

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:

PPMS for the HMS-DRSC Functional Genomics Resources - FGR

Home Book Order Request Documents Schedules Statistics Publications Profile Logout

Home Current user: Franklin Rosalind

Book a system:

Systems available:

Order a service or a consumable:

Services/consumables available:

Make a new request: request a training request/start a new project

[Restore Default Sections](#) [+ Add a New Section to the Home Page](#)

☐ **Report a Publication**

Please report any publication that used FGR resources.

This is very important for us when we submit grant applications or grant renewals, so thanks in advance for your help!

☐ **Orders - New**

No new orders on this core.

☐ **Orders - Accepted**

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.

Training Request Form

Please answer the questions below:

Which system are you requesting training for?

- ☐ PerkinElmer Evotec Opera Confocal Microscope
- ☐ Formulatrix Mantis liquid handling robot
- ☐ Matrix Wellmate Microplate filler
- ☐ Spectramax Paradigm Multi-mode microplate reader
- ☐ BioRad C1000 Touch thermal cycler (qPCR)

Which dates are you available for training?

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.

PPMS for the HMS-DRSC Functional Genomics Resources - FGR

[Home](#) [Book](#) [Order](#) [Request](#) [Documents](#) [Schedules](#) [Statistics](#) [Publications](#) [Profile](#) [Logout](#)

Home

Current user: Franklin Rosalind

Book a system:

Systems available: ▼

book

Order a service or a consumable:

Services/consumables available: ▼

order

Make a new request: [request a training](#) [request/start a new project](#)

[Restore Default Sections](#)

[+ Add a New Section to the Home Page](#)

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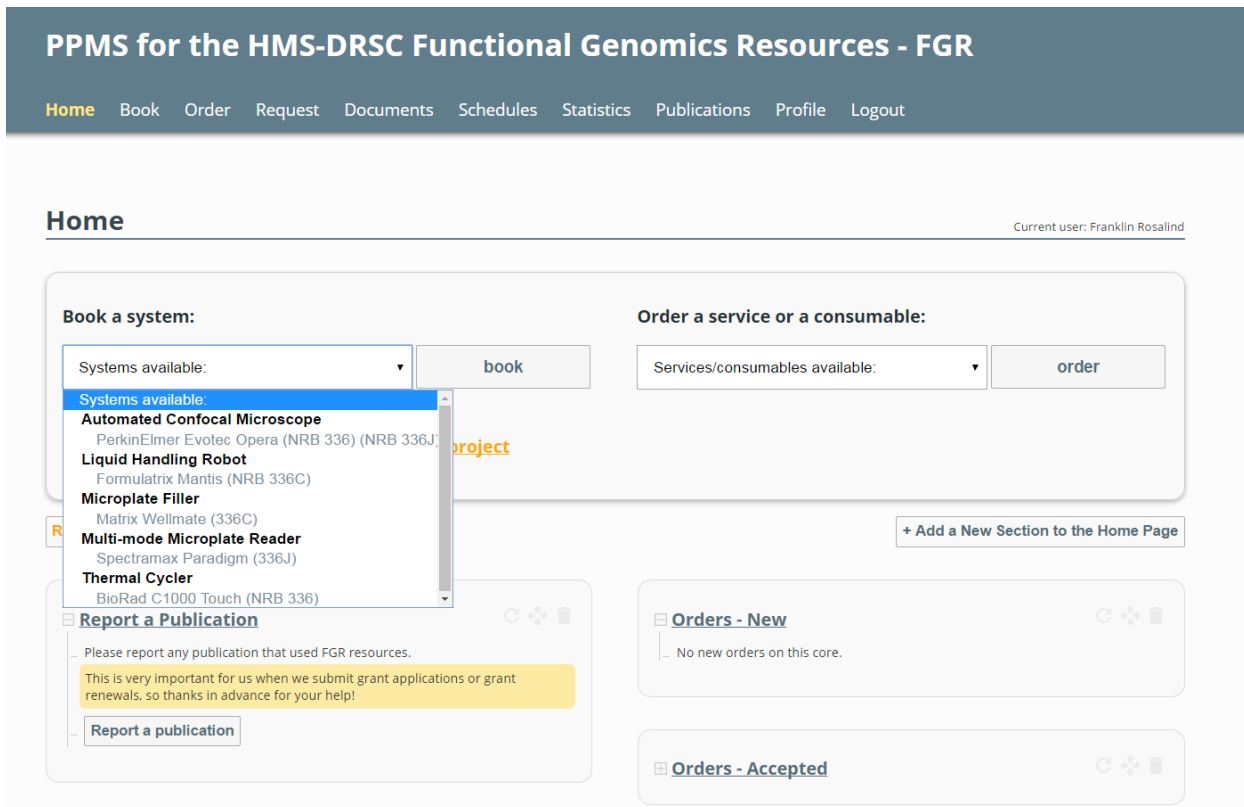
[Report a publication](#)

Orders - New

No new orders on this core.

Orders - Accepted

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.

Multi-mode Microplate Reader Spectramax Paradigm (336J)

Charge rate: n/a

Systems available: ▼

Week 29, from the 07/18/2016 to the 07/24/2016

[\[previous week\]](#) [\[current week\]](#) [\[next week\]](#) [\[other week\]](#)

	Monday 07/18/2016	Tuesday 07/19/2016	Wednesday 07/20/2016	Thursday 07/21/2016	Friday 07/22/2016	Saturday 07/23/2016	Sunday 07/24/2016
8:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:30am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:30am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 12:00pm - 12:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Book the selected sessions](#)

[Report an incident or a problem on this system.](#)

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:

My Projects

No projects on this core.

Report an Incident

Choose a system

Choose a system

Automated Confocal Microscope

PerkinElmer Evotec Opera (NRB 336)

Liquid Handling Robot

Formulatrix Mantis

Multi-mode Microplate Reader

Spectramax Paradigm

Thermal Cycler

BioRad C1000 Touch

Report

Current Incidents

No current incidents to display.

My Order History

My Sessions

No sessions booked on this core.

Sessions Recently Cancelled

No sessions recently cancelled on this core.

Receive email notifications for new cancellations

My Documents

No documents on this core.

Incident creation form for system Spectramax Paradigm (336J)

- Incident start

☒ The incident did not occur during a session

year: 2016 ▼ month: 7 ▼ day: 18 ▼ hour: 11am ▼ :00 ▼

- Severity

Low ▼

- Precise description of the incident:

Upload a file

- Is the problem solved?

☒ no

☐ yes

Submit

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