User Guides for Users
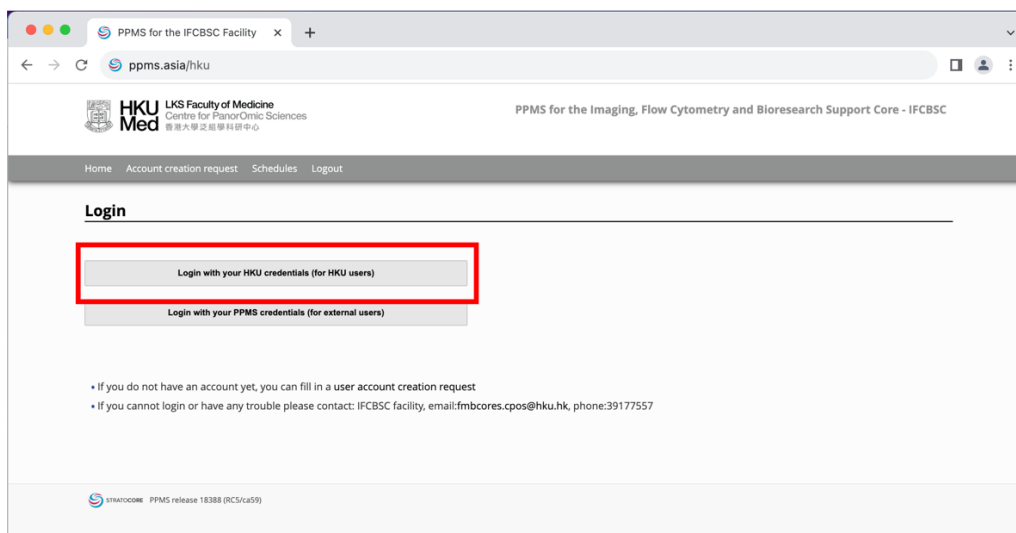
To access PPMS for instruments booking of HKU CPOS Laboratory block instruments, please visit the follow website:
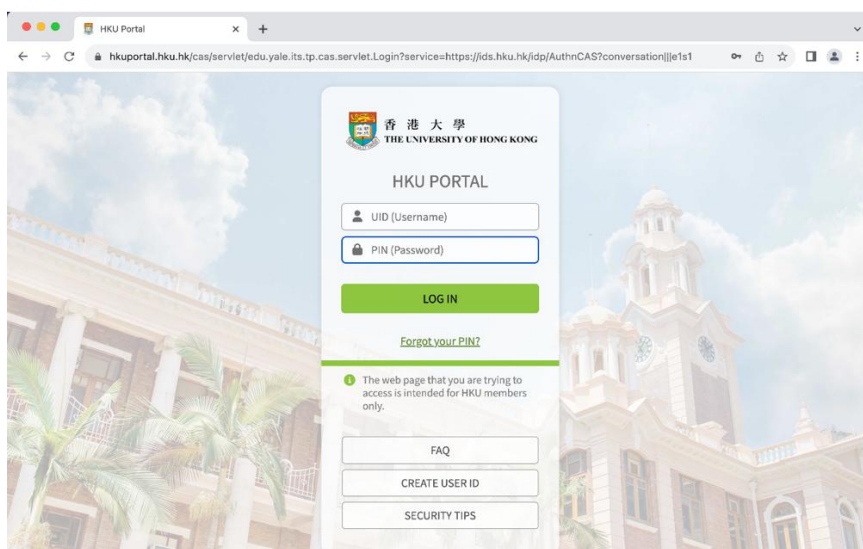
https://ppms.asia/hku

