

User Guides for Users

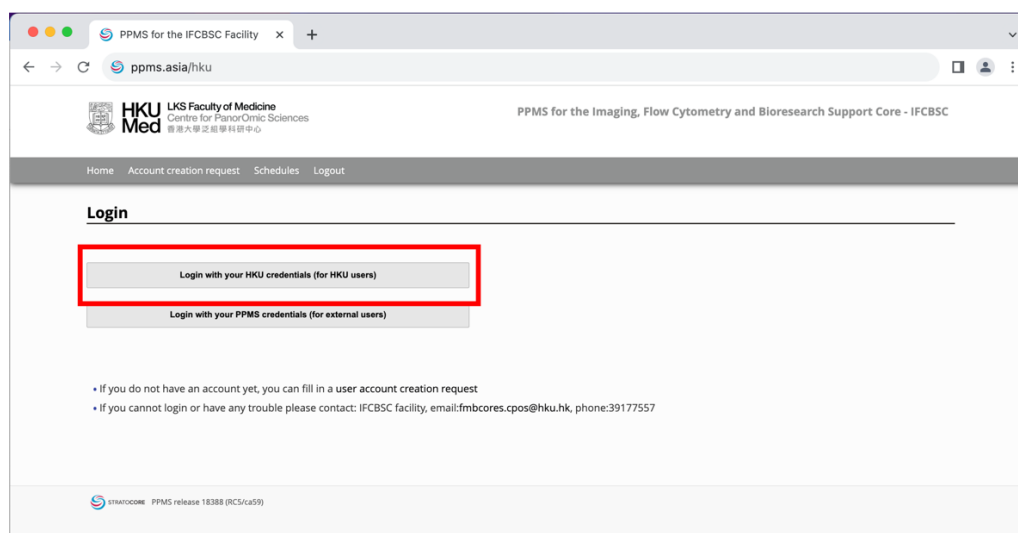
To access PPMS for instruments booking of HKU CPOS Laboratory block instruments, please visit the follow website:

<https://ppms.asia/hku>

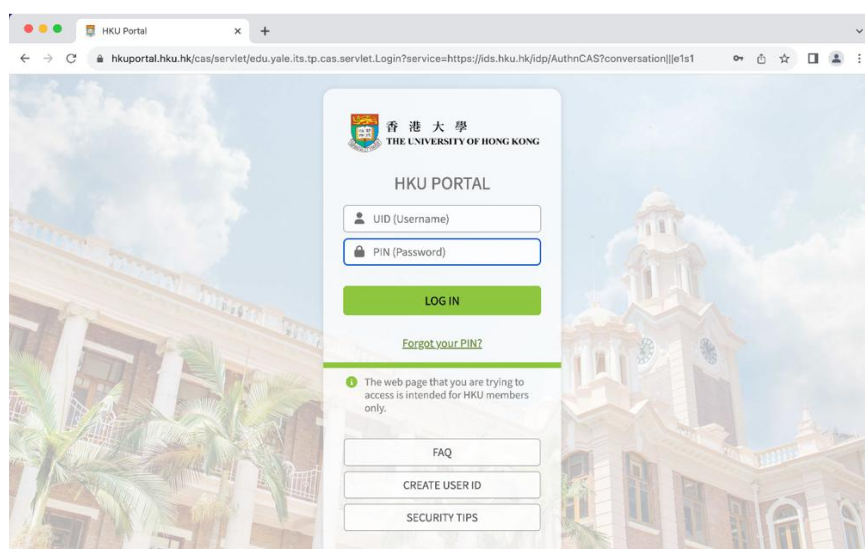
Accessing the account

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**

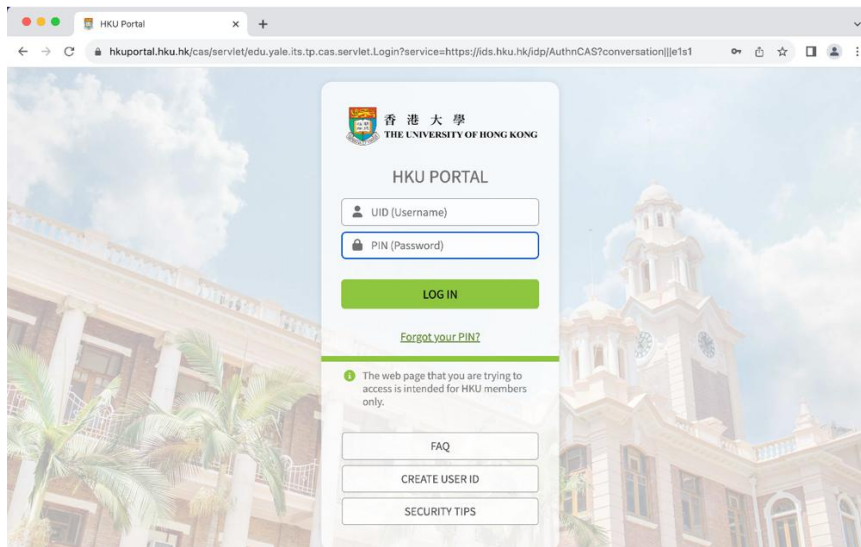
Select “Your institution is The University of Hong Kong”.

