

### 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).

<b>PPMS</b> for	the BioOptics Core Facility - BioOptics					
Home Logout						
Home Logout						
Login						
Enter your username	e: To find your username:					
bioopticstest	list of PPMS accounts 🗸					
Enter your password	ź:					
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Login						
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• If you do not rem	ember your password, you can follow these instructions					
<ul> <li>If you do not rem.</li> <li>If you cannot loging</li> </ul>	ember your password, you can follow these instructions n or have any trouble please contact: BioOptics facility, email:lightmicroscopy@maxperutzlabs.ac.at					

#### **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.

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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).

lome	Current user: Must	ermann BOpti
Book a system:		
Systems available:	✓ book	
Make a new request: request a training		
testore Default Sections	+ Add a New Section to the	Home Pag
E iCal Remote Calendars	<u>My Sessions</u>	
<ul> <li>You may have to right click the webcal links and copy/paste them into the "remote calendar import" or "subscribe" function of you calendaring software. Software compatible with the icalendar standard: Office 2007 and later (Windows), Mac OSX's ical, Google or Yahoo web calendars, most smarphones</li> </ul>	No sessions booked on this core.	
- Your sessions on any PPMS system - BioOptics Facility (VBCS) - DeltaVision Ultra Epifluorescence Microscope calendar	□ <u>Training</u> Training requests	
	<ul> <li>No current training requests on this core.</li> <li>Training sessions as participant</li> </ul>	
My User Profile  Name: Mustermann BOptint Email:	No training sessions to display.	
intranet@maxperutzlabs.ac.at _ Phone: _ Unit/Lab:	Sessions Recently Cancelled	
BioOptics Account#: 100400 Edit my profile	No sessions recently cancelled on this core.     Receive email notifications for new cancellations	
	□ <u>My Documents</u>	
	Adminitrative Rules     Usage Confirmation	

# **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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Home Book R	equest Documents	s Profile Logo	out				
BioOptics Facili	ty (VBC5) DeltaVi	sion Ultra Epif	luorescence N	Aicroscope (Ro	om 1.320) <u>Mo</u>	re Charge rate: n/a	
information							
Systems available:		~					
Week 47 from t	he 22/11/2021 to	the 28/11/202	1				
[previous week] [curren	nt week] [next week] [ot	her week]					
/inancial account #: 100400							
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Room ten	perature						
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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:











# PPMS for the BioOptics Core Facility - BioOptics

15:45 16:00 () 16:15 () 16:30 () 16:45 () 17:00 () 17:15 () 17:30 () 17:45 () 17:45 ()

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Week 47 previous w Financial 109:00 09:15 09:30	7, from the 2 week] [current week] account #: 100 Monday 22/11/2021	22/11/2021 to 1 ek[ [next week] [othe 0400 Tuesday 23/11/2021	the 28/11/202' r week] Wednesday 24/11/2021	Thursday 25/11/2021	Friday 26/11/2021	Səturdəy 27/11/2021	Sunday 28/11/2021
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15:30	BOptint			0			

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























