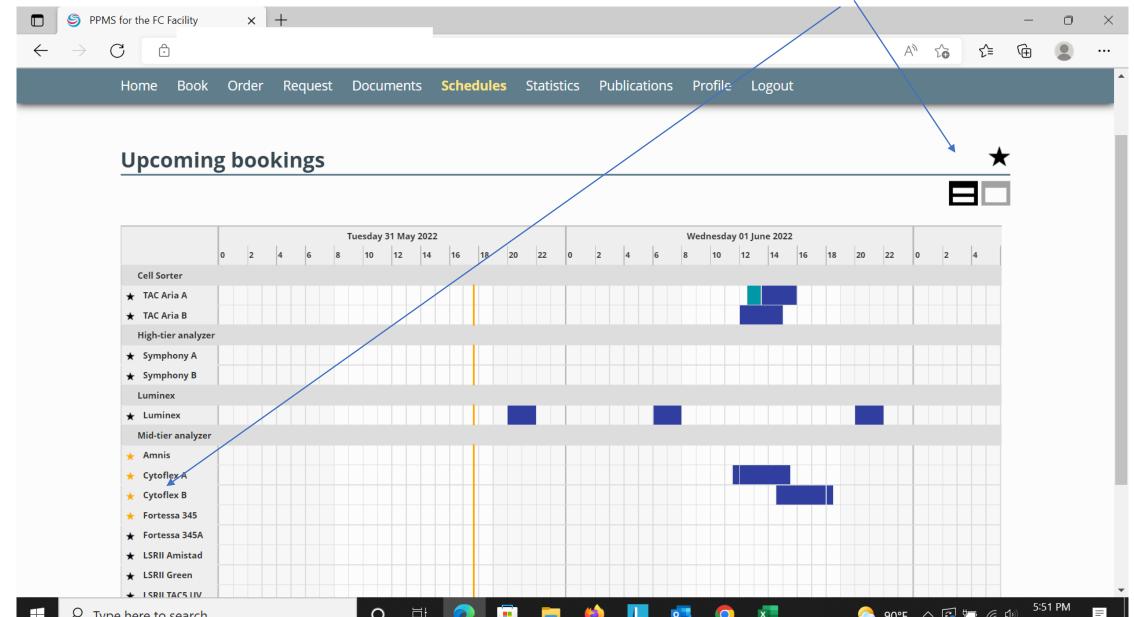
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	ogin with your PPMS credentials (for external users)		
• If you cannot	ave an account yet, you can fill in a user account creation request login or have any trouble please contact: FC facility, email:lesley.devine@yale.edu, phone:203.737.7451		
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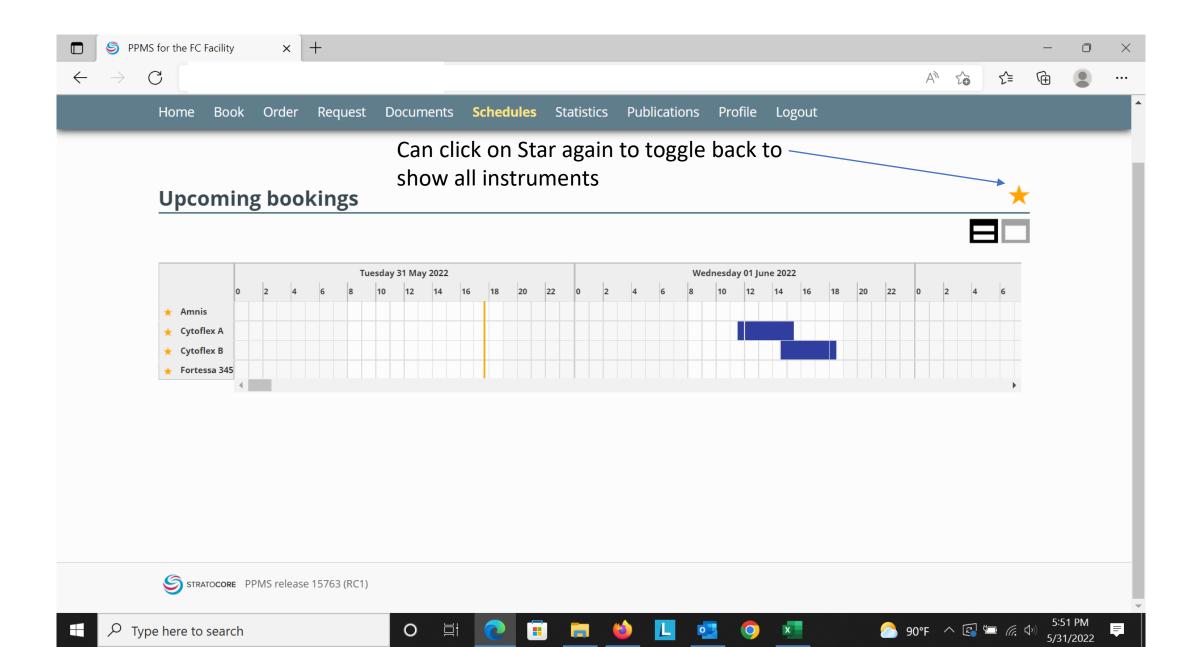
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This is the default schedule view. You can highlight only the instruments you want to look at by clicking on the star next to instrument name and then clicking on the star in upper right corner

