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How to book a sorting slot in PPMS

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ABSTRACT

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

OPEN  ACCESS



Protocol Citation: Daniel Gimenes 2024. How to book a sorting slot in PPMS.

protocols.io

<https://protocols.io/view/how-to-book-a-sorting-slot-in-ppms-dacn2ave>

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Protocol status: Working

We use this protocol and it's working

Created: Mar 08, 2024

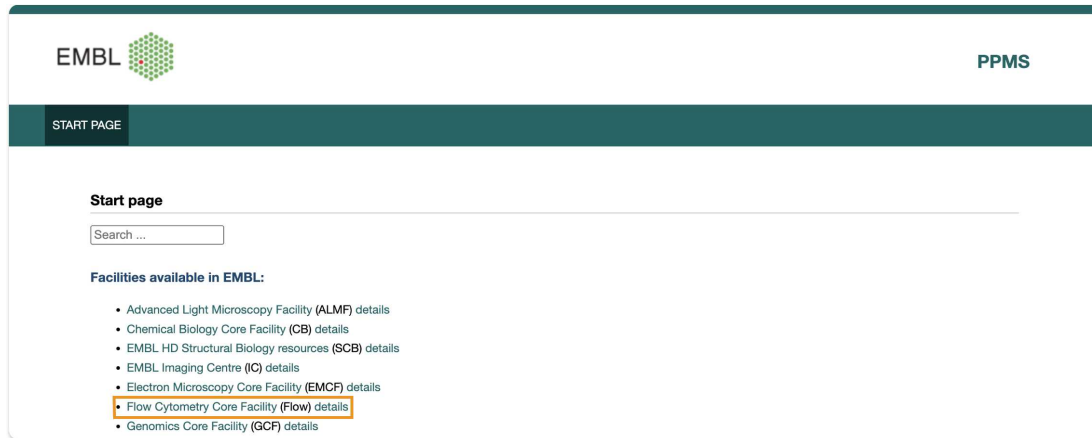
Last Modified: Apr 17, 2024

PROTOCOL integer ID: 96366

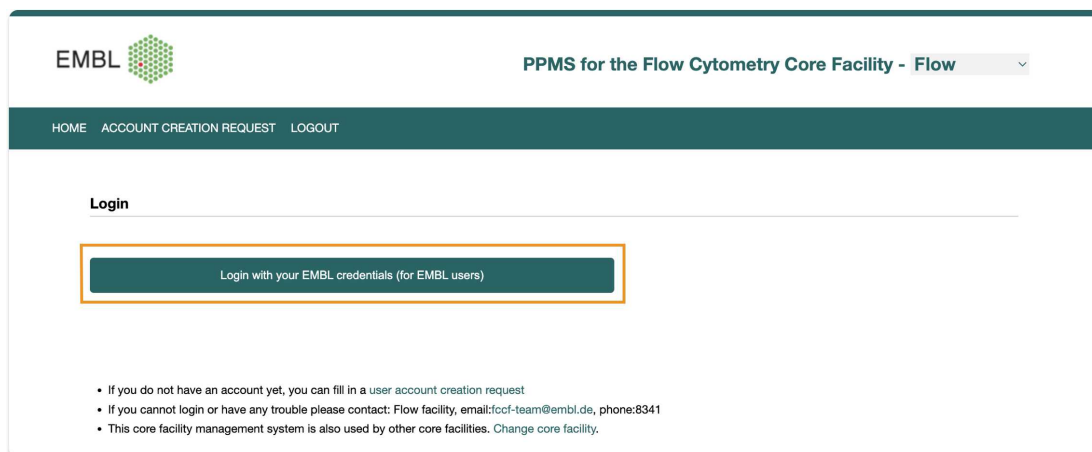
Access the PPMS calendar

1 Go to <https://ppms.embl.de>

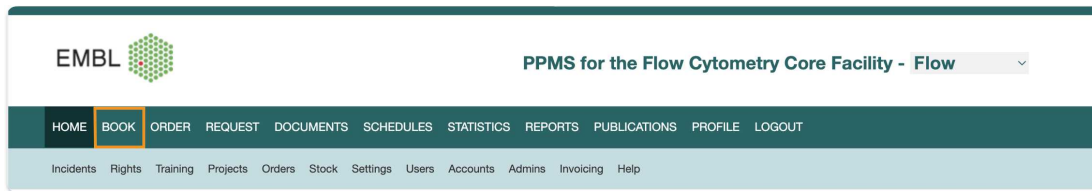
2 Click on Flow Cytometry Core Facility



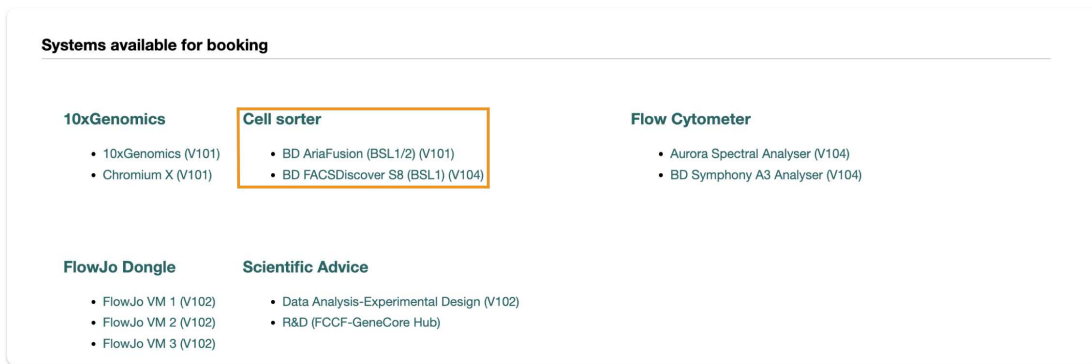
3 Login into your account



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

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
↑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	Gimenes Daniel	Gimenes Daniel	Gimenes Daniel	Gimenes Daniel ("384 well plate")	<input type="checkbox"/>		
14:00					<input type="checkbox"/>		
14:30					<input type="checkbox"/>		
15:00					<input type="checkbox"/>		
15:30					<input type="checkbox"/>		
16:00	<input type="checkbox"/>						
↓more↓							
Cancelled	- Gimenes Daniel						
	<input type="checkbox"/> Operator Free						
	<input type="checkbox"/> Comment						
	<input type="button" value="Book the selected sessions"/>						

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 (not available for booking)

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 occasion, trained users might still have the opportunity to sort - please let us know).

*Notice that the instrument is blocked 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.

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

Calendar interface showing booking slots for Gimenes Daniel. The calendar displays a week from Monday 18/03/2024 to Sunday 24/03/2024. Time slots range from 10:30 to 16:00. Sessions for 'Gimenes Daniel' are booked on Monday, Tuesday, Wednesday, and Thursday. On Friday, a session is booked from 13:00 to 16:00, with checkboxes for 'Operator Free' and 'Comment' visible. A red box highlights the Friday session, and a red number '1' is next to it. Below the calendar, there are three numbered steps: 1. Operator Free, 2. Comment, and 3. 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
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	Gimenes Daniel	Gimenes Daniel	Gimenes Daniel	Gimenes Daniel ("384 well plate")	Gimenes Daniel form		
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