

User Guides for Users

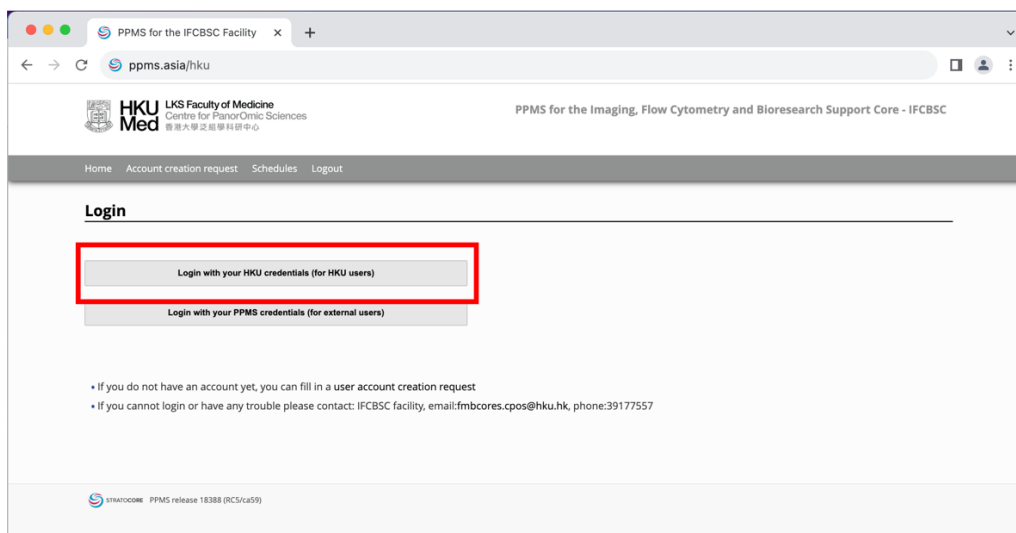
To access PPMS for instruments booking of HKU CPOS Laboratory block instruments, please visit the follow website:

<https://ppms.asia/hku>

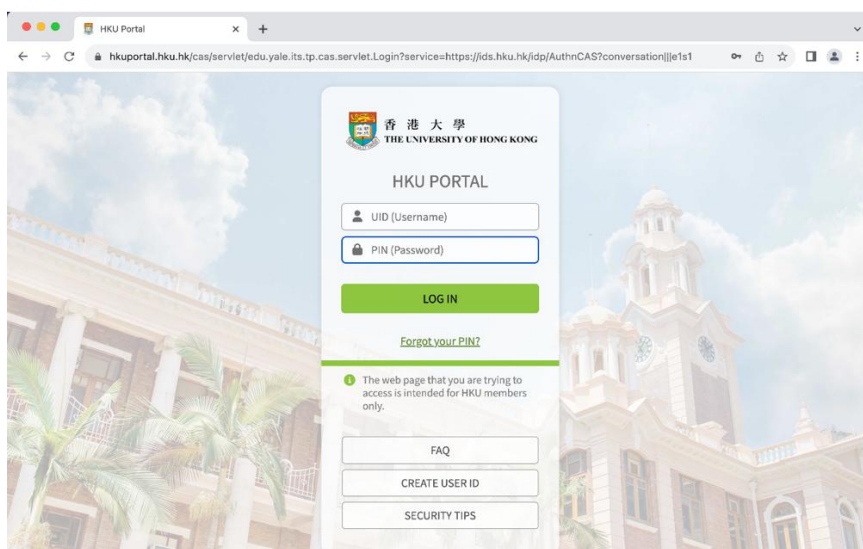
Accessing the account

Current user:

For current HKU users of our facilities, please click “Login with your HKU credentials for HKU users”



Login with your HKU portal



If you forgot your HKU portal password, please follow HKU ITS instruction to reset the password, DO NOT click the “follow these instructions” to attempt reset password.

New users: Registration

For new HKU users, please click “user account creation request”.