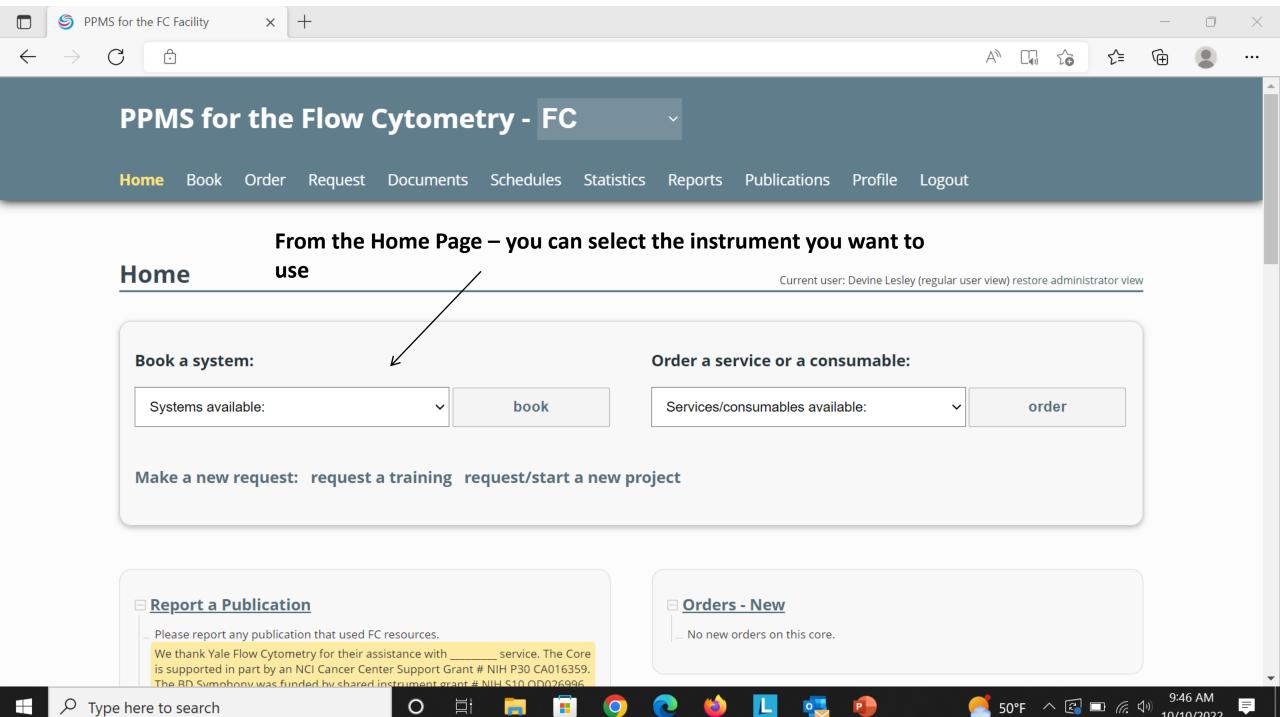


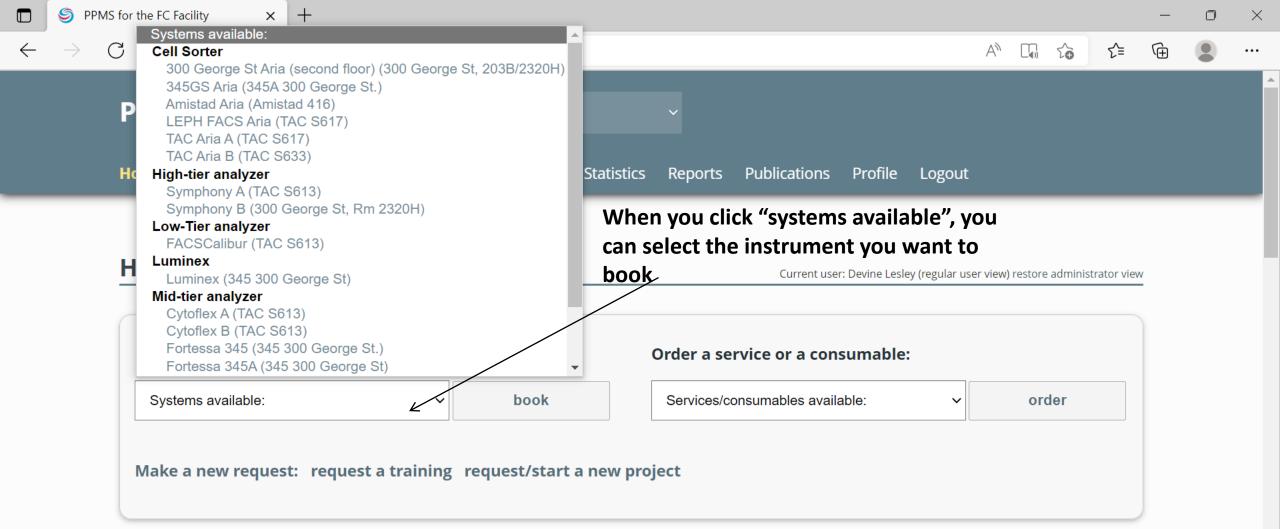
Schedule now showing only instruments you are interested in

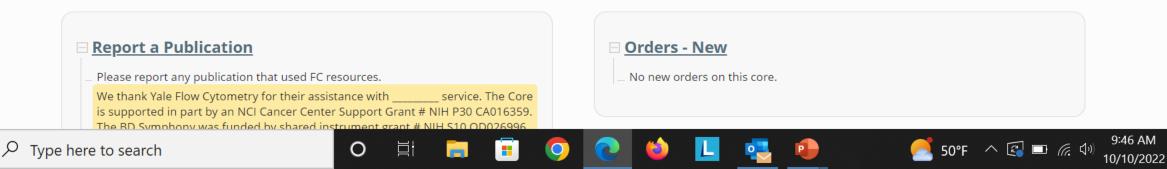


Selecting this option allows you to look at the weekly