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 instuition 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
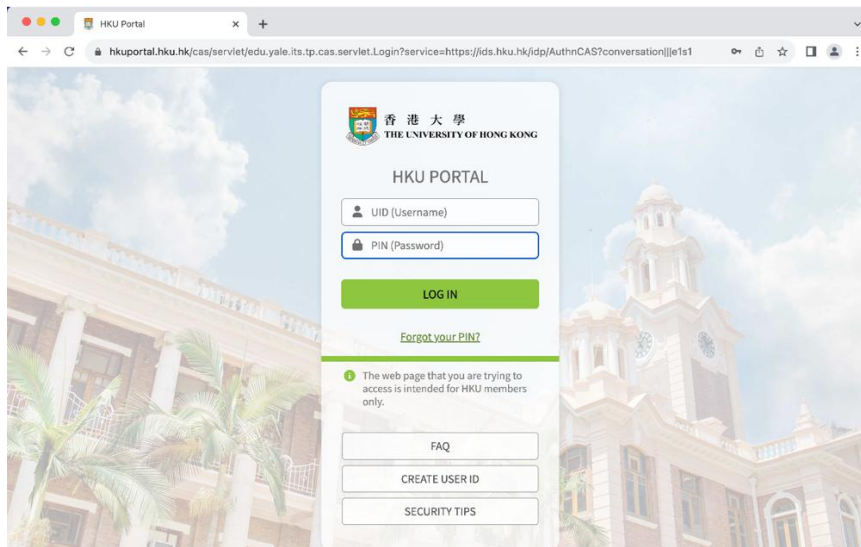
Fill in the user registration form with your personal information.
Select your PI group from the group drop list then submit form.
If your PI group is not in the group list, please contact our staff at enquiry.cpos@hku.hk

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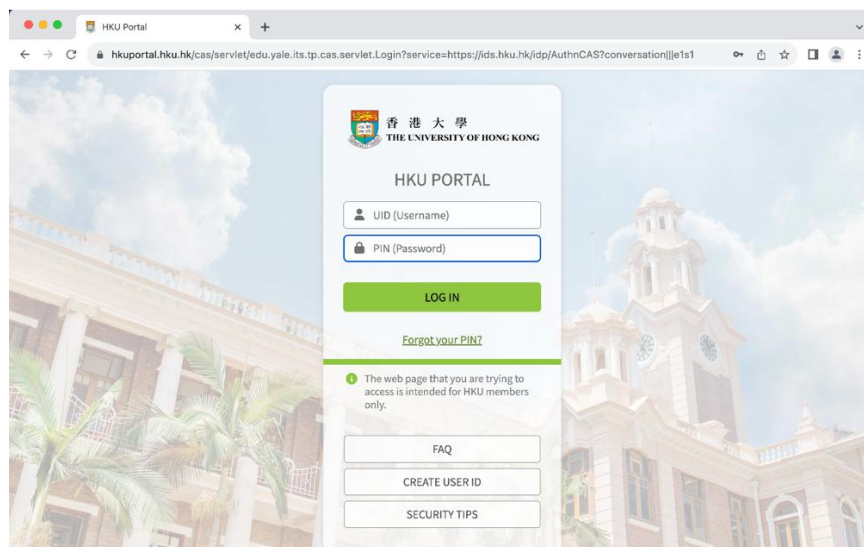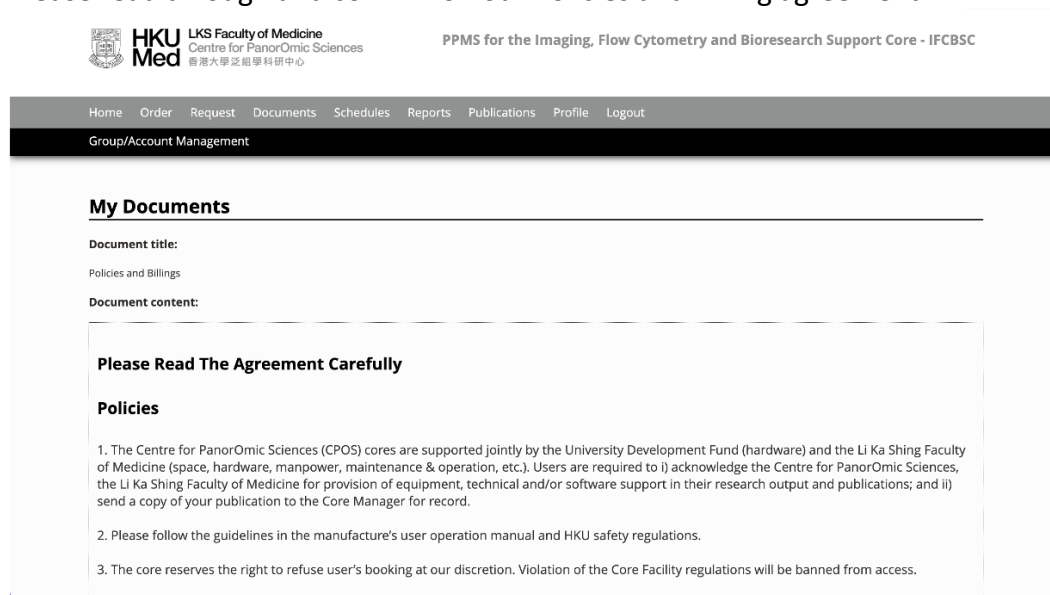
You will receive a notification email from PPMS once your user registration request has been approved.

