

User Guides for Users

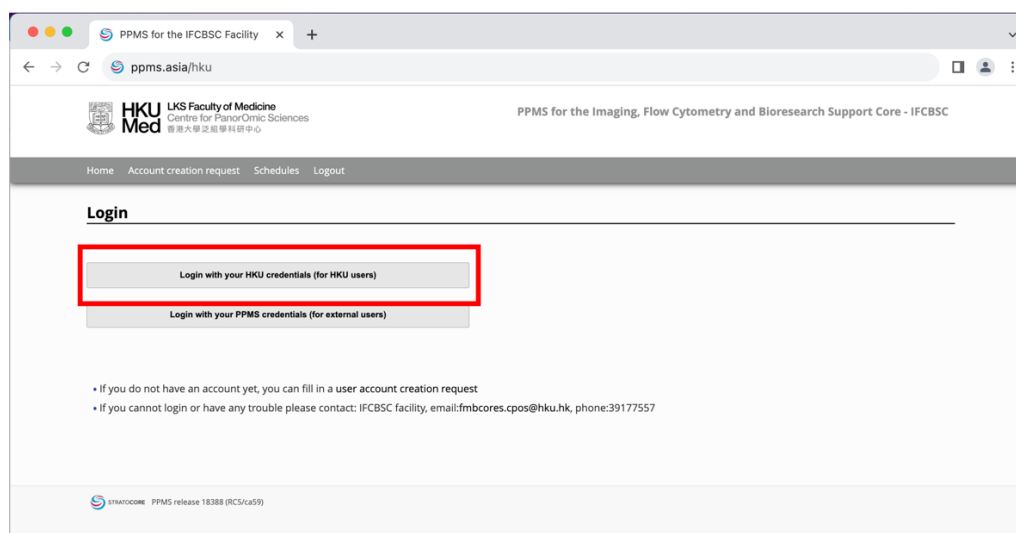
To access PPMS for instruments booking of HKU CPOS Laboratory block instruments, please visit the follow website:

<https://ppms.asia/hku>

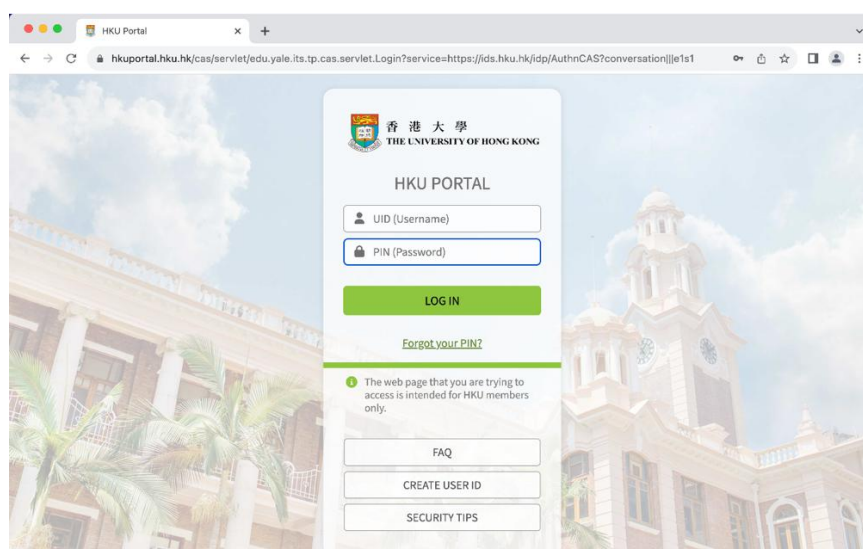
Accessing the account

Current user:

For current HKU users of our facilities, please click “Login with your HKU credentials for HKU users”



Login with your HKU portal



If you forgot your HKU portal password, please follow HKU ITS instruction to reset the password, DO NOT click the “follow these instructions” to attempt reset password.

For Current non-HKU users, please click “Login with your PPMS credentials (for external users)”.

[Home](#) [Account creation request](#) [Schedules](#) [Logout](#)

Login

Login with your HKU credentials (for HKU 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: IFCBSC facility, email: fmbcores.cpos@hku.hk, phone: 39177557
- You can also view a list of public documents

Input your user id (id of your registered email address e.g. tommy@gmail.com user id = tommy) and password to login.

Login

Enter your username:

Enter your password:

Login

If you forgot your login password OR this is your first-time login, please reset/set up your login password by clicking “follow these instructions”.

