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## How to request an assisted sorting session for the first time

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### ABSTRACT

Step by step protocol to create a PPMS account and to find the "Preliminary Sorting Discussion" form.

OPEN  ACCESS



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**Protocol status:** Working  
We use this protocol and it's working

**Created:** Mar 27, 2024

**Last Modified:** Apr 17, 2024

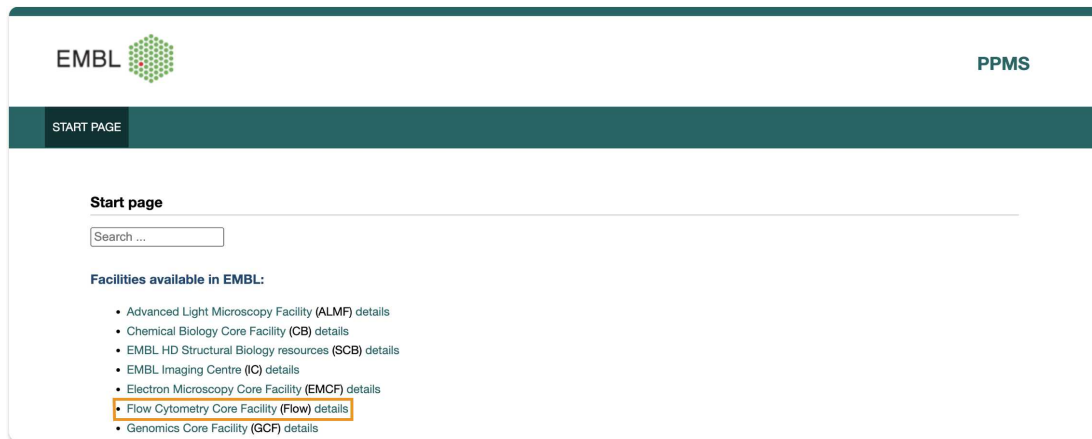
**PROTOCOL integer ID:** 97447

**Keywords:** PPMS, EMBL, Flow Cytometry, Core Facility, Cell sorting

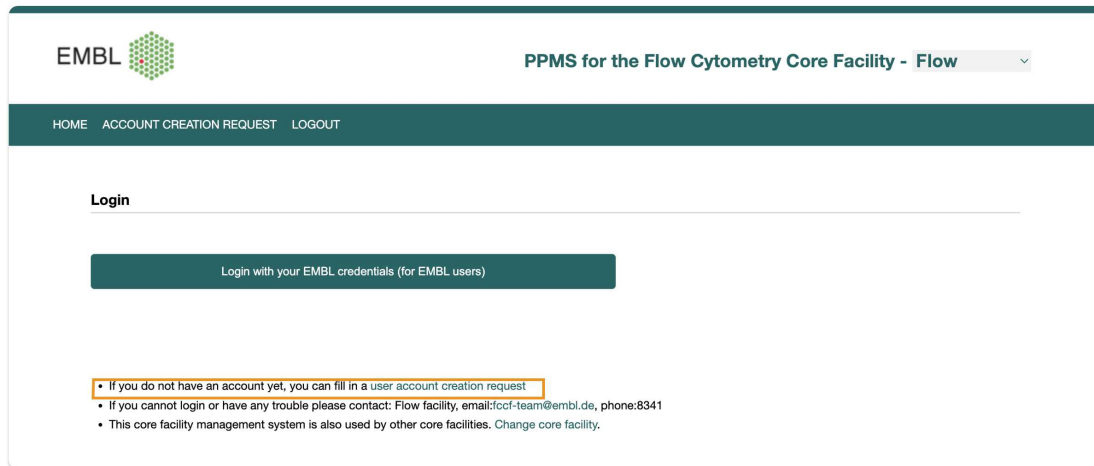
## Creating a PPMS account

- 1 **If you already have a PPMS account, please proceed to the step 6.** If not, access the following link:  
<https://ppms.embl.de/start/>

- 2 Click on Flow Cytometry Core Facility



- 3 Click on "user account creation request".