PPMS user account creation form

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,

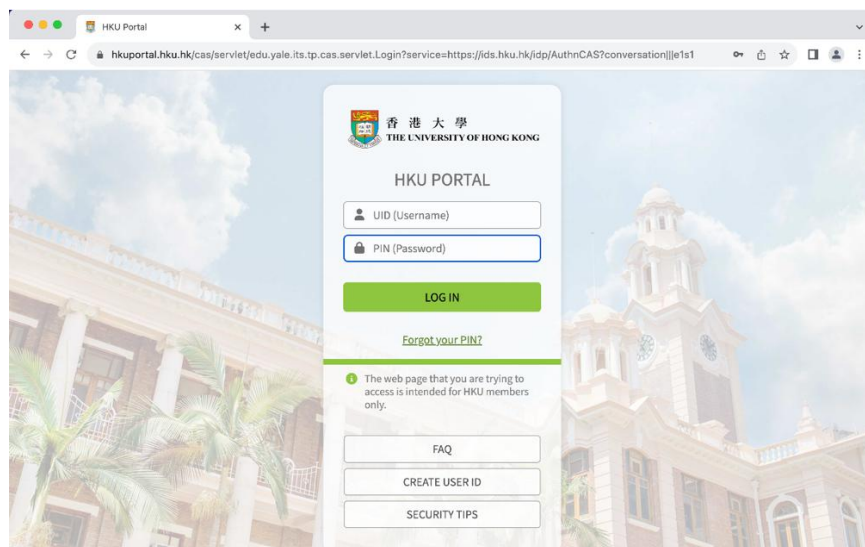
I have submitted a PPMS user registration request. Kindly approve my application. Thank you.

Best Regards,

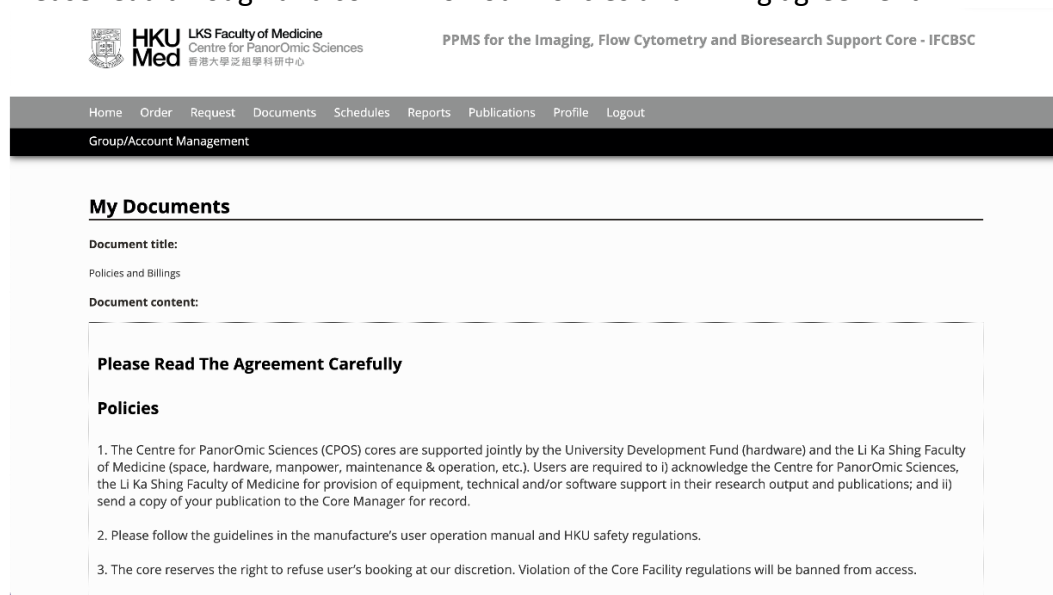
You will receive a notification email from PPMS once your user registration request has been approved.