First Time Login
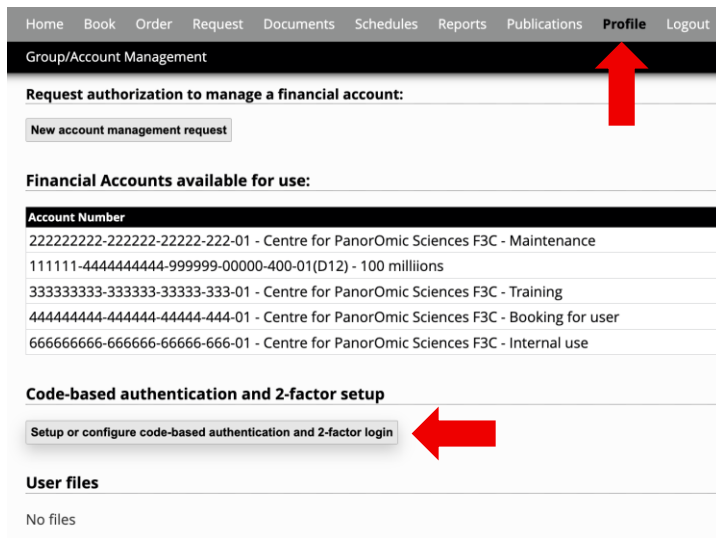
Login with your HKU portal credentials

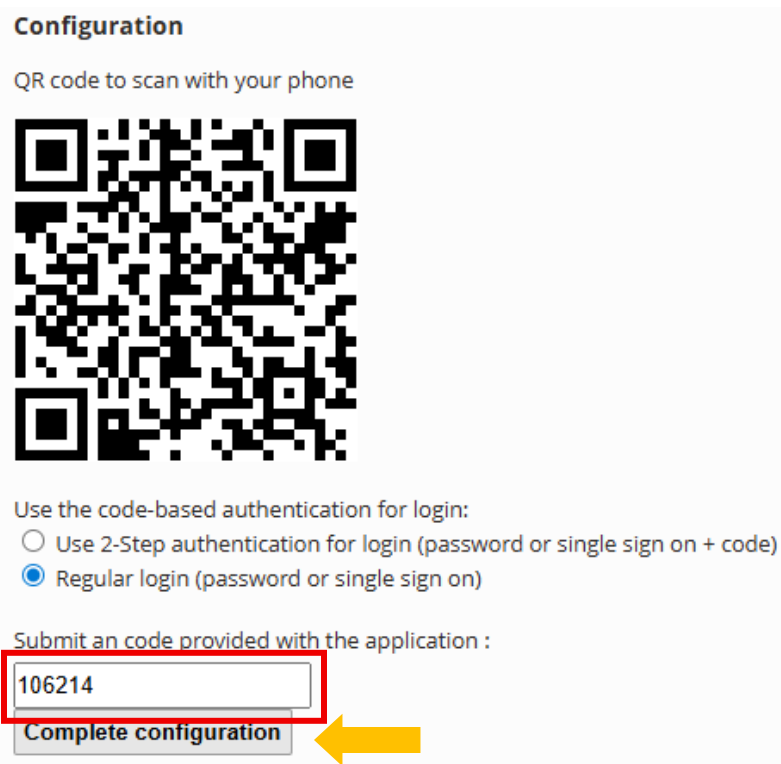Please read through and confirm on our Policies and Billing agreement.

