

PPMS: user quick reference

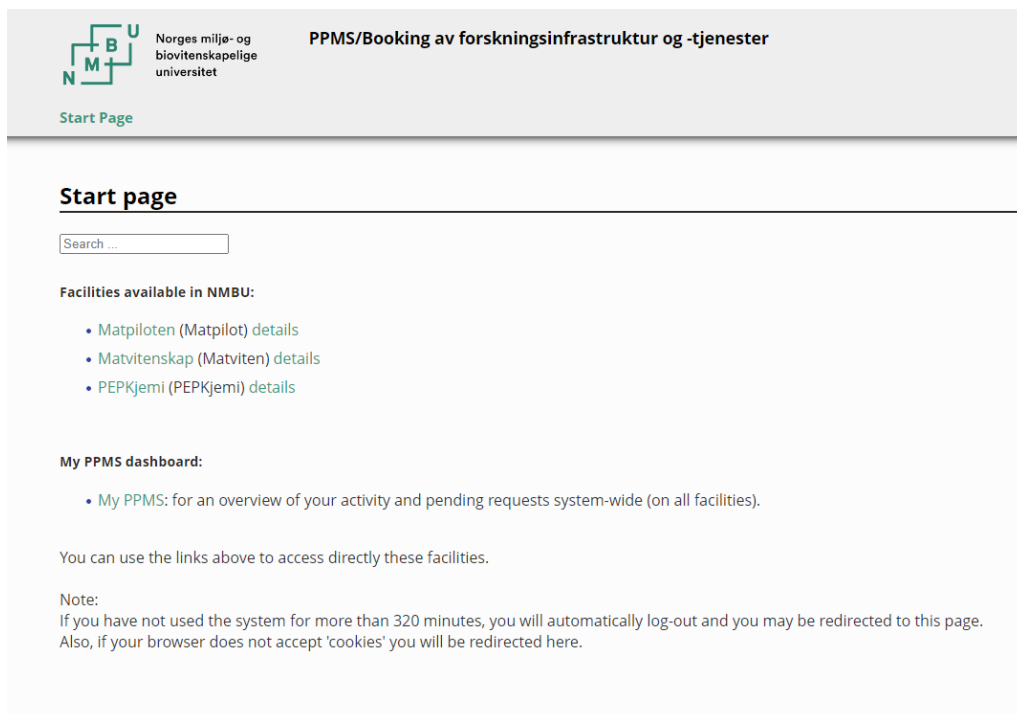
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Login page

<https://ppms.eu/nmbu>



The screenshot shows the start page of the PPMS system. At the top left is the logo for NMBU (Norges miljø- og biovitenskapelige universitet). To its right is the text 'PPMS/Booking av forskningsinfrastruktur og -tjenester'. Below the logo is a 'Start Page' link. The main content area is titled 'Start page' and contains a search bar, a list of facilities available in NMBU (Matpiloten, Matvitenskap, and PEPKjemi), and a 'My PPMS dashboard' section with a link to 'My PPMS'. A note at the bottom explains that users will be automatically logged out after 320 minutes of inactivity and may be redirected to this page if their browser does not accept cookies.

Norges miljø- og biovitenskapelige universitet

PPMS/Booking av forskningsinfrastruktur og -tjenester

Start Page

Start page

Search ...

Facilities available in NMBU:

- [Matpiloten \(Matpilot\) details](#)
- [Matvitenskap \(Matviten\) details](#)
- [PEPKjemi \(PEPKjemi\) details](#)

My PPMS dashboard:

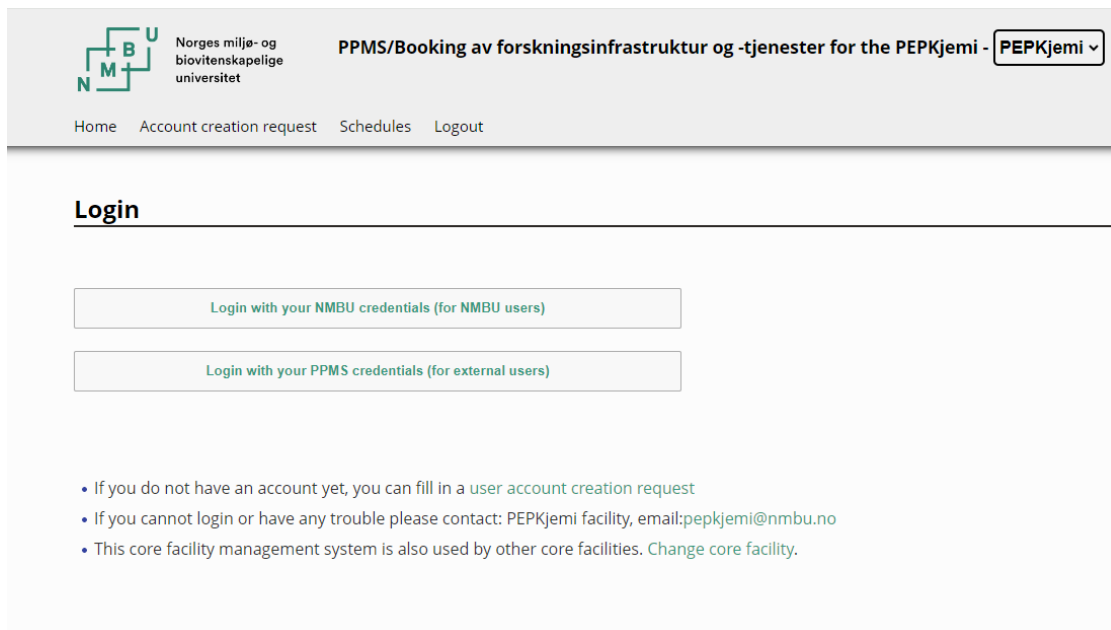
- [My PPMS](#): for an overview of your activity and pending requests system-wide (on all facilities).

You can use the links above to access directly these facilities.

Note:
If you have not used the system for more than 320 minutes, you will automatically log-out and you may be redirected to this page.
Also, if your browser does not accept 'cookies' you will be redirected here.

Select the Facility you want to book from, or search for systems or services you want to book

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The screenshot shows the top navigation bar of the PPMS system. On the left is the NMBU logo and the text "Norges miljø- og biovitenskapelige universitet". In the center is the text "PPMS/Booking av forskningsinfrastruktur og -tjenester for the PEPKjemi". On the right is a dropdown menu currently showing "PEPKjemi". Below the navigation bar are links for "Home", "Account creation request", "Schedules", and "Logout". The main content area is titled "Login" and contains two buttons: "Login with your NMBU credentials (for NMBU users)" and "Login with your PPMS credentials (for external users)". Below these buttons is a list of three bullet points providing additional information and contact details.

Norges miljø- og biovitenskapelige universitet

PPMS/Booking av forskningsinfrastruktur og -tjenester for the PEPKjemi - PEPKjemi ▾

Home Account creation request Schedules Logout

Login

Login with your NMBU credentials (for NMBU users)