If you do not have a HKU portal id, please please contact our staff at enquiry.cpos@hku.hk

Login

Login with your HKU credentials (for HKU users)

Login with your PPMS credentials (for external users)

- If you do not have an account yet, you can fill in a **user account creation request**
- If you cannot login or have any trouble please contact: IFCBSC facility, email: fmbcores.cpos@hku.hk, phone: 39177557
- You can also view a list of public documents

Select “Your institution is The University of Hong Kong”.

PPMS user account creation form

Important:

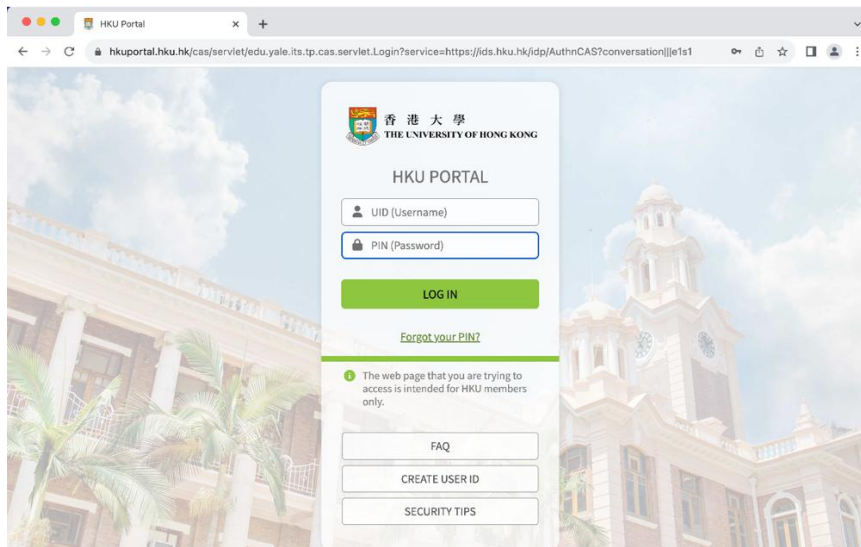
If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: IFCBSC facility, email: fmbcores.cpos@hku.hk, phone: 39177557.

If you do not remember your password, you can follow these instructions.

Please choose one of the following options:

- ☐ Your institution is The University of Hong Kong
- ☐ Your institution is NOT The University of Hong Kong

Login with your HKU portal



Fill in the user registration form with your personal information.

Select your PI group from the group drop list then submit form.

If your PI group is not in the group list, please contact our staff at enquiry.cpos@hku.hk

Please enter your details below (* : required fields)

Credentials for The University of Hong Kong:

corefac (logout)

First name:

Last name:

Phone:

Email:

@hku.hk

Financial Account number:

 (optional)

Position (Staff/ Undergrad/ Postgrad/ Others):

Lab phone:

Group

 * [filter](#)

My group is NOT in the list

Submit form

Send an email to enquiry.cpos@hku.hk and copy your group PI for registration request approval. Your registration will be approved upon PI's confirmation by replying the email.

Registration would NOT be approved without PI's consensus.

