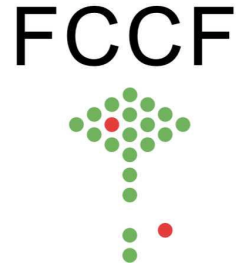


Apr 22, 2024 Version 2

How to book a sorting slot in PPMS V.2

DOI

dx.doi.org/10.17504/protocols.io.36wgq32n3lk5/v2



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DOI: dx.doi.org/10.17504/protocols.io.36wgq32n3lk5/v2

Protocol Citation: Daniel Gimenes 2024. How to book a sorting slot in PPMS. **protocols.io**
<https://dx.doi.org/10.17504/protocols.io.36wgq32n3lk5/v2> Version created by **Daniel Gimenes**

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Protocol status: Working

We use this protocol and it's working

Created: April 22, 2024

Last Modified: April 22, 2024

Protocol Integer ID: 98588

Keywords: Flow cytometry, Cell Sorting, PPMS, Booking Calendar

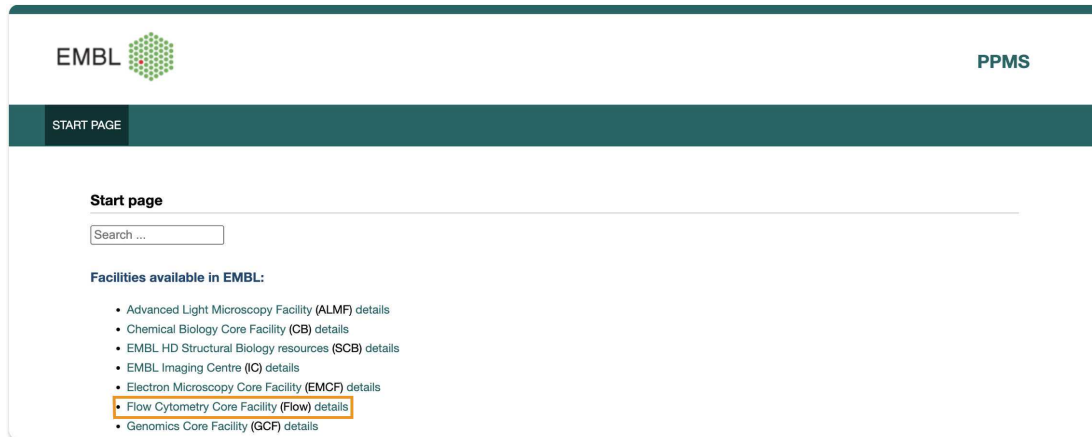
Abstract

Step by step protocol on how to book a cell sorter at EMBL's Flow Cytometry Core Facility