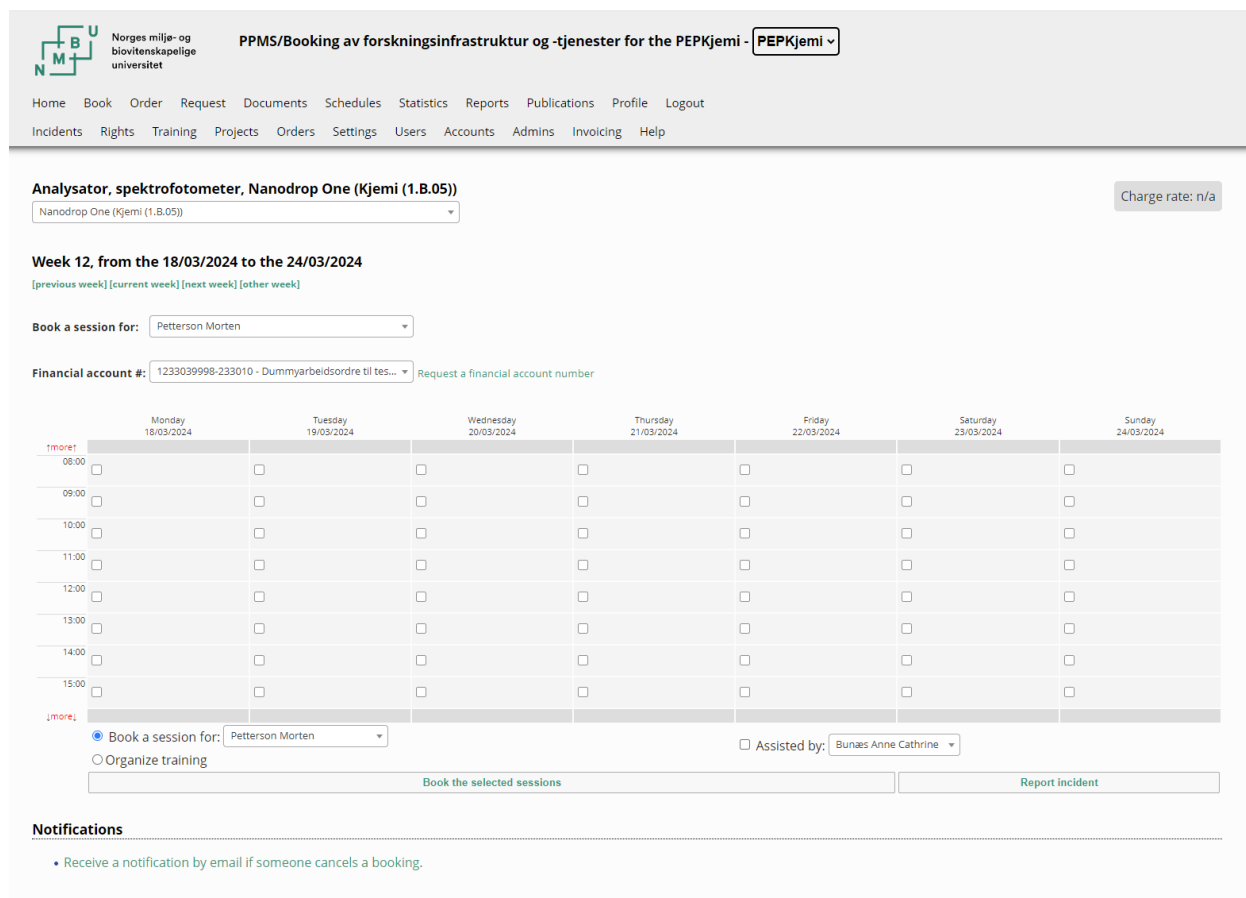
Login with your PPMS credentials (for external users)

- 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: PEPKjemi facility, email:pepkjemi@nmbu.no
- This core facility management system is also used by other core facilities. [Change core facility.](#)

- Press “Login with your NMBU credentials” to login to the Bookingløsningen (PPMS)

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Booking time on instruments



The screenshot shows the PPMS interface for booking a session on a Nanodrop One instrument. The page title is "PPMS/Booking av forskningsinfrastruktur og -tjenester for the PEPKjemi - PEPKjemi". The instrument name is "Analysator, spektrofotometer, Nanodrop One (Kjemi (1.B.05))". The current week is "Week 12, from the 18/03/2024 to the 24/03/2024". The user is "Petterson Morten" and the financial account is "1233039998-233010 - Dummyarbeidsordre til tes...". The booking calendar shows time slots from 08:00 to 15:00 on Monday to Sunday. The "Book a session for:" dropdown is set to "Petterson Morten" and the "Assisted by:" dropdown is set to "Bunæs Anne Cathrine". The "Book the selected sessions" button is highlighted in green.

Analysator, spektrofotometer, Nanodrop One (Kjemi (1.B.05)) Charge rate: n/a

Nanodrop One (Kjemi (1.B.05))

Week 12, from the 18/03/2024 to the 24/03/2024
[previous week] [current week] [next week] [other week]

Book a session for: Petterson Morten

Financial account #: 1233039998-233010 - Dummyarbeidsordre til tes... [Request a financial account number](#)

	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
08:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00	<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"/>
12:00	<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"/>
14:00	<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"/>

Book a session for: Petterson Morten Assisted by: Bunæs Anne Cathrine

Organize training

Notifications

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

- To book a session, select which Financial account you want to use, and select any time slot available to you. If you cannot find your financial account you have to press the "Request a financial account number" See page 3 for guidance on this.
-
- You can select one time slot or click and drag to choose multiple sessions by hours or days
- If a charge rate applies, this will be displayed at the top right corner of the page before completing booking
- You may have to select a few options right below the calendar before booking, such as the need of assistance.
- To submit booking, click on the button **book the selected sessions**