Login

Enter your username:

Enter your password:

Login

- If you do not remember your password, you can **follow these instructions**
- 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: IFCBSC facility, email: fmbcores.cpos@hku.hk, phone: 39177557
- You can also view a list of public documents

Input the registered email address (email address provided on registration form) to receive the reset code.

Input the reset code in your mailbox to reset your password.

Enter below your PPMS username, or your email address, to receive an email with a reset code that will allow you to reset your password

Send a reset code to my email address

Or, if you already have a reset code, please enter it below.

Reset my password

New users: Registration

For new HKU users, please click “user account creation request”.

If you do not have a HKU portal id, please please contact our staff at enquiry.cpos@hku.hk

Login

Login with your HKU credentials (for HKU 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**

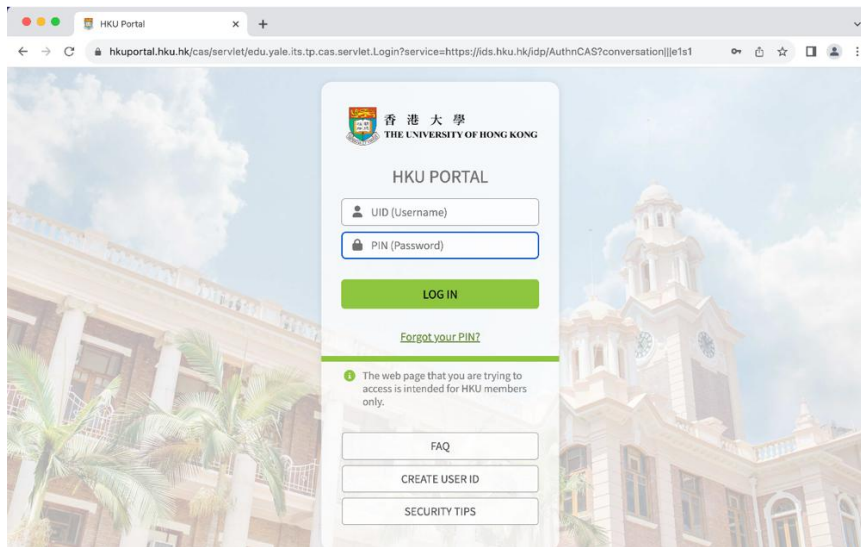
Select “Your institution is The University of Hong Kong”.

PPMS user account creation form

Please choose one of the following options:

- ☐ Your institution is The University of Hong Kong
- ☐ Your institution is NOT The University of Hong Kong

Login with your HKU portal



Fill in the user registration form with your personal information.

Select your PI group from the group drop list then submit form.

If your PI group is not in the group list, please contact our staff at enquiry.cpos@hku.hk

Please enter your details below (* : required fields)

Credentials for The University of Hong Kong:
corefac (logout)

First name: *

Last name: *

Phone: *

Email: @hku.hk *

Financial Account number: (optional)

Position (Staff/ Undergrad/ Postgrad/ Others): *

Lab phone: *

Group
 * [filter](#)
My group is NOT in the list

Submit form

Obtain approval from your PI via email to be added to the group.

Registration will NOT be approved without PI's consent.

 Send	To	PI email address
	Cc	
Subject		Request for Approval of PPMS Registration

Dear PI,

Kindly approve my registration under your group on the PPMS Booking System by replying to this email. Thanks.

Best Regards

Once approval has been obtained, kindly forward the approval email to enquiry.cpos@hku.hk and fmbcores.cpos@hku.hk, stating your registration reference number, and cc your PI.

 Send	To	☐ CPOS; ☐ CPOS.Cores (FMR)
	Cc	PI email address
Subject		Request for Approval of PPMS Registration

Dear CPOS staff,

I have submitted a PPMS user registration request. Kindly refer to the PI's approval below. The registration reference number is #XXX. Thanks.

Best Regards

Approved.

