Guide to Booking Instrument Time and Incident Reports via PPMS

The first time you access our PPMS system, you will need to submit an account creation request. Once it is approved by an administrator, you will be able to place a request.

See http://fgr.hms.harvard.edu/ordering for step by step instructions for creating an account.

Once you’re able to log in, your home screen should look like this:

Before you can book time on an instrument, you will need to receive training by a member of the DRSC-FGR staff. You can request training by clicking on the highlighted field above.
Once you fill out the form, a staff member will reach out to you to schedule your training session. After you complete the training, you will be designated as an authorized user and will be able to book time on the instrument which you were trained at. You'll be able to book time from the home screen or from the ‘Book’ tab up top.
If you book from the home screen, you will see a drop down menu with all the available instruments:

After selecting the one you wish to book, you’ll be taken to a new screen.
Select the date(s) and time(s) you want and click “Book the selected sessions“ on the bottom of the screen. You’re all set!

If you experience any issues with the equipment during your use, be sure to submit an incident report! It can be done right from the home screen. Just scroll down until you see the following:
Fill in each field to the best of your ability. If you wish to attach pictures to help describe the incident, you can do so via the ‘Upload a file’ button.

If you have any questions about booking time/incident reporting or PPMS in general, e-mail Kasia at kasia@genetics.med.harvard.edu