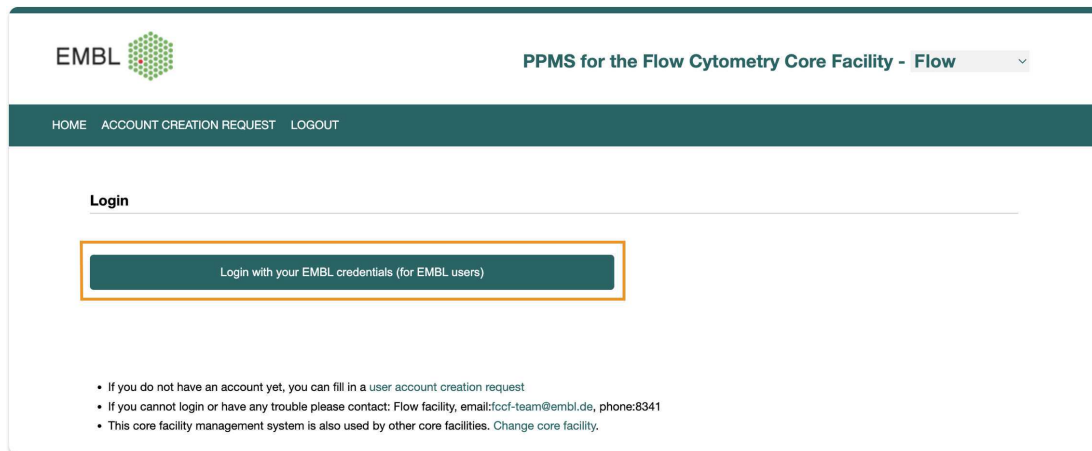


Access the PPMS calendar

- 1 Go to <https://ppms.embl.de>
- 2 Click on Flow Cytometry Core Facility

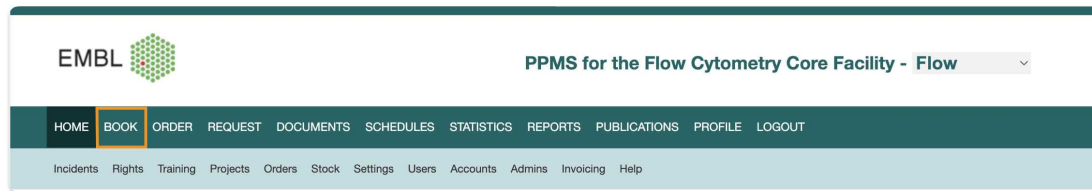


- 3 Login into your account

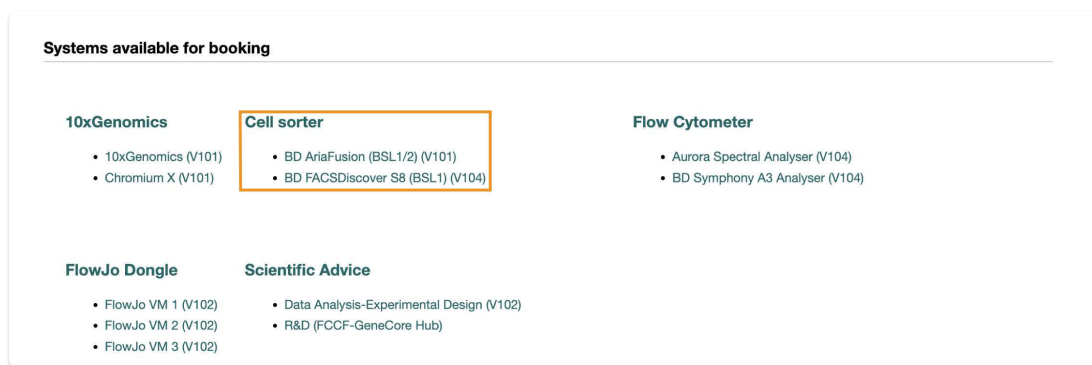




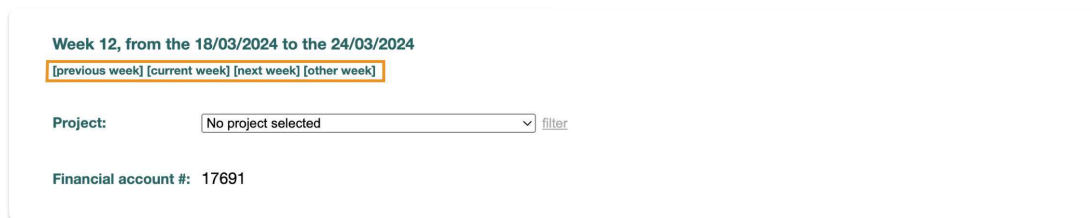
4 On the upper tabs, click on "BOOK"



5 Select one of the cell sorters that you want to book a slot



6 Use the options to move between weeks to find the desired date for your sorting



6.1 The calendar is colour coded:



Week 12, from the 18/03/2024 to the 24/03/2024

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

Book a session for: [filter](#)

Project: [filter](#)

Financial account #: 17691

	Monday 18/03/2024	Tuesday 19/03/2024	Wednesday 20/03/2024	Thursday 21/03/2024	Friday 22/03/2024	Saturday 23/03/2024	Sunday 24/03/2024
10:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancelled	- Gimenes Daniel				- Gimenes Daniel		
<input type="checkbox"/> Operator Free							
<input type="checkbox"/> Comment							
<input checked="" type="radio"/> Book a session for: <input type="text" value="Gimenes Daniel"/> filter <input type="checkbox"/> Assisted by: <input type="text" value="Gimenes Daniel"/>							
<input type="radio"/> Organize training							
Book the selected sessions				Report incident			

Incidents and interventions for this week

- **#14485**: from Monday 12h to Monday 13h - Special configuration Staff Lunch + (Nozzle change) - Only book in this slot if you are trained!!!
[more...](#)
- **#14486**: from Tuesday 12h to Tuesday 13h - Special configuration Staff Lunch + (Nozzle change) - Only book in this slot if you are trained!!!
[more...](#)
- **#14487**: from Wednesday 12h to Wednesday 13h - Special configuration Staff Lunch + (Nozzle change) - Only book in this slot if you are trained!!!
[more...](#)
- **#14507**: from Thursday 12h to Thursday 13h - Special configuration Staff Lunch + (Nozzle change) - Only book in this slot if you are trained!!!
[more...](#)
- **#14508**: from Friday 12h to Friday 13h - Special configuration Staff Lunch + (Nozzle change) - Only book in this slot if you are trained!!!
[more...](#)

Dark grey: Not available for booking

You will find this colour:

- If you are not a novice (not a trained user), the over working and weekend hours slots will not be available for booking
- If you are trying to book the instrument with less than 48 hours until the time of the appointment.