Dear PI,

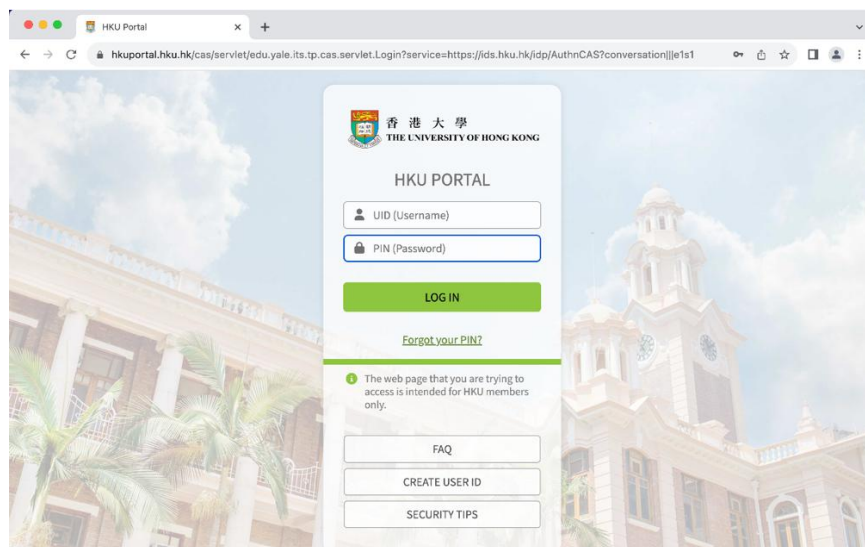
Kindly approve my registration under your group on the PPMS Booking System by replying to this email. Thanks.

Best Regards

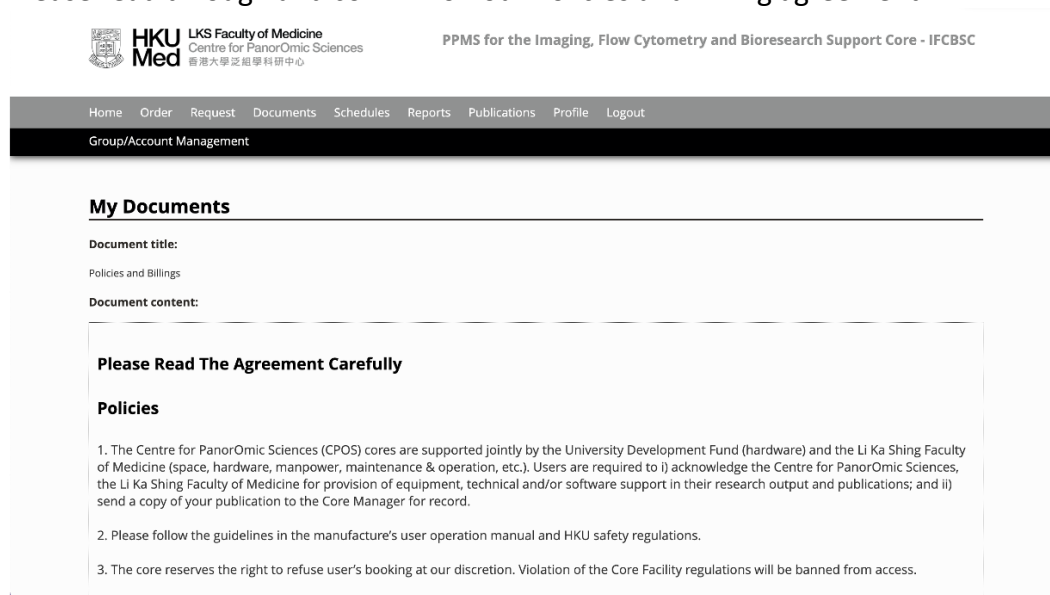
You will receive a notification email from PPMS once your user registration request has been approved.

First Time Login

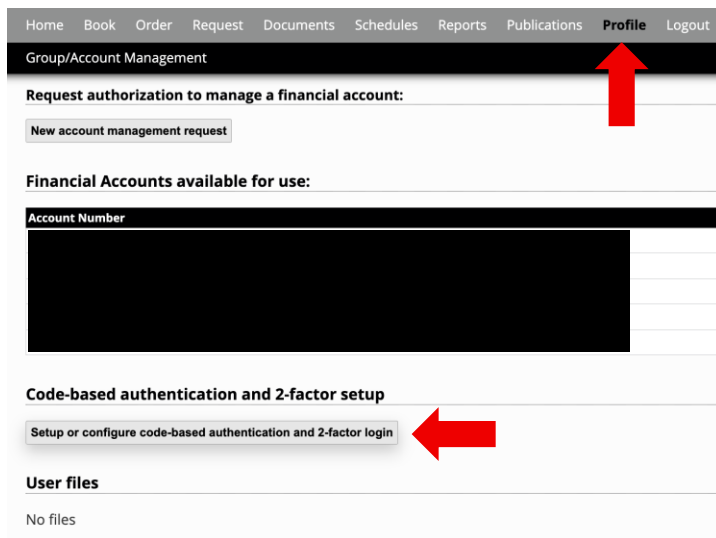
Login with your HKU portal credentials



Please read through and confirm on our Policies and Billing agreement.



