

HowTo

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 u:account userID (e.g. musterm43) and the password you set during registration (hint: this is per default not the same password as your u:account password).

The screenshot shows the login interface for the PPMS system. At the top, there is a blue header with the text "PPMS for the BioOptics Core Facility - BioOptics" and navigation links for "Home" and "Logout". Below the header, the "Login" section is highlighted with a blue underline. The login form includes two input fields: "Enter your username:" with the text "biopticstest" and "To find your username:" with a dropdown menu showing "list of PPMS accounts". Below these is a password field labeled "Enter your password:" with masked characters "••••". A "Login" button is positioned below the password field. At the bottom of the form, there are three bullet points: "If you do not remember your password, you can follow these instructions", "If you cannot login or have any trouble please contact: BioOptics facility, email:lightmicroscopy@maxperutzlabs.ac.at", and "You can also view a list of public documents".

Dashboard / Instrument overview

After the login you will be redirected to the PPMS dashboard. This 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.

In the top part of the dashboard you see quick-links to instrument booking (via the dropdown menu) and starting training requests (below the dropdown, for instruments you are not yet familiar with).

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.

PPMS for the BioOptics Core Facility - BioOptics

[Home](#) [Book](#) [Request](#) [Documents](#) [Profile](#) [Logout](#)

BioOptics Facility (VBC5) DeltaVision Ultra Epifluorescence Microscope (Room 1.320) [More](#) Charge rate: n/a

Information

Systems available:

Week 47, from the 22/11/2021 to the 28/11/2021
[\[previous week\]](#) [\[current week\]](#) [\[next week\]](#) [\[other week\]](#)

Financial account #: 100400

	Monday 22/11/2021	Tuesday 23/11/2021	Wednesday 24/11/2021	Thursday 25/11/2021	Friday 26/11/2021	Saturday 27/11/2021	Sunday 28/11/2021
more:							
09:00	<input type="checkbox"/>						
09:15	<input type="checkbox"/>						
09:30	<input type="checkbox"/>						
09:45	<input type="checkbox"/>						
10:00	<input type="checkbox"/>						
10:15	<input type="checkbox"/>						
10:30	<input type="checkbox"/>						
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17:00	<input type="checkbox"/>						
17:15	<input type="checkbox"/>						
17:30	<input type="checkbox"/>						
17:45	<input type="checkbox"/>						
more:							
Room temperature							
Temperature control							

This system has some restrictions: a maximum of 3 hours can be booked per day (during peak hours); peak hours are Monday to Friday, 09:00 to 18:00; booking less than 8 hours in advance is never restricted.

[Book the selected sessions](#)

The booking interface is similar to the legacy intranet booking system. You can select the times to via selecting the corresponding block in the calendar view (NOTE: you can select multiple time slots by left mouse click and moving the mouse).

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.

Some instruments might come with limitations regarding your possible daily/weekly usage. These restrictions will be advertised below the calendar view, but you will of course also see error messages if you try to circumvent these restrictions.

The colored bars at the bottom of the booking screen are special selections (like room temperature etc). These bars will only be visible for instruments that support to set any special conditions.

Finish the booking by selecting the “Book the selected sessions” button on the bottom of the calendar. If applicable you might see further questions about your booking in a popup window.

When the booking was successful, you will return to the calendar view of the instrument with your booked timeslot applied to the calendar:

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09:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:45	<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"/>
10:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11:45	<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"/>
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13:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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15:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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15:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
15:45	<input checked="" 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"/>
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