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- Your session will then be displayed on the systems calendar
- You will have the option to enable Notifications for any canceled sessions at the bottom of the page
- You may have the ability to view the details of other users sessions within the calendar

Request a financial account number

Registrations for Stratocore communications:

Communications on downtime or hosting issues:

Communications on product announcements:

Communications on webinars:

Financial Account Information

Default Financial Account Number:

234020

Request authorization to use a financial account:

Request authorization to manage a financial account:

Financial Accounts available for use:

Account Number	Account Type	Orig
4233000001-233010 - Dummyarbeidsordre for testing PPMS bidrag	Bidrag/BFV	autl
1233039998-233010 - Dummyarbeidsordre til test PPMS salg ordinær virksomhet	Oppdrag	autl
8233000001-233010 - Dummyarbeidsordre til testing PPMS oppdrag	Oppdrag	autl

Code-based authentication and 2-factor setup

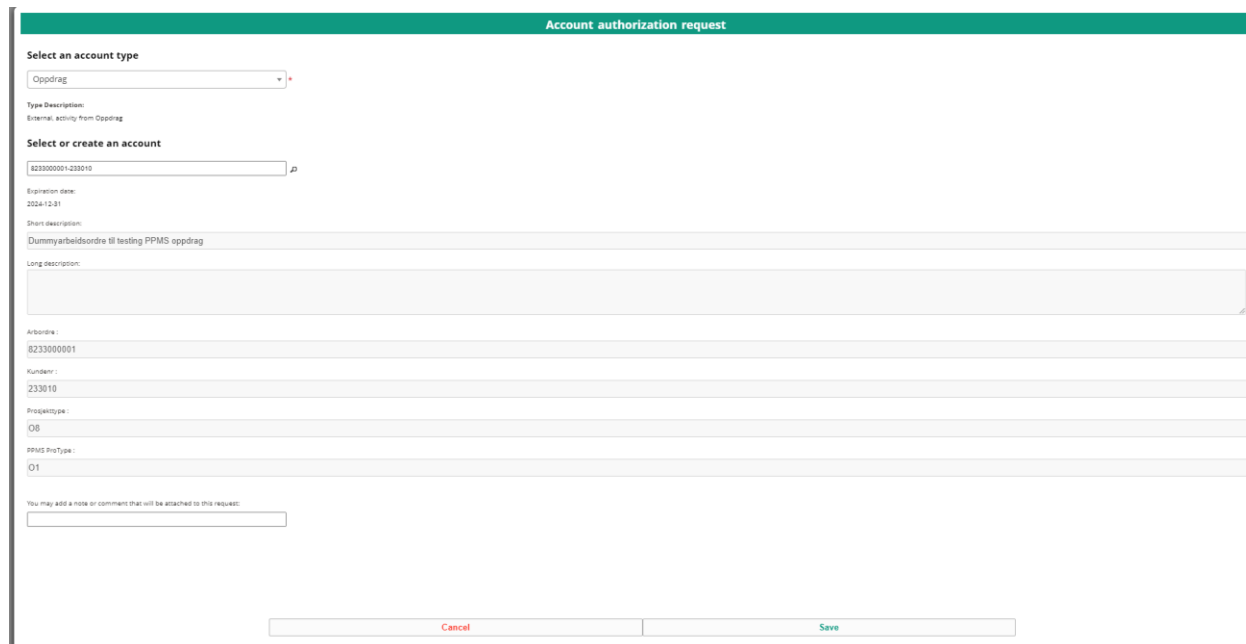
User files

No files

Request authorization to use a financial account:

Select "New accounts authorization request" (NOT Change default accounts number)