Set up 2FA



Home Book Order Request Documents Schedules Reports Publications **Profile** Logout

Group/Account Management

Request authorization to manage a financial account:

New account management request

Financial Accounts available for use:

Account Number

Code-based authentication and 2-factor setup

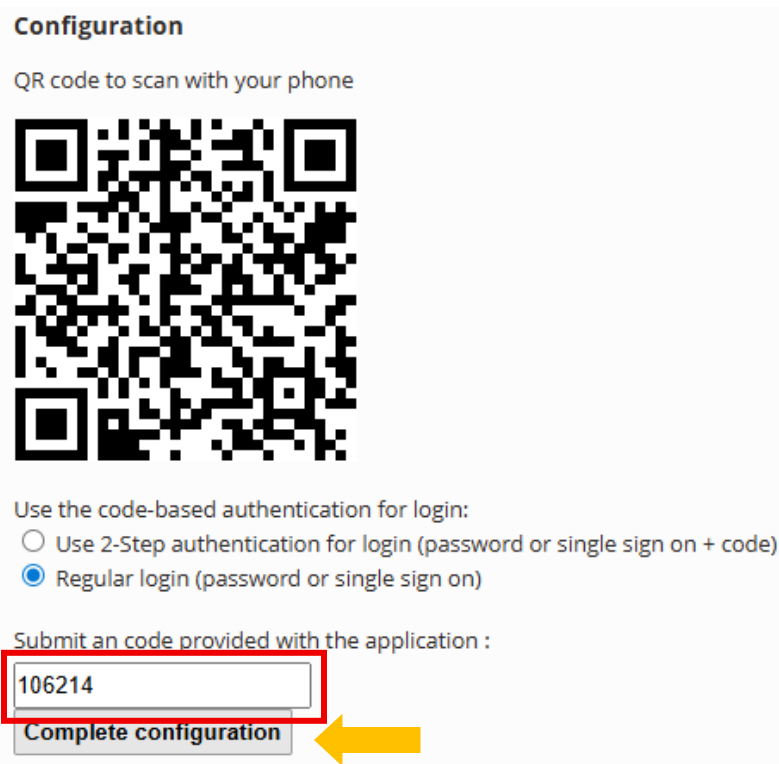
Setup or configure code-based authentication and 2-factor login

User files

No files

Setting Up or Resetting 2FA:

1. Click the **“Set up or configure code-based authentication and 2-factor login”** button under the **Profile** tab.
2. A **QR code** will be generated. If you are resetting 2FA, click the **“Reset”** button.
3. Scan the QR code using an **authenticator app** on your smartphone.
Microsoft Authenticator and **Google Authenticator** are recommended.
4. Enter the **6-digit code** from the app into the text box.
5. Select **“Regular login”**, then click **“Complete Configuration”**.



Configuration

QR code to scan with your phone



Use the code-based authentication for login:

☐ Use 2-Step authentication for login (password or single sign on + code)

☒ Regular login (password or single sign on)

Submit an code provided with the application :

106214

Complete configuration

Navigating PPMS

Home page

1 2 3

Home Book Order Request Documents Schedules Reports Publications Profile Logout

Group/Account Management

Home [Current user: CHAN Cherry \(CPOS\) \(regular user view\) restore administrator view](#)

Book a system:

Systems available:

Order a service or a consumable:

Services/consumables available:

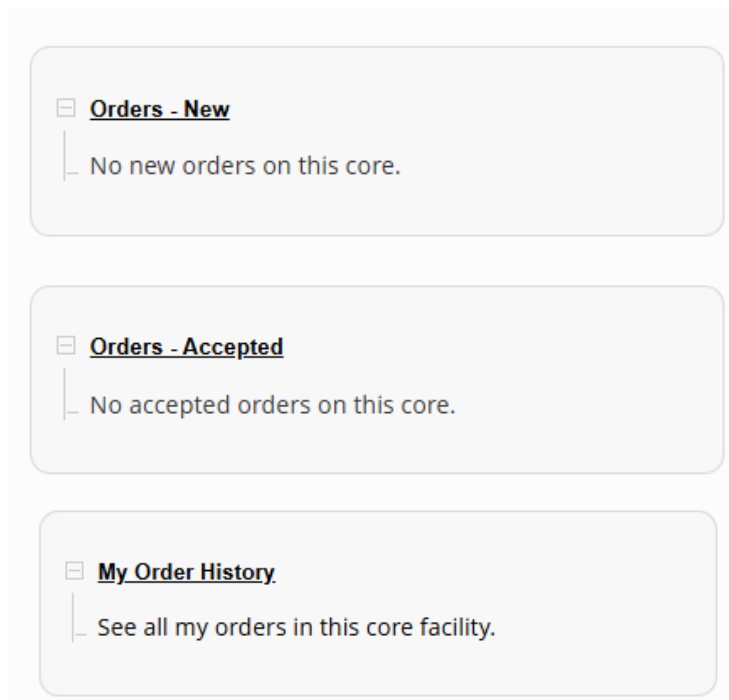
Make a new request: [request a training](#)