Set up 2FA

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"**.

Navigating PPMS

Home page

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

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

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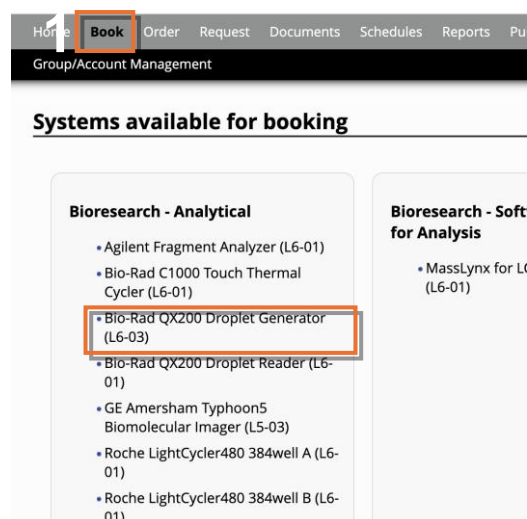
Users are required to apply training and make equipment booking through PPMS.

- 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.

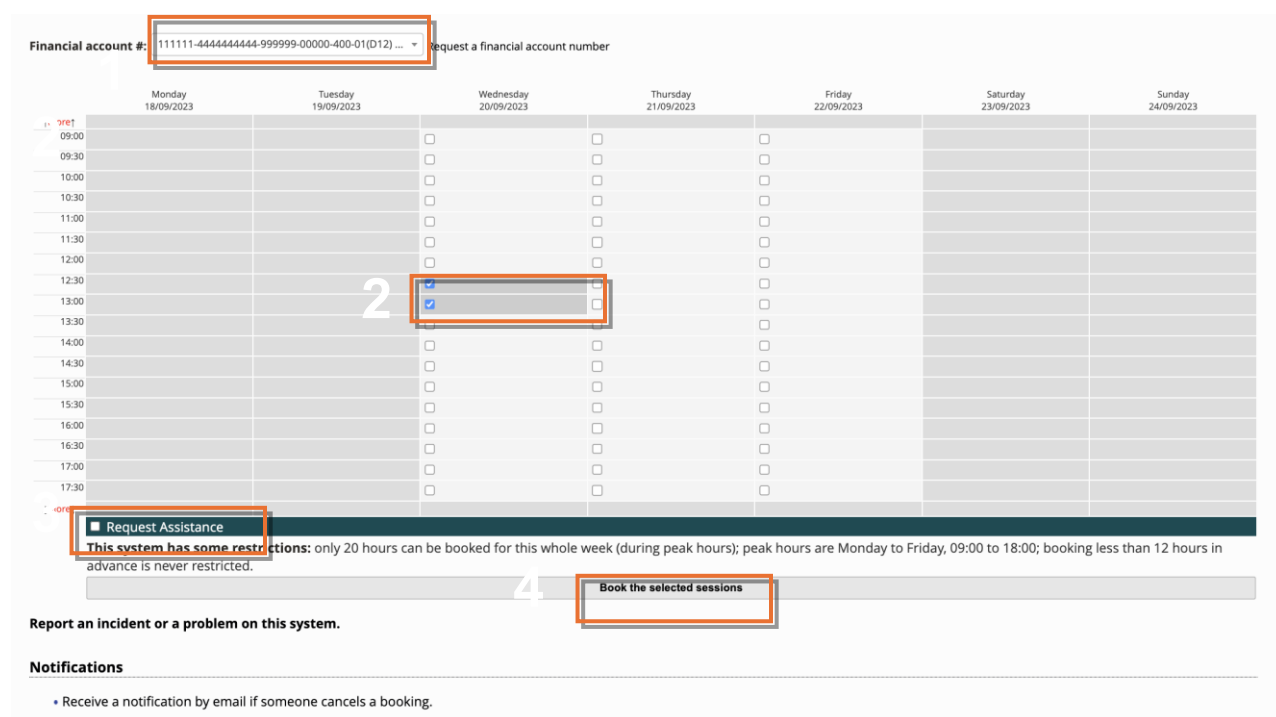Please visit the google calendar on our website for upcoming training schedule

Booking

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

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

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.

Ordering

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.