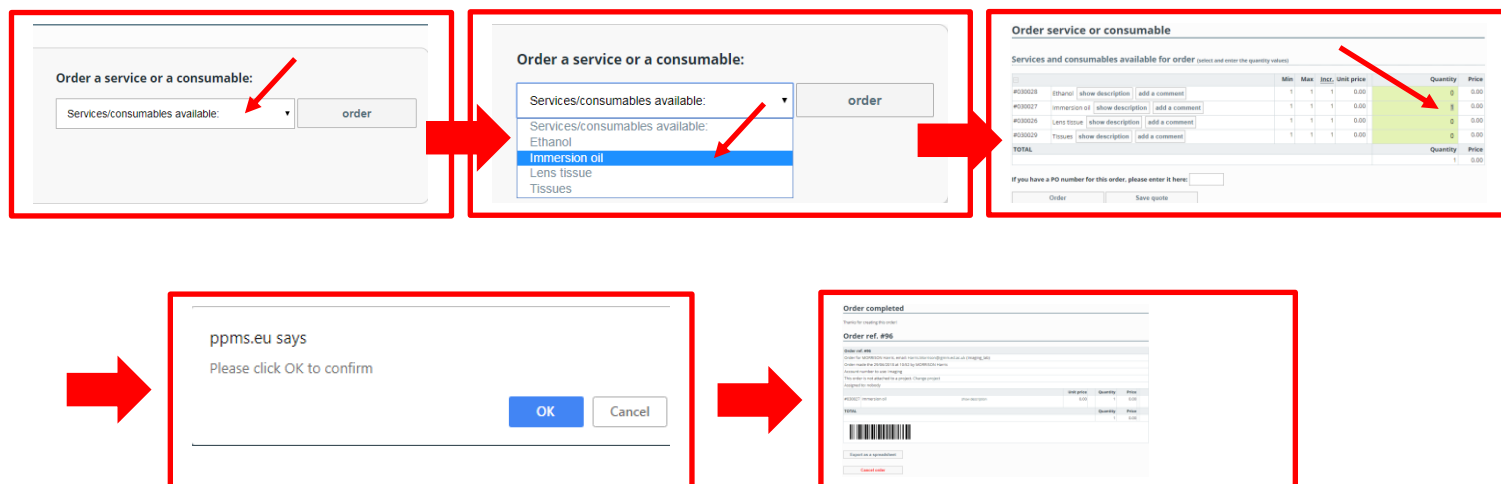
## How to cancel a booking.

As a user, you must plan your system time carefully. At present, if you book a microscope you are able to cancel or amend that booking if it's more than 12 hours from the start time, at no charge. If it is less than 12 hours from the start time, your cost centre is charged 50% of the original booking unless another user takes up the booking you have cancelled (All booking rules are covered in the Facility Usage Policy). Or, you can cancel the booking, make a booking of the same length on the same day and that new booking will be charged as before; But if the replacement/second booking is shorter, then you will be charged a 50% cost for the time difference between the two bookings you no longer use. To cancel, go to the Schedules page, click on your booking and in the popup window that appears, click cancel session at the bottom.



## Ordering consumables.

Sometimes you will find one of the consumables at the microscope missing. These can be re-ordered, there is no cost applied, on the PPMS website Home page.



## How to report an incident.

If you have an accident at the microscope, or accidentally break a slide, this can be reported so that one of the facility members can safely remove the glass, for example. Go to the Home page, click on Report an Incident and select the microscope in question. Now click on Report and fill in the boxes shown.

**Report an Incident**

Choose a system

**Create Incident or Intervention**

Choose a system

Choose a system

Confocal Microscope

Bumblebee

Butterfly

Dragonfly

Firefly

Digital Pathology Unit

Nanozoomer

Epifluorescence

Granny

Granny

Limelight

MacRed

Nikon TIS Tissue Culture

Pinklady

Santana

Mesoscope

Bramley

**PPMS for the Advanced Imaging Resources - AIR**

Home Book Order Request Documents Schedules Statistics Publications Profile Logout

**Incident creation form for system Granny (CG06B)**

Incident start

☒ The incident did not occur during a session

year: 2019 month: 6 day: 25 hour: 15 min: 00

Severity

Low

Precise description of the incident:

Upload a file

Is the problem solved?

☒ no ☐ yes

Submit

Fill in the required boxes with the relevant information.

## Facility documentation.

The Advanced Imaging Facility have a Fair Use policy which can be viewed from the PPMS website.

Home Book Order Request Documents Schedules

**My Documents**

Document #5: Facility Usage Policy

**My Documents**

Details:

Document ref #5, created on 28/05/2018 at 16:00 - last updated on 02/07/2018 at 16:00 by PEAK001

Document title:

Facility Usage Policy

Document content:

Welcome to the AIR Facility. Please download, read and agree to our Facility Usage Policy (see below). This includes charging and cancellation rules. You will not be able to book the microscopes until the form has been agreed to:

<https://ppms.augimicroscopy.org/pea-364d-13-Qm9W0g>

Please check the check box below and the submit button.

☒ I agree

Click on this link to download the Facility Usage Policy

On the homepage, click on Documents, the document you want to read

## How to log publications.

Should the result of your work, using AIR resources, result in a publication, it would be appreciated if you would enter said publication into the PPMS database? Can easily be done by clicking on the Publications button and in the following window, click on **Add a publication** button. A new page appears with a few questions to be answered with regards the work done.

**Home** Book Order Request Documents Schedules Statistics

**My publications and publications for my group(s)**

Add a publication

No publications to display.

**Report a publication**

Congratulations for your publication!  
Please enter the details of your publication below.  
This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!

**Publication details**

PubMed ID (if known)  
Open PubMed in a new window.

DOI (if known)  
Open DOI in a new window.

Query to populate this form

Journal Name  
You can also select from this list

Year of publication  
2018

Month of publication  
Jun

Volume/page (if known)

Title

**Authors**

MORRISON Harris

Add an author  
Select an author

**Groups**

Imaging\_lab

Add a group  
Select a group

**Cores**

Advanced Imaging Resources (AIR)

Add a core  
Select a core

**Systems used**

- Confocal Microscope Bumblebee
- Epifluorescence Granny
- Epifluorescence MacRed
- Epifluorescence Santana
- Workstation Holycow

With this new system, there is a log kept of who is logged into a particular system and when they log out, this being what additionally allows system checks and statistics for the Imaging Facility and Finance. Charges will be based on the time that user is logged into the system if it is longer than the booking made on PPMS. Please make sure **YOU LOG OUT** when you've finished your session.

Please contact us if you have any questions or issues at [igmm-imaginghelpdesk@igmm.ed.ac.uk](mailto:igmm-imaginghelpdesk@igmm.ed.ac.uk)