Tabs on the Top Grey bar are for **1)** daily instrument **bookings**, **2)** consumables and services **orderings**, and **3)** training **request**.

My Sessions

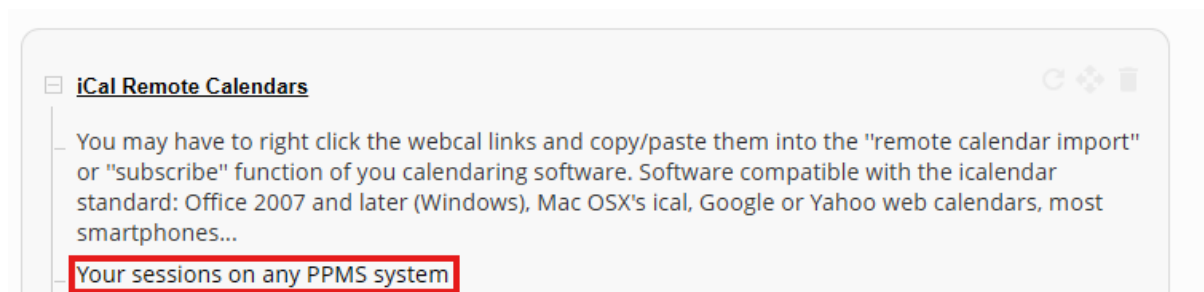
- Today, 14:00 to 17:00 : Agilent NovoCyte Advanteon BVR view ics
- Today, 14:30 to 16:30 : Cytiva Amersham Imager 680 Blot and Gel Imager view ics

You can review your upcoming booking sessions in “**My Sessions**” section.



You can review your order records in sections:

- **“Orders – New”**: Displays pending orders.
- **“Orders – Accepted”**: Shows orders that have been accepted.
- **“My Order History”**: Contains records of completed orders.



You can add your booking schedule to your devices via the **“iCal Remote Calendars”** section. For smartphone and tablet devices, tap **Your sessions on any PPMS session**. You will be redirected to your default calendaring app to complete the subscription.

For PC devices, right Click **Your sessions on any PPMS system** and **copy link**.

Outlook calendar

Add calendar

 Recommended

 Edit my calendars

 Create blank calendar

 Add from directory

 **Subscribe from web**

 Upload from file

Subscribe from web

Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar makes will be updated automatically.

Example: `webcal://www.contoso.com/calendar.ics`

Import

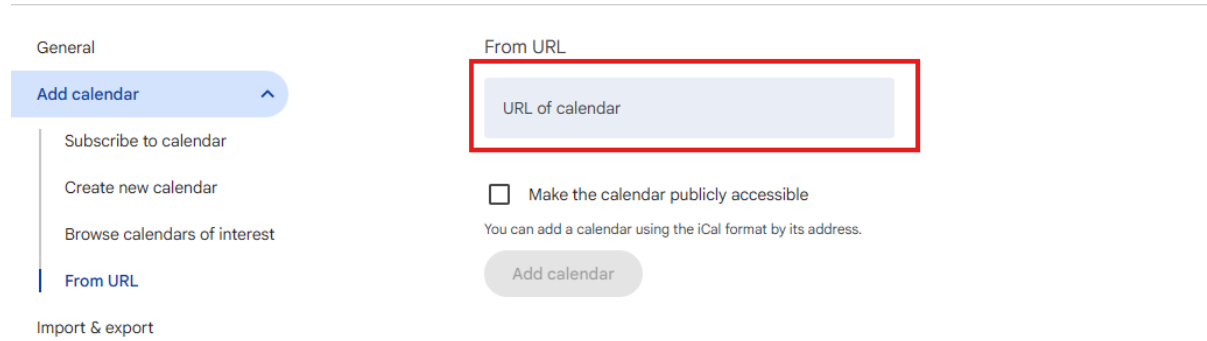
Paste the copied link on **outlook/calendar/Subscribe from web**.