Send	To	enquiry.cpos@hku.hk
	Cc	PI email address
	Subject	PPMS user registration

Dear CPOS staff,

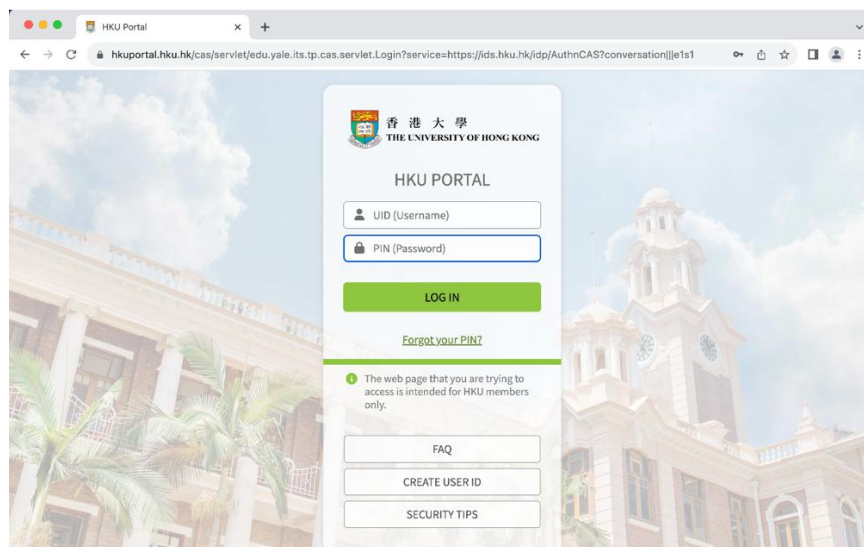
I have submitted a PPMS user registration request. Kindly approve my application. Thank you.

Best Regards,

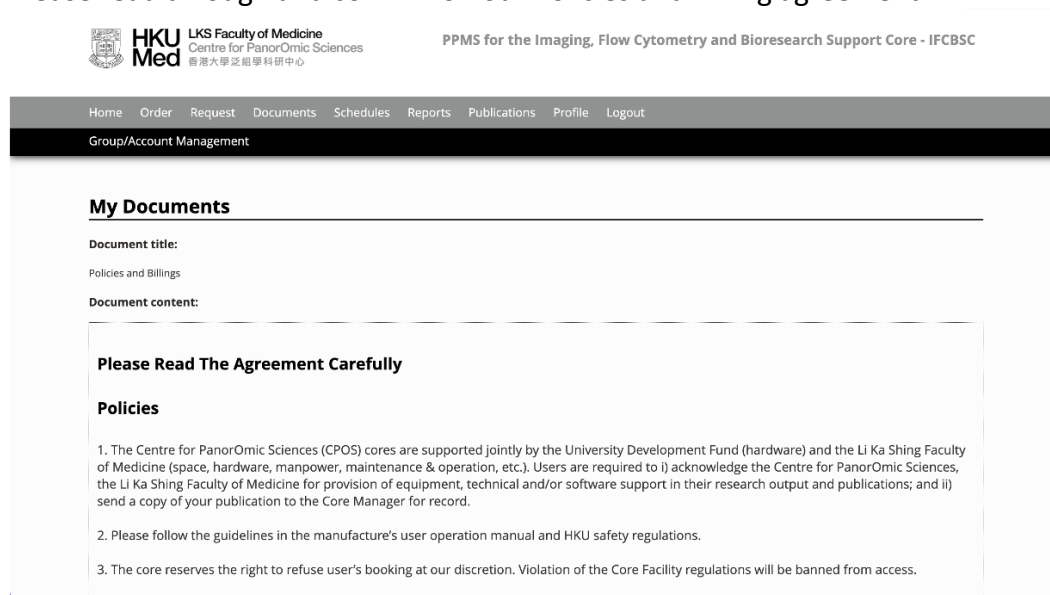
You will receive a notification email from PPMS once your user registration request has been approved.