First Time Login

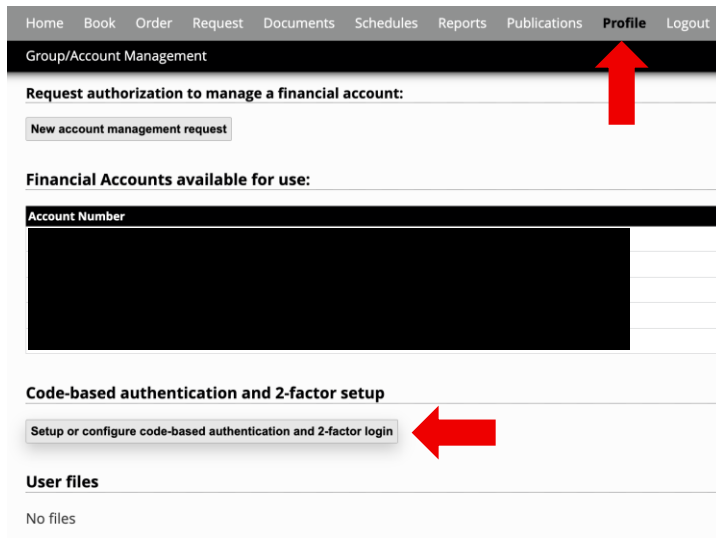
Login with your HKU portal credentials



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



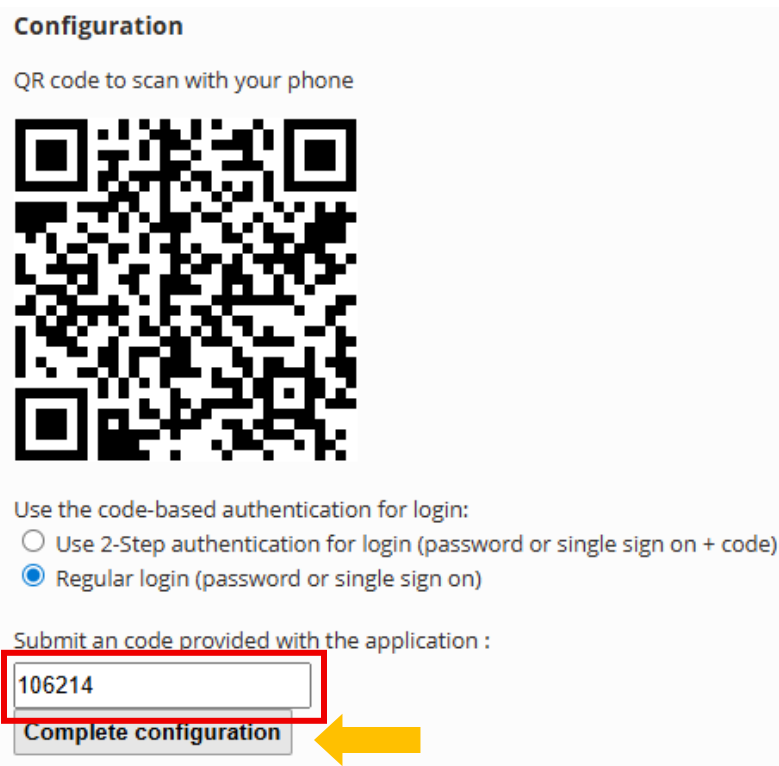
Set up 2FA



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 with a 'Request authorization to manage a financial account:' area containing a 'New account management request' button. The 'Financial Accounts available for use:' section shows a table with a header 'Account Number' and a large blacked-out area. The 'Code-based authentication and 2-factor setup' section contains a button labeled 'Setup or configure code-based authentication and 2-factor login'. A red arrow points to the 'Profile' tab in the navigation bar, and another red arrow points to the 'Setup or configure code-based authentication and 2-factor login' button. Below this is a 'User files' section showing 'No files'.

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 has a title 'Configuration' and a subtitle 'QR code to scan with your phone'. Below the subtitle 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, it says 'Submit an code provided with the application :'. There is a text input field containing the number '106214'. A red box highlights the input field, and a yellow arrow points to the 'Complete configuration' button below it.