[illegible]

Name the calendar and click **"Import"**.

Google calendar

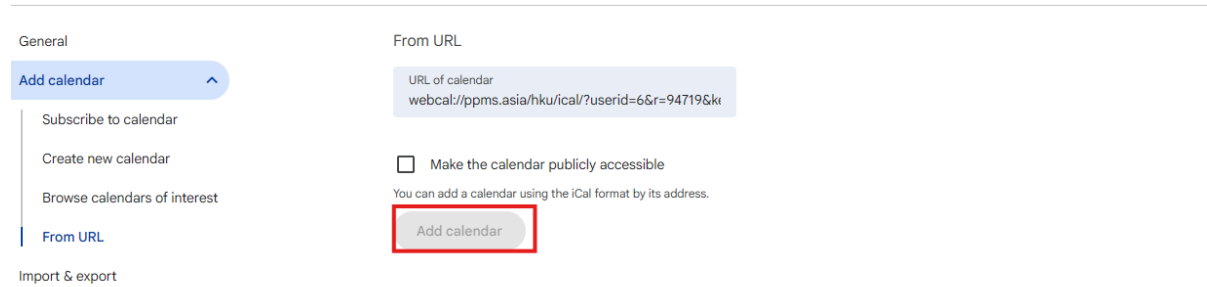
← Settings



The screenshot shows the Google Calendar settings page. On the left, under the 'General' section, there is a list of options: 'Add calendar' (highlighted with a blue bar and an upward arrow), 'Subscribe to calendar', 'Create new calendar', 'Browse calendars of interest', and 'From URL' (highlighted with a blue bar and a downward arrow). On the right, the 'From URL' section is expanded. It features a text input field labeled 'URL of calendar' which is highlighted with a red rectangular box. Below this field, there is a checkbox labeled 'Make the calendar publicly accessible' which is currently unchecked. Underneath the checkbox, a small text note states: 'You can add a calendar using the iCal format by its address.' At the bottom of this section is a grey button labeled 'Add calendar'.

Paste the copied link on **google calendar/setting/From URL**.

← Settings



This screenshot is similar to the one above, showing the Google Calendar settings page with the 'From URL' section expanded. The 'URL of calendar' field now contains the text: 'webcal://ppms.asia/hku/ical/?userid=6&r=94719&k'. The 'Add calendar' button at the bottom of the section is now highlighted with a red rectangular box. The 'Make the calendar publicly accessible' checkbox remains unchecked, and the explanatory text is still present.

Click **“Add calendar”**.

Training

1

Home Book Order **Request** Documents Schedules Reports Publications Profile Logout

Group/Account Management

Training Requests

Please select one of the following forms:

2

- Training Form for Bioresearch Support Instruments
- Training Form for Flow Instruments
- Training Form for Imaging Instruments

Training activity

There is(are) currently 34 pending request(s) for training in this core facility
(training requests may be processed simultaneously by the core staff)

Requesting Training:

1. Hover your mouse over the **“Request”** tab, then select the training form for the type of training you wish to request.
2. You will be directed to the **Training Request Form** page.
3. Each core facility may have different requirements for different instruments.
Complete and submit the form accordingly.
4. Our staff will respond within **3 working days**.

Please visit the outlook calendar on our website for upcoming training schedule

- [Instruction for Online Booking System \(PPMS\): General operation for users](#)
- [Instruction for Online Booking System \(PPMS\): General operation for PIs and group managers](#)
- [Instruction for Online Booking System \(PPMS\): Publication Submission](#)
- [Upcoming Instrument Training Schedule](#)



Booking

1 **Book** Order Request Documents Schedules Reports Pu

Group/Account Management

Systems available for booking

Bioresearch - Analytical

- Agilent Fragment Analyzer (L6-01)
- Bio-Rad C1000 Touch Thermal Cycler (L6-01)
- Bio-Rad QX200 Droplet Generator (L6-03)**
- Bio-Rad QX200 Droplet Reader (L6-01)
- GE Amersham Typhoon5 Biomolecular Imager (L5-03)
- Roche LightCycler480 384well A (L6-01)
- Roche LightCycler480 384well B (L6-01)

Bioresearch - Soft for Analysis

- MassLynx for L (L6-01)

Hovering your mouse over “Book”. Select the instrument that you would like book. You will be directed to the instrument booking calendar.