schedule for all the instruments individually

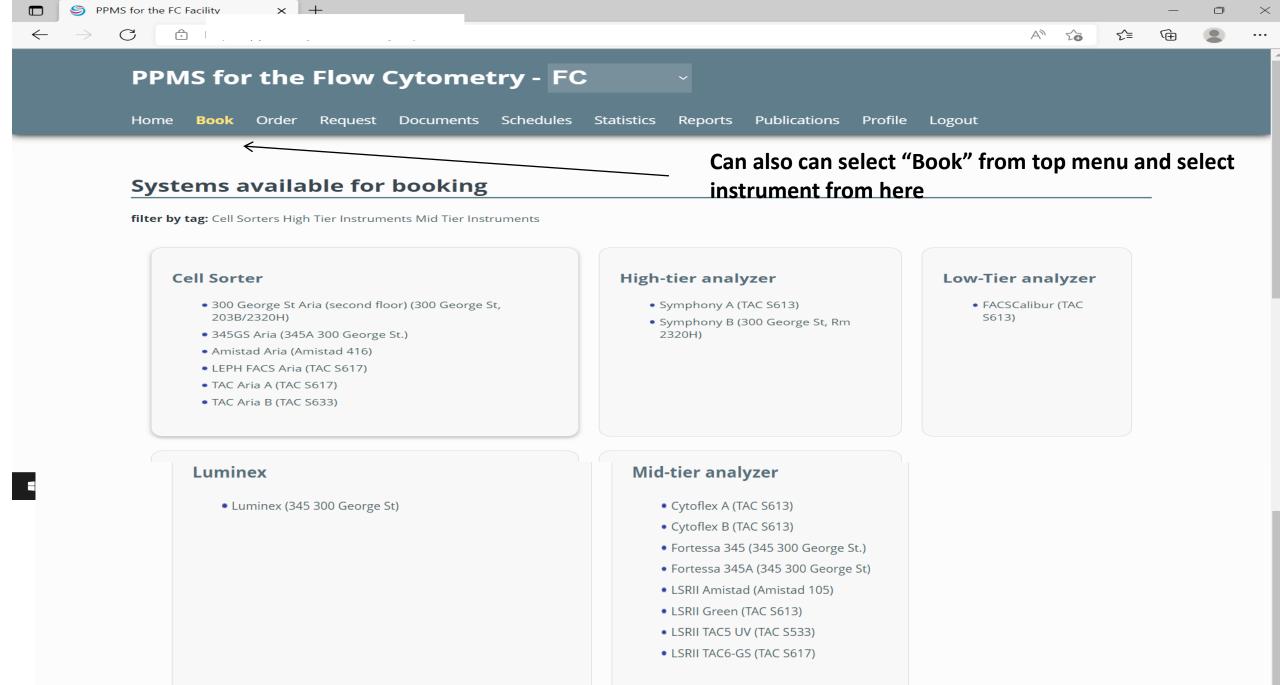
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After selecting the instrument you want to book, choose the time slot and select "Book the selected sessions"