First Time Login

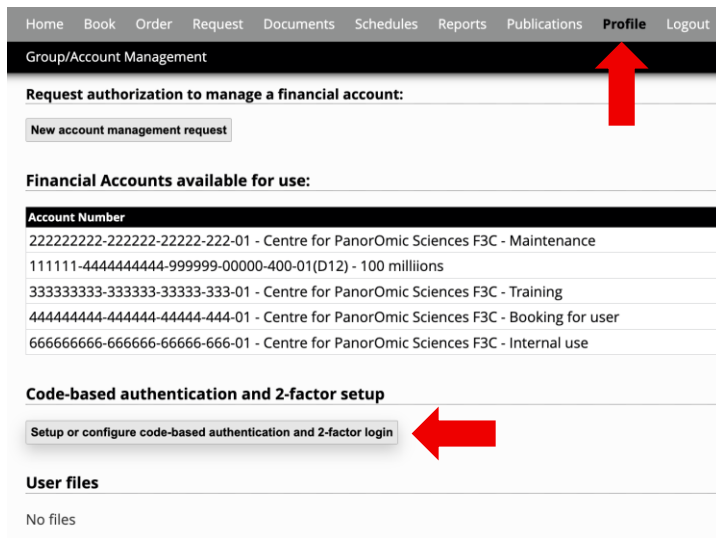
Login with your HKU portal credentials



Please read through and confirm on our Policies and Billing agreement.



Set up 2FA

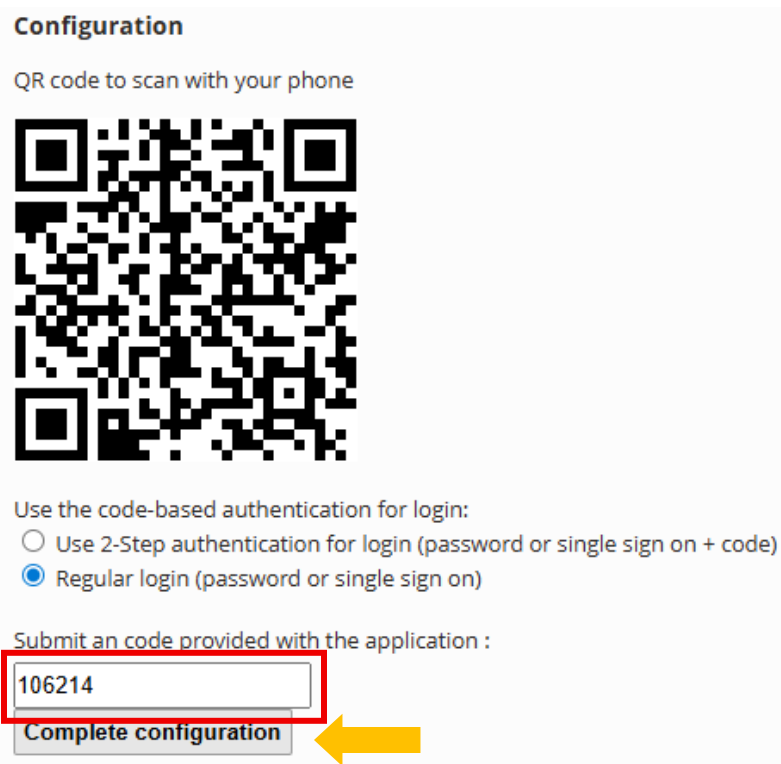


The screenshot shows the CPOS PPMS user interface. At the top is a navigation bar with links: Home, Book, Order, Request, Documents, Schedules, Reports, Publications, Profile, and Logout. Below this is a 'Group/Account Management' section. A red arrow points to the 'Profile' link in the navigation bar. Under 'Request authorization to manage a financial account:', there is a button labeled 'New account management request'. Below that is a section titled 'Financial Accounts available for use:' which contains a table of account numbers and descriptions. Further down is a section titled 'Code-based authentication and 2-factor setup' with a button labeled 'Setup or configure code-based authentication and 2-factor login'. A red arrow points to this button. At the bottom is a 'User files' section showing 'No files'.

Account Number
22222222-222222-22222-01 - Centre for PanorOmic Sciences F3C - Maintenance
111111-4444444444-999999-00000-400-01(D12) - 100 millions
333333333-333333-33333-01 - Centre for PanorOmic Sciences F3C - Training
44444444-444444-44444-01 - Centre for PanorOmic Sciences F3C - Booking for user
66666666-666666-66666-01 - Centre for PanorOmic Sciences F3C - Internal use

Setting Up or Resetting 2FA:

1. Click the **“Set up or configure code-based authentication and 2-factor login”** button under the **Profile** tab.
2. A **QR code** will be generated. If you are resetting 2FA, click the **“Reset”** button.
3. Scan the QR code using an **authenticator app** on your smartphone.
Microsoft Authenticator and **Google Authenticator** are recommended.
4. Enter the **6-digit code** from the app into the text box.
5. Select **“Regular login”**, then click **“Complete Configuration”**.