Financial account #: 111111-444444444-999999-00000-400-01(D12) ... request a financial account number

	Monday 18/09/2023	Tuesday 19/09/2023	Wednesday 20/09/2023	Thursday 21/09/2023	Friday 22/09/2023	Saturday 23/09/2023	Sunday 24/09/2023
09:00			☐	☐	☐		
09:30			☐	☐	☐		
10:00			☐	☐	☐		
10:30			☐	☐	☐		
11:00			☐	☐	☐		
11:30			☐	☐	☐		
12:00			☐	☐	☐		
12:30			☒	☐	☐		
13:00			☒	☐	☐		
13:30			☐	☐	☐		
14:00			☐	☐	☐		
14:30			☐	☐	☐		
15:00			☐	☐	☐		
15:30			☐	☐	☐		
16:00			☐	☐	☐		
16:30			☐	☐	☐		
17:00			☐	☐	☐		
17:30			☐	☐	☐		

3 **Request Assistance**
This system has some restrictions: only 20 hours can be booked for this whole week (during peak hours); peak hours are Monday to Friday, 09:00 to 18:00; booking less than 12 hours in advance is never restricted.

4 **Book the selected sessions**

Report an incident or a problem on this system.

Notifications

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

Select a **financial account**.

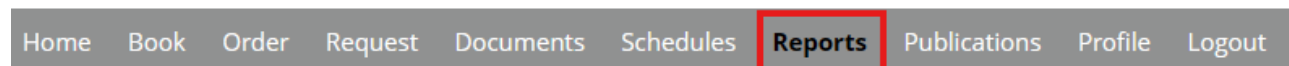
If no financial account is available or the account is expired, please contact CPOS staff at enquiry.cpos@hku.hk.

1. Choose your desired time range on the booking calendar.
2. Tick “**Request Assistance**” if support is needed.
3. Click “**Book for selected sessions**” to complete the booking.

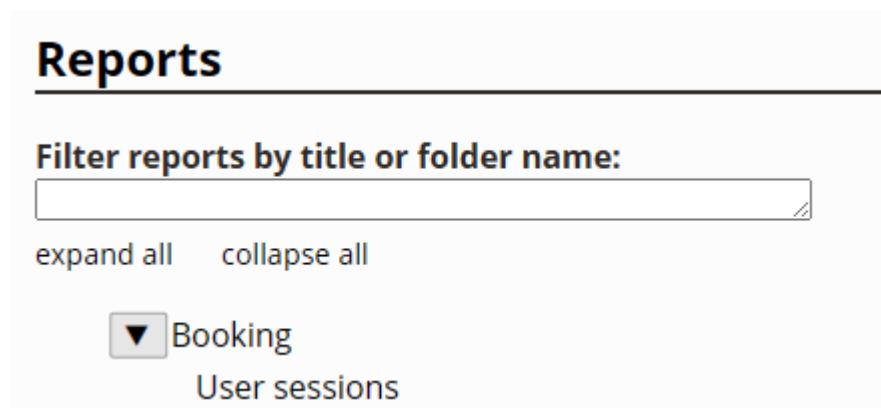
Some instrument may require you to fill in the sample questionnaire.

*****For experiments involving biohazardous materials (live viruses or bacteria), please fill out the biosafety form and contact the Lab Manager in advance to make the booking.*****

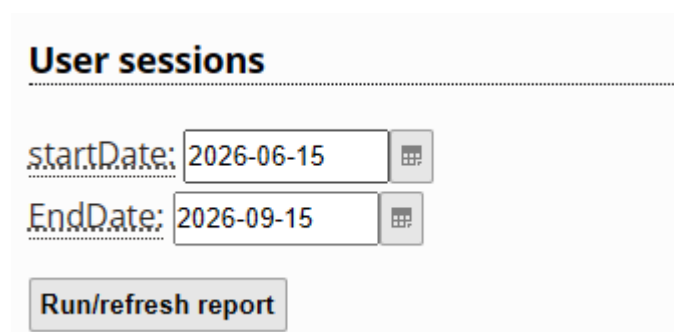
Review Booking sessions



Go to “Reports”



Click “User sessions” report under “Booking”



Define start date and end date of the reporting period then click “Run/refresh report”
Upcoming booking sessions can also be included by selecting a future date for “End Date”.

