

How To

Booking instruments with Stratocore PPMS

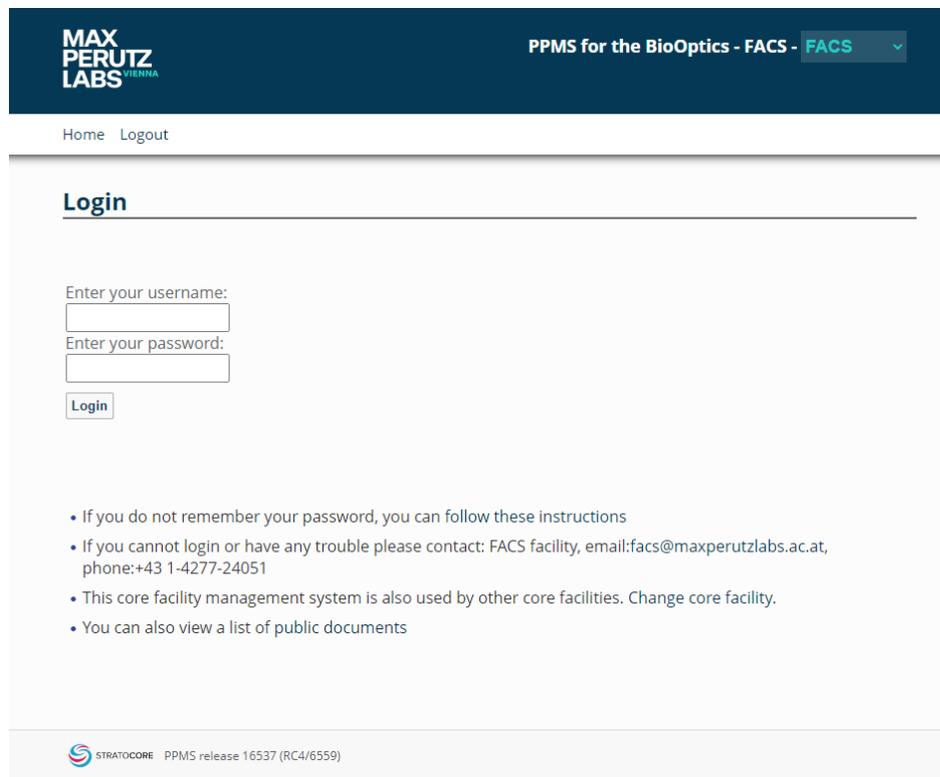
Please follow these steps to book instruments in Stratocore (PPMS).

Access Stratocore PPMS

Open the URL <https://ppms.eu/maxperutzlabs>

Login

Login with your userID (e.g. musterm43) and the password you set during registration.



The screenshot shows the login interface of the Stratocore PPMS system. At the top, there is a dark blue header with the 'MAX PERUTZ LABS VIENNA' logo on the left and the text 'PPMS for the BioOptics - FACS' with a dropdown menu showing 'FACS' on the right. Below the header, there are links for 'Home' and 'Logout'. The main content area is titled 'Login' and contains two input fields: 'Enter your username:' and 'Enter your password:'. Below these fields is a 'Login' button. At the bottom of the login area, there is a list of instructions:

- If you do not remember your password, you can follow these instructions
- If you cannot login or have any trouble please contact: FACS facility, email:facs@maxperutzlabs.ac.at, phone:+43 1-4277-24051
- This core facility management system is also used by other core facilities. Change core facility.
- You can also view a list of public documents

At the very bottom of the page, there is a footer with the Stratocore logo and the text 'STRATOCORE PPMS release 16537 (RC4/6559)'.

Home overview

After the login you will be redirected to the PPMS “Home” dashboard. The top part of the dashboard includes quick-links to **instrument booking** (via the dropdown menu) and starting **training request** (below the dropdown, for instruments you are not yet familiar with).

The lower section of the dashboard can be modified to your needs (via “Add a New Section to the Home Page”). Elements can be deleted via the small “trash” icon in the top right corner of each box.

MAX PERUTZ LABS VIENNA PPMS for the BioOptics - FACS - **FACS**

Home Book Request Documents Profile Logout

Home Current user: []

Book a system:

Systems available: [v] **Book**

Make a new request: request a training

Restore Default Sections + Add a New Section to the Home Page

My Projects [v] [x] [i] [t]
No projects on this core.

My Sessions [v] [x] [i] [t]
Today, 14:30 to 16:00 : Melody cell sorter view ics
Friday, 10:00 to 11:30 : Melody cell sorter view ics

Report an Incident [v] [x] [i] [t]
Choose a system [v] **Report**

Training [v] [x] [i] [t]
Training requests
No current training requests on this core.

Booking instruments

When you selected an instrument either via the dropdown on the dashboard or via the “Book” link in the top navigation, you will see the following screen.