The screenshot shows the 'Configuration' screen for 2FA. It starts with the heading 'Configuration' and the text 'QR code to scan with your phone'. Below this is a large QR code. Underneath the QR code, it says 'Use the code-based authentication for login:' followed by two radio button options: 'Use 2-Step authentication for login (password or single sign on + code)' and 'Regular login (password or single sign on)'. The 'Regular login' option is selected. Below these options is the text 'Submit an code provided with the application :'. Under this text is a text input field containing the number '106214'. A red box highlights this input field. Below the input field is a button labeled 'Complete configuration'. A yellow arrow points to this button.

Navigating PPMS

Home page

1 2 3

Home Book Order Request Documents Schedules Reports Publications Profile Logout

Group/Account Management

Home [Current user: CHAN Cherry \(CPOS\) \(regular user view\) restore administrator view](#)

Book a system:

Systems available:

Order a service or a consumable:

Services/consumables available:

Make a new request: [request a training](#)

Tabs on the Top Grey bar are for **1)** daily instrument **bookings**, **2)** consumables and services **orderings**, and **3)** training **request**.

My Sessions

- Today, 14:00 to 17:00 : Agilent NovoCyte Advanteon BVR view ics
- Today, 14:30 to 16:30 : Cytiva Amersham Imager 680 Blot and Gel Imager view ics

You can review your upcoming booking sessions in “**My Sessions**” section.

☐ **Orders - New**

— No new orders on this core.

☐ **Orders - Accepted**

— No accepted orders on this core.

☐ **My Order History**

— See all my orders in this core facility.

You can review your order records in sections:

- **“Orders – New”**: Displays pending orders.
- **“Orders – Accepted”**: Shows orders that have been accepted.
- **“My Order History”**: Contains records of completed orders.

☐ **iCal Remote Calendars**

— 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 smartphones...

— Your sessions on any PPMS system

You can add your booking schedule to your devices via the **“iCal Remote Calendars”** section.

Training

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

Group/Account Management

Training Requests

Please select one of the following forms:

- Training Form for Bioresearch Support Instruments
- Training Form for Flow Instruments
- Training Form for Imaging Instruments

Training activity

There is(are) currently 34 pending request(s) for training in this core facility
(training requests may be processed simultaneously by the core staff)

Requesting Training:

1. Hover your mouse over the **“Request”** tab, then select the training form for the type of training you wish to request.
2. You will be directed to the **Training Request Form** page.
3. Each core facility may have different requirements for different instruments. Complete and submit the form accordingly.
4. Our staff will respond within **3 working days**.

Users are required to apply training and make equipment booking through PPMS.

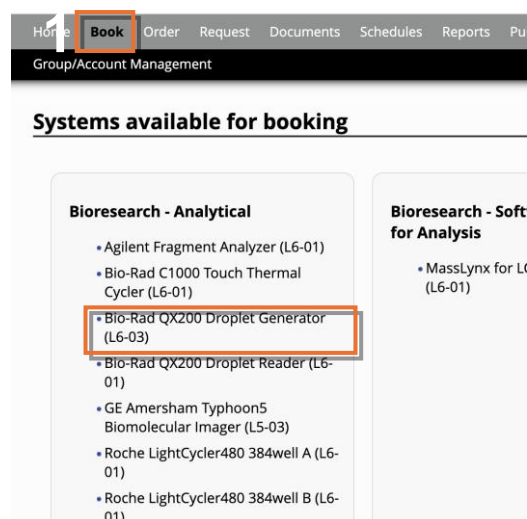
- [PPMS Briefing Session](#)
- [Instruction of Online booking system \(PPMS\) for users](#)
- [Instruction of Online booking system \(PPMS\) for PI](#)
- [Up Coming Instrument Training Schedule](#)

Any enquiries, please contact us at enquiry.cpos@hku.hk or 2831-5500.