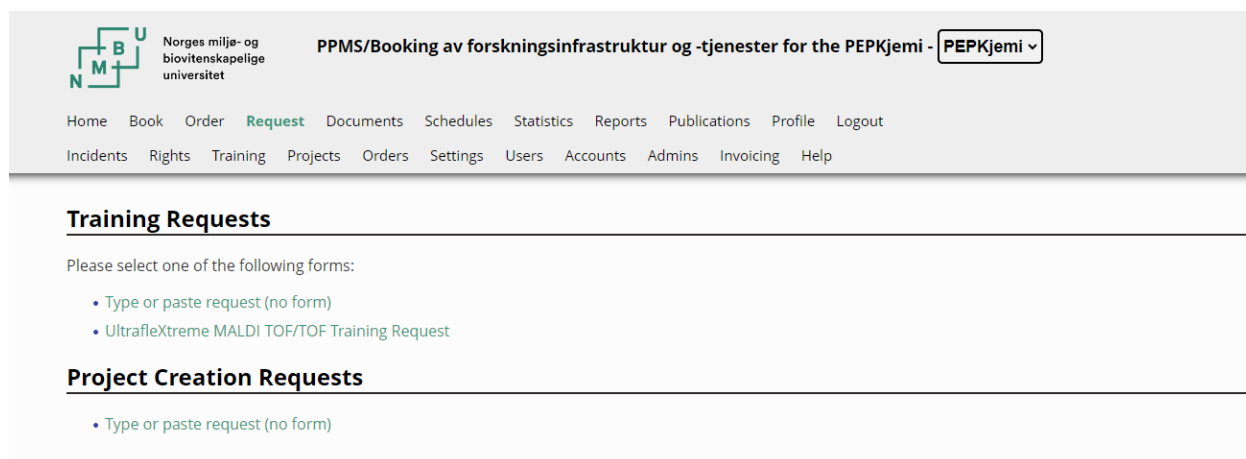
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Search for your account in UBW and press “save”

The request will be sent to the core admin for approval – as soon as it has been approved you can book using this workorder

Training requests



- You can request a training when available and if agreed with your group using the “training request”

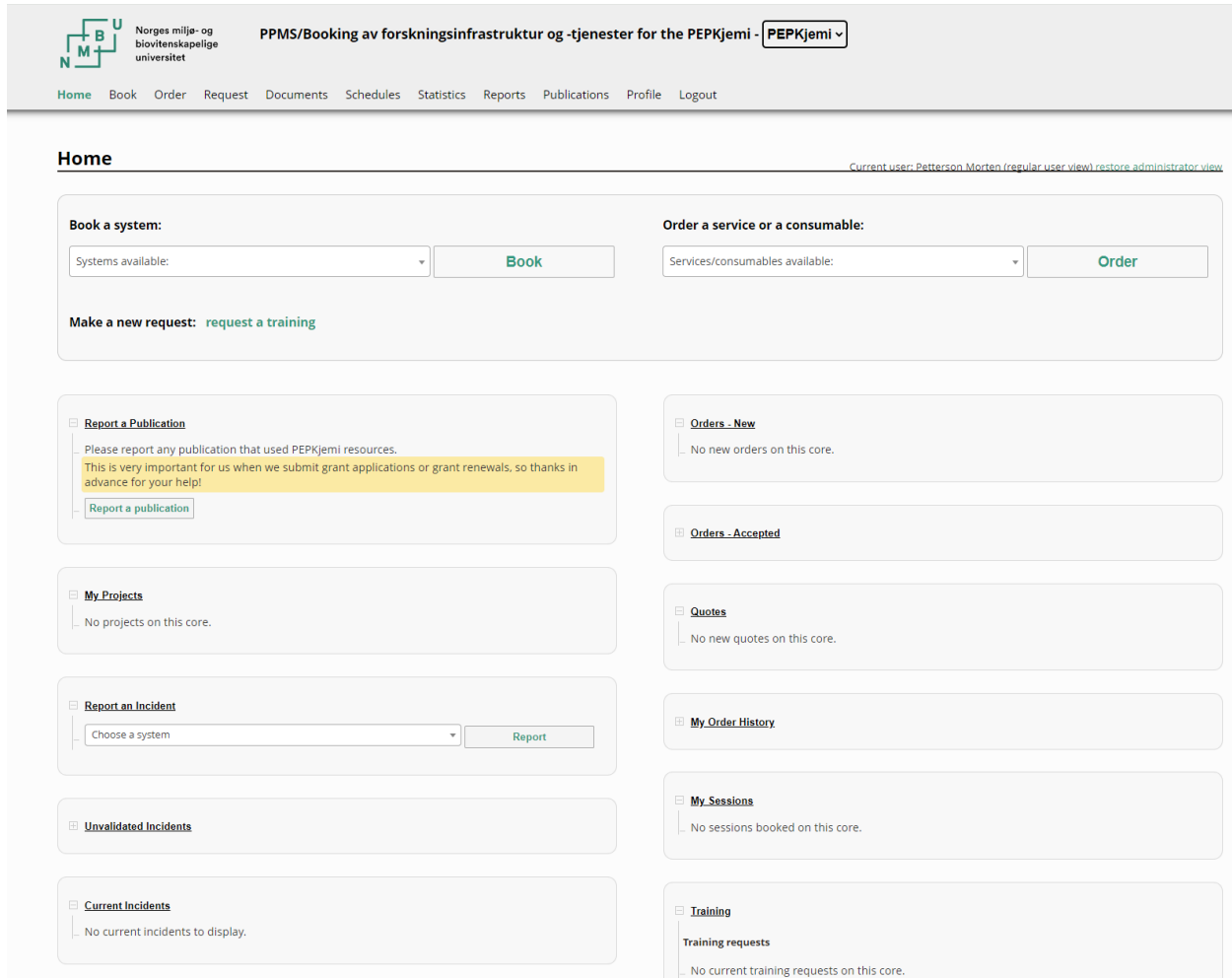
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link in the main menu or in some other pages in the software