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Book the selected sessions

Incidents and interventions for this week

• #21 : from Tuesday 9am to Tuesday 1<u>1:30am - Special - not available</u>

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peak hours); peak hours are Monday to Friday, 12:00pm to 6:00pm;

If you need to **cancel** a booking then click on the blue background of your time slot; if you need to **reschedule** then click on the pencil icon at the top right of your booking selection.

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This system has some restrictions: a maximum of 4 hours can be booked per day (during peak hours); only 12 hours can be booked for this v peak hours); peak hours are Monday to Friday, 12:00pm to 6:00pm; 	hole week (during

Clicking on the blue background of booking, allows you to cancel time

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Clicking on the pencil icon of booking allows you to edit your time

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Notifications

• Receive a notification by email if someone cancels a booking.

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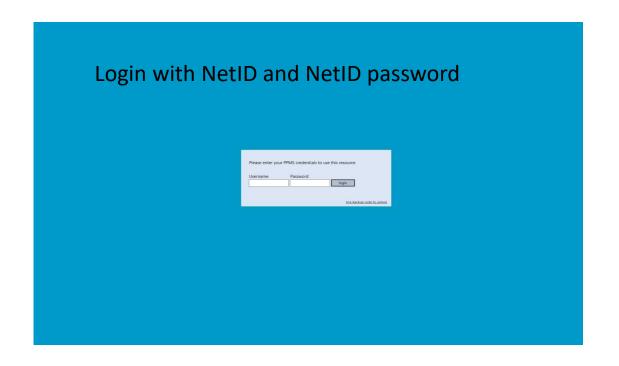
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At the Analyzer

We will no longer use Appgate to login to start your session.

Below is the screen view at the analyzers before and after logging into the time-tracker function of PPMS. Unlike Appgate, you will have to manually launch the instrument software.

Before login



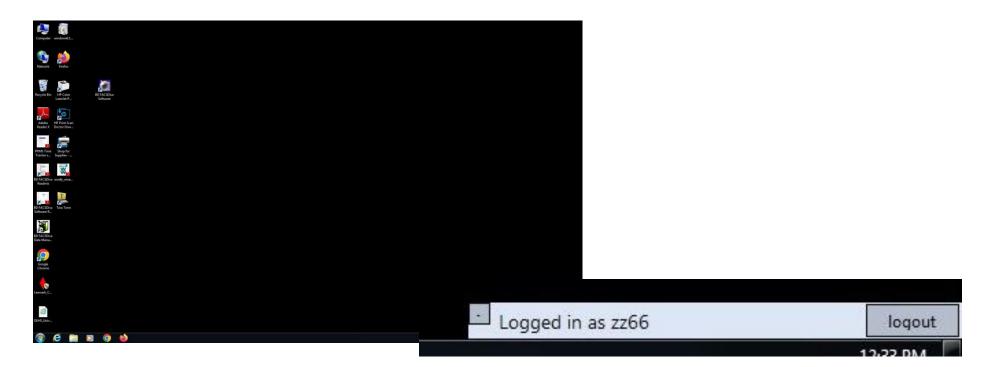
At the Analyzer

After logging on you will be asked to confirm or change your charging information

Please select the following options:	Please select the following options:
	Select a project
Select a project	No project
No project	Select a financial account
Select a financial account	CO01-GR016365CC0505-PG00032-PJ000001-GWB3 - DOE DE
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OK Cancel	CO01-GR016359CC0505-PG00032-PJ000001-GWB3 (69%), CO0 CO01-GR016365CC0505-PG00032-PJ000001-GWB3 (40%), CO0 CO01-GR038041CC0505-PG00032-PJ000001-HW338 (60%), CO

At the Analyzer

After login – now you can launch the software



User login info is at bottom of screen; will need to logout from here to end session – DON'T FORGET TO LOGOUT

How to Request Training on Analyzers

Please see our Training Request Guide for further details!

You can initiate a training request in either place

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PPMS for the Flow Cytometry - FC			
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Book a system:	Order a service or a consumable:		
Systems available: v book	Services/consumables available:	~ order	
Make a new request: request a training request/start a new p	roject		
Restore Default Sections	+ Add a I	New Section to the Home Page	