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VIENNA
PPMS for the BioOptics - FACS - **FACS** ▼

Home Book Request Documents Profile Logout

FACS Facility (VBC4) Aria cell sorter (VBC4/2.528)

Systems available: ▼

Week 46, from the 14/11/2022 to the 20/11/2022

[\[previous week\]](#) [\[current week\]](#) [\[next week\]](#) [\[other week\]](#)

Please note that your booking request will only be finalised if the status has changed from PENDING to CONFIRMED! Please avoid booking within short notice!

Financial account #: ▼ Request a financial account number

	Monday 14/11/2022	Tuesday 15/11/2022	Wednesday 16/11/2022	Thursday 17/11/2022	Friday 18/11/2022	Saturday 19/11/2022	Sunday 20/11/2022
10:00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10:15		<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"/>		
10:45		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11:00	<div style="background-color: #4a4a8a; color: white; padding: 2px;">[input] ("Sauer Thomas "checking 24 samples")</div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #4a4a8a; color: white; padding: 2px;">[input] ("measure Hoechst and ")</div>		
11:15	<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"/>		
11:45	<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"/>		
12:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16:00	<input checked="" type="checkbox"/> 16h00 - 16h15	<div style="background-color: #4a8a4a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>	<div style="background-color: #4a4a8a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>		
16:15	<input checked="" type="checkbox"/>	<div style="background-color: #4a8a4a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>	<div style="background-color: #4a4a8a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>		
16:30	<input checked="" type="checkbox"/>	<div style="background-color: #4a8a4a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>	<div style="background-color: #4a4a8a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>		
16:45	<input checked="" type="checkbox"/>	<div style="background-color: #4a8a4a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>	<div style="background-color: #4a4a8a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>		
17:00	<input type="checkbox"/>	<div style="background-color: #4a8a4a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>	<div style="background-color: #4a4a8a; color: white; padding: 2px;">[input]</div>	<input type="checkbox"/>		
22:45							
23:00							
23:15							
23:30							
23:45							

■ 100 um Nozzle

✓ 1xPBS, nearUV, Sample number, Bulk or Plate
Comment: 3 samples, 15 mL bulk

Do not repeat ▼

Book the selected sessions

Charge rate: /h (assisted)

Report an incident or a problem on this system.

Notifications

- Receive a notification by email if someone cancels a booking.

MAX PERUTZ LABS
Vienna BioCenter (VBC) • Dr.-Bohr-Gasse 9 • 1030 Vienna Tel:
+43-1-4277-24051/61782 • facs@maxperutzlabs.ac.at

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Once you chose the wanted time slot, you will be able to see the price that will be applied for this session in the top right corner above the calendar view. You can navigate forward and backwards in the calendar via the “previous week” / “next week” buttons on the top.

The coloured bars at the bottom of the booking screen are special selections (like nozzle size, sample number etc). These bars will only be visible for instruments that support to set any special conditions. If you make a sorting reservation please always indicate: sample number, sorting mode, and any special requirements.

Finish the booking by selecting the “Book the selected sessions” button on the bottom of the calendar. When the booking was successful, you will return to the calendar view of the instrument with your booked timeslot applied to the calendar.

Reporting an incident

You are asked to report any incident that occurs during your session. To do so, you have to select the “Book” link in the top navigation bar. On the bottom of the page, you have to click the “Report an incident or a problem on this system” button that will navigate you to the following screen.

MAX PERUTZ LABS PPMS for the BioOptics - FACS - **FACS** ▾

Home Book Request Documents Profile Logout

Create incident for Aria cell sorter

Select System

- Incident start
date: 14-11-2022 hour: 15 :00
- Severity
Low
- Precise description of the incident:

 Please enter a description.

Requesting hands-on training

Novice users can only make reservations inside peak hours (10:00-17:00), and their reservations must be confirmed by the facility in order to be finalized. Please, avoid short notice bookings!

Autonomous users can independently book and operate the cytometers even outside peak hours. If you want to become an autonomous user you have to apply for a training through the PPMS system! Go to the “Home” dashboard and follow the link “request a training”.

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PPMS for the BioOptics - FACS - FACS ▾

Home
Book
Request
Documents
Profile
Logout

Hands-on training

Please define the account number to use:

Request to be authorized for another financial account

Please answer the questions below:

Please fill in this form to get authorisation to book an instrument in the FACS facility!

On which machine would you like to have the training? *

What cell type do you have? What is the size range of your cells? *

Is there a biosafety issue (e.g. lentiviral transduced cells)? *

Yes

No

What fluorophores would you like to use? What are their excitation/emission maxima (e.g. GFP:488/523)?

Once we received your training request, we will arrange a hands-on training for you via e-mail and book the training session for you.