- You will be able to pick which training form you want to submit. Make sure to enter an answer to any mandatory question.

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PPMS home page



The screenshot shows the PPMS home page. At the top left is the logo for Norges miljø- og biovitenskapelige universitet. To its right is the text 'PPMS/Booking av forskningsinfrastruktur og -tjenester for the PEPKjemi' followed by a dropdown menu showing 'PEPKjemi'. Below this is a navigation menu with links: Home, Book, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, Logout. The main content area is titled 'Home' and includes a current user status: 'Current user: Petterson Morten (regular user view) restore administrator view'. The page is divided into two main columns. The left column contains: 'Book a system:' with a dropdown for 'Systems available:' and a 'Book' button; 'Make a new request: request a training'; 'Report a Publication' with a text box and a 'Report a publication' button; 'My Projects' with 'No projects on this core.'; 'Report an Incident' with a dropdown for 'Choose a system' and a 'Report' button; 'Unvalidated Incidents'; and 'Current Incidents' with 'No current incidents to display.'. The right column contains: 'Order a service or a consumable:' with a dropdown for 'Services/consumables available:' and an 'Order' button; 'Orders - New' with 'No new orders on this core.'; 'Orders - Accepted'; 'Quotes' with 'No new quotes on this core.'; 'My Order History'; 'My Sessions' with 'No sessions booked on this core.'; and 'Training' with 'Training requests' and 'No current training requests on this core.'.

- On the top-left section of the page, you will find a list of the instruments or resources you are allowed to book in the facility (and only those). You may have to request training to be allowed to book more resources.
- On the top-right section of the page you will find a list of services or consumables (if any) available for order in the facility .
- The bottom sections of the home page will allow you to review information about the facility resources, your own bookings, documents to review or agree, links to register for notifications in case of cancellation by other users, etc...
- **Please do not forget** to use the **“report an incident”** function to report any trouble you had while using the facility resources.

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Canceling a session

Session #47 [Session details page of #47](#)

System
Analysator, kromatograf, HPLC Dionex - Ion Chromatography System 5000 - ED1

Period
14/03/2024, from 08:00:00 to 10:00:00

Period Class
Peak hours

User
Petterson Morten
Member of the group 'IT - Brukerst tte'
Email: morten.petterson@nmbu.no

Session Type
Autonomous [Change](#)

Status
Cancelled

Project
This session is not attached to a project. [Change](#)

Group
IT - Brukerst tte

Financial Account Number
234020
[Change](#)

Price
0
[Change](#)

[Delete Session](#) [Close](#)

- To cancel a session click the "view/edit" link for the session in the calendar page
- At the bottom right, you can click the button "Cancel Session"
- Be aware that canceling a session may trigger a penalty fee when a late cancellation policy is in effect if there is set a fee.
- Note that if anyone end up booking or using time you canceled, there will never be a fee for the used canceled time
- Note only future or ongoing sessions can be canceled.