Light blue: Intervention (special configuration or not available)

This one highlights periods in which the instrument is blocked for scheduled interventions (such as a sorter bi-weekly aseptic cleaning) or for when the staff is not available to support the sorting (in such occasions, trained users might still have the opportunity to sort - please let us know).



*Notice that the instrument has a special configuration for the staff lunch period from 12:00-13:00 and it is also the period in which the staff has more time to change the nozzle between sessions. **If you are booking an assisted sorting, please don't select these time slots!!!**

Teal: Booked session that still has to be confirmed

Blue: Staff confirmed the session

Green: Staff confirmed the session for Operator Free (trained) users

Purple border: Session contains a comment to convey a special environment (such as 384 wp sorting)

Light grey: available slots for booking

6.2 To book a slot:

1. Select time slot by checking the 30 minutes segments boxes in the calendar
2. (Optional) If you are trained, check the "Operator Free" Box. If you want to add a comment to your booking check the "Comment" box.
3. Click on Book the selected sessions

Monday 18/03/2024 Tuesday 19/03/2024 Wednesday 20/03/2024 Thursday 21/03/2024 Friday 22/03/2024 Saturday 23/03/2024 Sunday 24/03/2024

↑more↓

10:30 ☐ ☐ ☐ ☐ ☐ ☐ ☐

11:00 ☐ ☐ ☐ ☐ ☐ ☐ ☐

11:30 ☐ ☐ ☐ ☐ ☐ ☐ ☐

12:00 Lunch + (Nozzle change) Lunch + (Nozzle change) Lunch + (Nozzle change) Lunch + (Nozzle change) Lunch + (Nozzle change) ☐ ☐

12:30 Lunch + (Nozzle change) Lunch + (Nozzle change) Lunch + (Nozzle change) Lunch + (Nozzle change) Lunch + (Nozzle change) ☐ ☐

13:00 ☐ ☐ ☐ ☐ ☐ ☐ ☐

13:30 ☒ ☒ ☒ ☒ ☒ ☒ ☒

14:00 ☒ ☒ ☒ ☒ ☒ ☒ ☒

14:30 Gimenes Daniel Gimenes Daniel Gimenes Daniel Gimenes Daniel ("384 well plate") ☒ ☒ ☒

15:00 ☒ ☒ ☒ ☒ ☒ ☒ ☒

15:30 ☒ ☒ ☒ ☒ ☒ ☒ ☒

16:00 ☒ ☒ ☒ ☒ ☒ ☒ ☒

↓more↓

Cancelled Gimenes Daniel

2 ☐ Operator Free

3 ☐ Comment

Book the selected sessions

6.3 A form will be shown for you to fill the information regarding your sorting. Once you are done, click on "Complete Booking"

FACSaria Fusion Booking Form (new)

FACSaria Fusion Booking Form

User Name: *

User E-Mail: *

Instrument setup *

☐ Instrument start-up + experiment setup + sorting performed by the staff

☐ Instrument start-up (experiment setup and sorting performed by the user - only for trained users!)

☐ User will do the start-up (only for trained users!)

Origin of the cells to sort: *

☐ Human

☐ Mouse

☐ Yeast

☐ Fly Embryo

☐ Zebrafish

☐ Other

If other, please specify:

Cancel
Complete Booking

6.4 Your newly booked slot should appear in the calendar!

The facility staff will then check and either confirm it directly, or if any issues arise you will be contacted for changes.

	Monday 18/03/2024	Tuesday 19/03/2024	Wednesday 20/03/2024	Thursday 21/03/2024	Friday 22/03/2024	Saturday 23/03/2024	Sunday 24/03/2024
↑more↑							
10:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12:00	Lunch + (Nozzle change)	Lunch + (Nozzle change)	Lunch + (Nozzle change)	Lunch + (Nozzle change)	Lunch + (Nozzle change)		
12:30							
13:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13:30							
14:00							
14:30	Gimenes Daniel	Gimenes Daniel	Gimenes Daniel	Gimenes Daniel ("384 well plate")	Gimenes Daniel form		
15:00							
15:30							
16:00							
↓more↓							
Cancelled	- Gimenes Daniel				- Gimenes Daniel		
	Operator Free						
	Comment						
	Book the selected sessions						