Please visit the google calendar on our website for upcoming training schedule

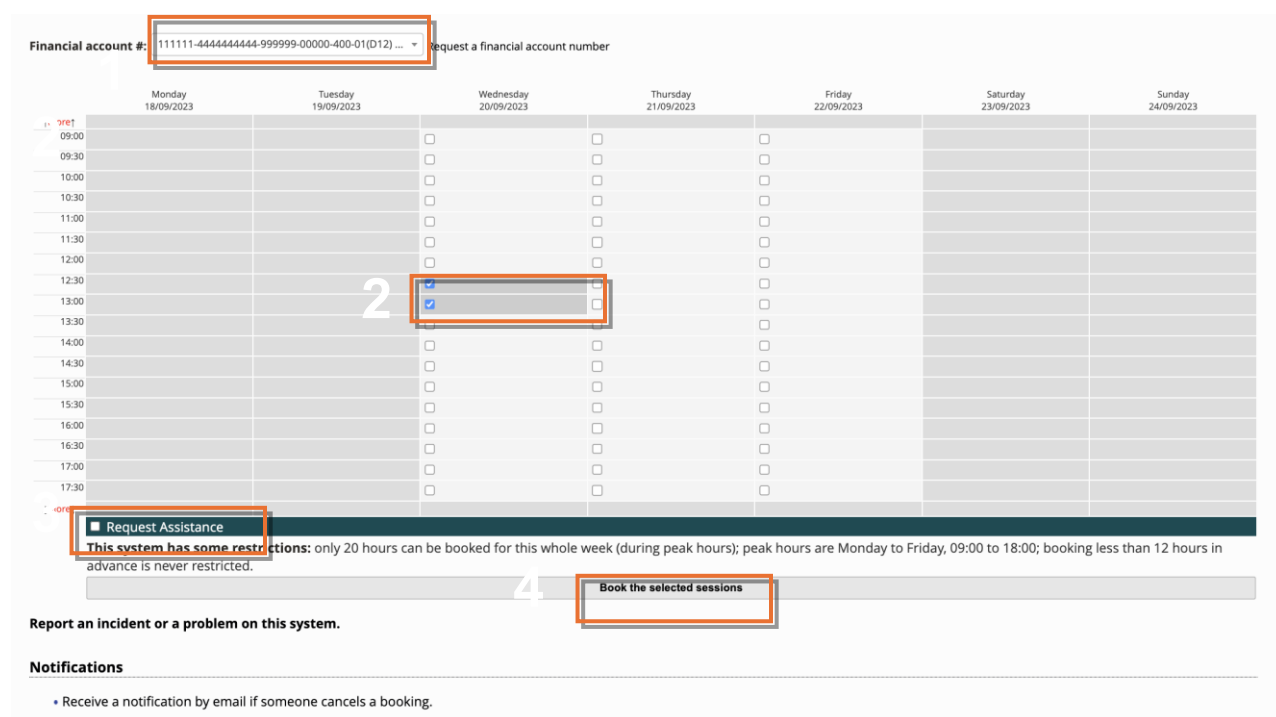


Booking



The screenshot shows the top navigation bar with the 'Book' button highlighted. Below it, the 'Systems available for booking' section is displayed. Under the 'Bioresearch - Analytical' category, the 'Bio-Rad QX200 Droplet Generator (L6-03)' is highlighted with a red box.

Hovering your mouse over “Book”. Select the instrument that you would like book. You will be directed to the instrument booking calendar.