The screenshot shows the EMBL PPMS (Protocol Production Management System) login page for the Flow Cytometry Core Facility. The page has a dark teal header with the EMBL logo on the left and the text "PPMS for the Flow Cytometry Core Facility - Flow" on the right. Below the header is a navigation bar with links for "HOME", "ACCOUNT CREATION REQUEST", and "LOGOUT". The main content area is white and features a "Login" section. A dark teal button labeled "Login with your EMBL credentials (for EMBL users)" is present. Below the button, there is a list of links: "If you do not have an account yet, you can fill in a user account creation request", "If you cannot login or have any trouble please contact: Flow facility, email: fccf-team@embl.de, phone: 8341", and "This core facility management system is also used by other core facilities. Change core facility."

- 4 Next, you will be prompted to enter your credentials.  
On the "Username" field, please fill with your username without the "@embl.de" (don't use your full email).  
After that, just use your regular login password



Username

dgimenes

Password

.....

EMBL Site

Heidelberg ▾

☐

Remember my EMBL Site

☐

Remember me

Login

### Help! I don't remember my password.

Please follow the information according to your local EMBL IT Services team found on the EMBL Intranet to [reset your password](#).

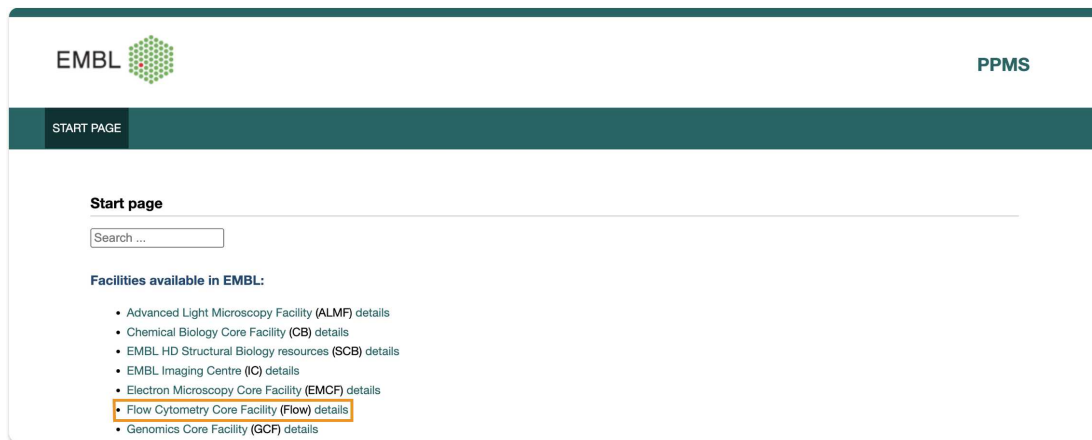
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- 5 You will be brought to a small form where you can fill the important information for the service billing and once submitted, the staff will receive an account creation request. Once we accept it, you should receive a confirmation by email. 😊