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

1

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

Group/Account Management

Training Requests

Please select one of the following forms:

2

- 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:

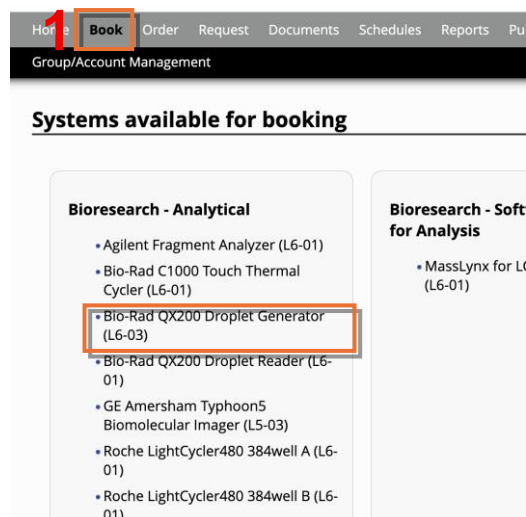
1. Hover your mouse over the **“Request”** tab, then select the training form for the type of training you wish to request.
2. You will be directed to the **Training Request Form** page.
3. Each core facility may have different requirements for different instruments. Complete and submit the form accordingly.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

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

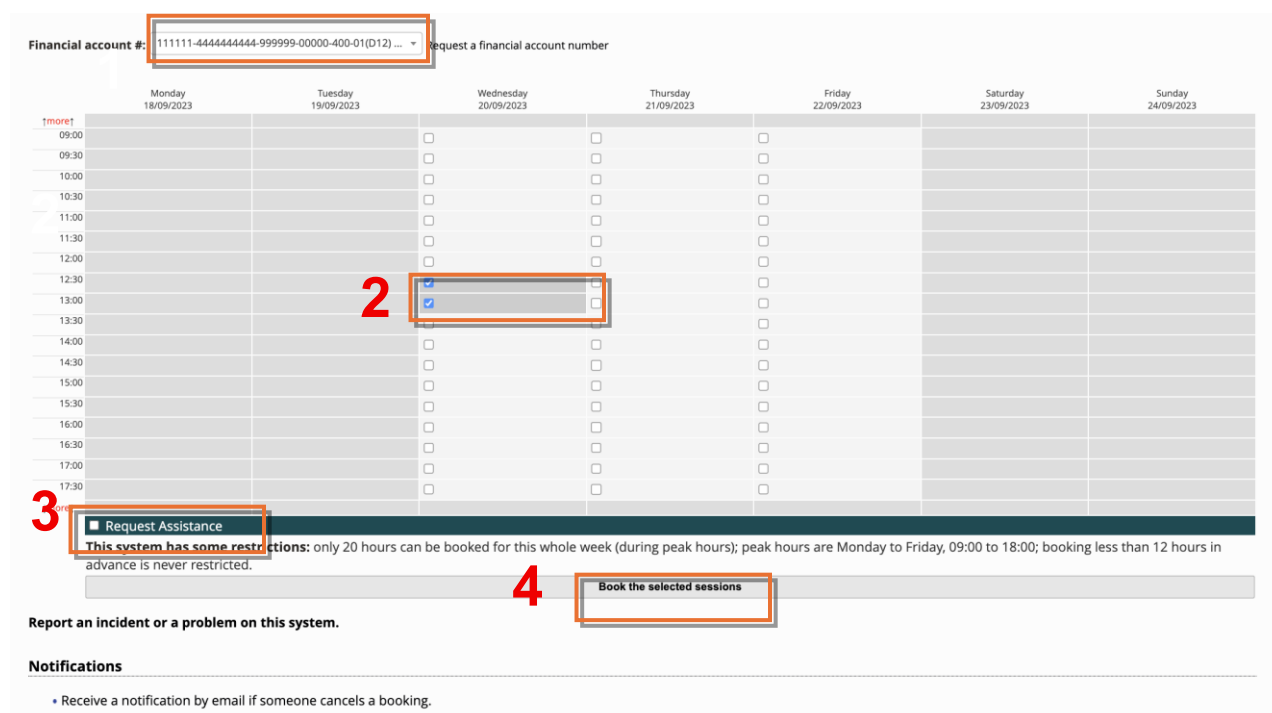
- [Instruction of Online booking system \(PPMS\) for users](#)
- [Instruction of Online booking system \(PPMS\) for PI](#)
- [Up Coming Instrument Training Schedule](#)



Booking



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



Select a **financial account**.

If no financial account is available or the account is expired, please contact CPOS staff at enquiry.cpos@hku.hk.

1. Choose your desired time range on the booking calendar.
2. Tick “Request Assistance” if support is needed.
3. 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	☐	☐
14:00	☐	☐
14:30	CHAN Cherry (CPOS)	
15:00		
15:30		
16:00		
16:30		
17:00	☐	☐

You can review your booking sessions 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

Order

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...

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	1	-	1	900.00	1	900.00
		(Available in stock: 1)					
#060056	Agilent Seahorse - Expired Culture Plate Only show description	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
Save quote

Order 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.