The screenshot shows the booking calendar interface. At the top, the 'Financial account #' is displayed with a dropdown menu. Below this, a weekly calendar view is shown for the week of September 18-24, 2023. The 'Bio-Rad QX200 Droplet Generator (L6-03)' is selected for Wednesday, September 20, 2023, at 12:30. A red box highlights the selected session, and a large number '2' is placed next to it. Below the calendar, there is a 'Request Assistance' button and a 'Book the selected sessions' button. A note states: 'This system has some restrictions: only 20 hours can be booked for this whole week (during peak hours); peak hours are Monday to Friday, 09:00 to 18:00; booking less than 12 hours in advance is never restricted.' A large number '4' is placed next to the 'Book the selected sessions' button.

1. Select a **financial account**.
If no financial account is available or the account is expired, please contact CPOS staff at enquiry.cpos@hku.hk.
2. Choose your desired time range on the booking calendar.
3. Tick **"Request Assistance"** if support is needed.
4. Click **"Book for selected sessions"** to complete the booking.

Some instrument may require you to fill in the sample questionnaire.

*****For experiments involving biohazardous materials (live viruses or bacteria), please fill out the biosafety form and contact the Lab Manager in advance to make the booking.*****

Booking Cancellation

13:30	<input type="checkbox"/>	<input type="checkbox"/>
14:00	<input type="checkbox"/>	<input type="checkbox"/>
14:30	<div>  <div> <div>CHAN Cherry</div> <div>(CPOS)</div> </div> </div>	
15:00		
15:30		
16:00		
16:30	<input type="checkbox"/>	<input type="checkbox"/>
17:00	<input type="checkbox"/>	<input type="checkbox"/>

You can view your booking session under the **Instrument Booking Calendar**.

To cancel a booking:

1. Click on your booking session.
2. A Booking Session Details page will appear.
3. Click **"Cancel Sessions"** to cancel your booking.

Session #11339

Session details page of #11339

System

Bioresearch - Software for Analysis MassLynx for LC/MS

Period

20/09/2023, from 12:30 to 14:00

Period Class

Peak hours

User

YAM Bill (CPOS)

Session Type

Autonomous

Status

Confirmed

Project

This session is not attached to a project. [Change](#)

Group

Centre for PanorOmic Sciences F3C

Cancel Session

Close

Ordering

Home
Book
Order
Request
Documents
Schedules
Reports
Publications
Profile
Logout

Group/Account Management

Order service or consumable

Project: no project selected

Financial account #: 22222222-222222-22222-222-01- Cen... **1**

Services and consumables available for order (select and enter the quantity values)

(open all sections below) (hide all sections below)

Bioresearch Support Consumables				Min	Max	Incr.	Unit price	Quantity	Price	
#060019	Agilent Seahorse - Sensor Cartridge + Culture Plate Set	show description	add a comment	1	-	1	900.00	1	900.00	
(Available in stock: 1)										
#060056	Agilent Seahorse - Expired Culture Plate Only	show description	add a comment	1	-	1	100.00	0	0	
(Available in stock: 9)										
#060017	Agilent Seahorse - XF DMEM medium set	show description	add a comment	1	-	1	240.00	0	0	
(Available in stock: 1)										
#060018	Agilent Seahorse - XF RPMI medium set	show description	add a comment	1	-	1	240.00	0	0	
(Available in stock: 4)										
Flow Cytometry Consumables				Min	Max	Incr.	Unit price	Quantity	Price	
Imaging consumables				Min	Max	Incr.	Unit price	Quantity	Price	
TOTAL									Quantity	Price
									1	900.0000

If you have a PO number for this order, please enter it here:

Order **3** [Save quote](#)

Ordering Consumables or Services:

1. Go to the **“Order”** tab.
2. Select your **financial account**, then enter the **quantity** of the consumables or services you wish to order.
3. Click **“Order”** to submit your request.
4. After submitting, please **collect the ordered items in person** from either the **Imaging and Flow Cytometry Core** or the **Bioresearch Support Core** laboratories.