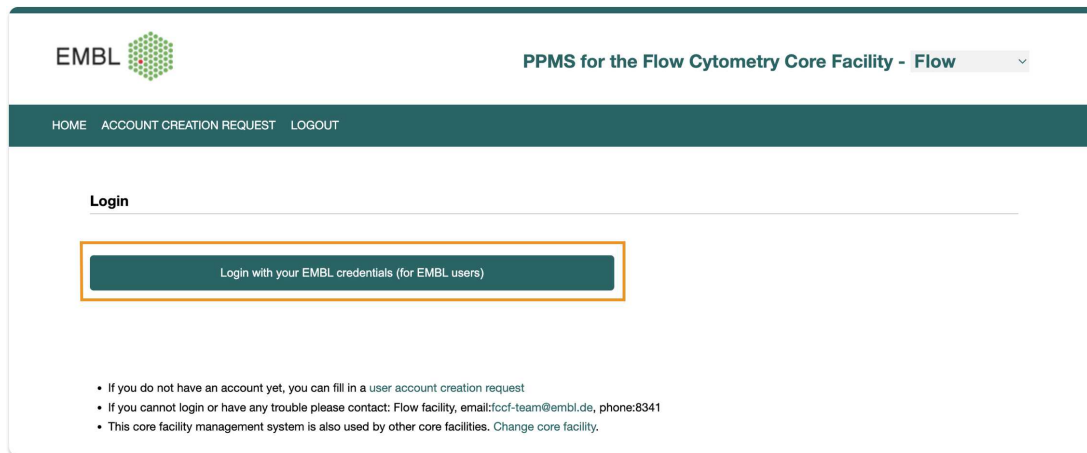
## Requesting an assisted sorting

- 6 Go to <https://ppms.embl.de>

- 7 Click on Flow Cytometry Core Facility



- 8 Login into your account



EMBL

PPMS for the Flow Cytometry Core Facility - Flow

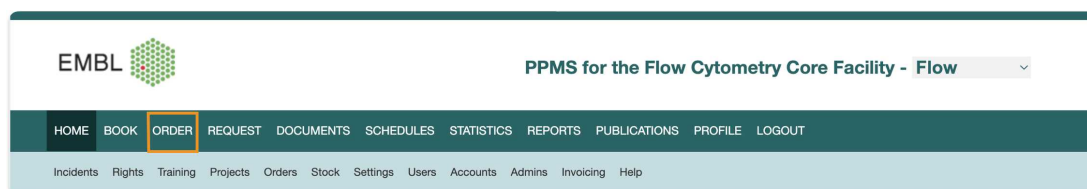
HOME ACCOUNT CREATION REQUEST LOGOUT

Login

Login with your EMBL credentials (for EMBL users)

- If you do not have an account yet, you can fill in a user account creation request
- If you cannot login or have any trouble please contact: Flow facility, email: fpcf-team@embl.de, phone: 8341
- This core facility management system is also used by other core facilities. [Change core facility.](#)

9 On the upper tabs, click on "ORDER"



EMBL

PPMS for the Flow Cytometry Core Facility - Flow

HOME BOOK ORDER REQUEST DOCUMENTS SCHEDULES STATISTICS REPORTS PUBLICATIONS PROFILE LOGOUT

Incidents Rights Training Projects Orders Stock Settings Users Accounts Admins Invoicing Help

- 10
1. Optional: Attach the order to a project if available
  2. Select a financial account for the order or keep the default one **(Note that this service is not going to be charged!)**
  3. Add 1 to the "Quantity" box for the Preliminary Cell Sorting Request
  4. Click on "Order".

**Order service or consumable**

Attach this order to this project:  
 [filter](#)

Select a financial account for the order:

Services and consumables available for order (select and enter the quantity values)

	Min	Max	Incr.	Unit price	Quantity	Price
#030008 Consultation-Data analysis <a href="#">show description</a> <a href="#">add a comment</a>	1	20	1	0.00	<input type="text" value="0"/>	0.00
#030007 Consultation-Experimental design <a href="#">show description</a> <a href="#">add a comment</a>	1	20	1	0.00	<input type="text" value="0"/>	0.00
#030009 Preliminary Cell Sorting Request <a href="#">show description</a> <a href="#">add a comment</a>	1	1	1	0.00	<input type="text" value="1"/>	0.00
<b>TOTAL</b>					1	0.00

If you have a PO number for this order, please enter it here:

[Order](#) [Save quote](#)

- 11 Once you are done filling all the required information, click on "Submit Form".
- 12
  1. Facility staff will receive your order, accept it and will check if everything is OK. If potential questions arises, the staff will send them to the user or will ask to schedule a meeting.
  2. When all the questions are clarified, the staff will give the users rights to book the instrument(s).
- 13 To book a instrument, refer to the [How to book a sorting slot in PPMS](#) protocol