☐	Ref (sessi...	Date	Start time	End time	Len... boo... (mi...	Len... used (mi...	System	System Type	User	Group	Proj... type	Notes	SE1
☐		02/09/2026	14:00:00	17:00:00	180	0	LSM 900 Inverted Confocal	Imaging - Confocal Microscope					
☐		04/09/2026	14:00:00	17:00:00	180	0	Inform for Vectra Polaris (Station 1)	Imaging - Software for Analysis					
☐		04/09/2026	14:00:00	17:00:00	180	0	Cytiva Amersham Typhoon5 Biomolecular Imager	Bioresearch - Analytical					
☐		04/09/2026	14:00:00	17:00:00	180	0	IN Carta for IN Cell analyzer	Imaging - Software for Analysis					
☐		08/09/2026	15:00:00	17:30:00	150	0	LSM 900 with Airyscan 2	Imaging - Confocal Microscope					
☐		01/09/2026	14:30:00	16:30:00	120	0	Diagenode Bioruptor Pico UltraSonication System	Bioresearch - Sample Processing					
☐		03/09/2026	14:30:00	16:30:00	120	0	Edinburgh Instrument F55	Bioresearch - Analytical					
☐		09/09/2026	14:00:00	17:00:00	180	0	LSM 880 with Airyscan 1	Imaging - Confocal Microscope					
☐		10/09/2026	14:00:00	17:00:00	180	101	LSM 800 with Airyscan 1	Imaging - Confocal Microscope					
☐		07/09/2026	14:00:00	17:00:00	180	0	Agilent NovoCytte Advantec BVR	Flow - Cell Analyzer					
☐		01/09/2026	14:00:00	17:00:00	180	0	BD FACSymphony A5 SE	Flow - Cell Analyzer					
☐		11/09/2026	10:30:00	12:30:00	120	0	Bio-Rad QX200 Droplet Reader	Bioresearch - Analytical					
☐		08/09/2026	14:00:00	17:00:00	180	53	BD Influx with BSC	Flow - Cell Sorter					

1 to 13 of 13 < > Page 1 of 1 > |

Export as a spreadsheet

☐	Ref (sessi...	Date	Start time	End time	Len... boo... (mi...	Len... used (mi...	System	System Type	User	Group	Proj...	Proj... type	Notes	SEI
☐		02/09/2026	14:00:00	17:00:00	180	0	LSM 900 Inverted Confocal	Imaging - Confocal Microscope						
☐		04/09/2026	14:00:00	17:00:00	180	0	Inform for Vectra Polaris (Station 1)	Imaging - Software for Analysis						
☐		04/09/2026	14:00:00	17:00:00	180	0	Cytiva Amersham Typhoon5 Biomolecular Imager	Bioresearch - Analytical						
☐		04/09/2026	14:00:00	17:00:00	180	0	IN Carta for IN Cell analyzer	Imaging - Software for Analysis						
☐		08/09/2026	15:00:00	17:30:00	150	0	LSM 900 with Airyscan 2	Imaging - Confocal Microscope						
☐		01/09/2026	14:30:00	16:30:00	120	0	Diagenode Bioruptor Pico UltraSonication System	Bioresearch - Sample Processing						
☐		03/09/2026	14:30:00	16:30:00	120	0	Edinburgh Instrument F55	Bioresearch - Analytical						
☐		09/09/2026	14:00:00	17:00:00	180	0	LSM 880 with Airyscan 1	Imaging - Confocal Microscope						
☐		10/09/2026	14:00:00	17:00:00	180	101	LSM 800 with Airyscan 1	Imaging - Confocal Microscope						
☐		07/09/2026	14:00:00	17:00:00	180	0	Agilent NovoCytte Advantec BVR	Flow - Cell Analyzer						
☐		01/09/2026	14:00:00	17:00:00	180	0	BD FACSymphony A5 SE	Flow - Cell Analyzer						
☐		11/09/2026	10:30:00	12:30:00	120	0	Bio-Rad QX200 Droplet Reader	Bioresearch - Analytical						
☐		08/09/2026	14:00:00	17:00:00	180	53	BD Influx with BSC	Flow - Cell Sorter						

1 to 13 of 13 < > Page 1 of 1

Export as a spreadsheet

A booking session summary report for selected period is generated.
Report can be exported by clicking “Exporting as a spreadsheet”.

Booking Cancellation

13:30	☐	☐
14:00	☐	☐
14:30	CHAN Cherry (CPOS)	☐
15:00		☐
15:30		☐
16:00		☐
16:30	☐	☐
17:00	☐	☐

You can review your booking sessions under the **Instrument Booking Calendar**.

To cancel a booking:

1. Click on your booking session.
2. A Booking Session Details page will appear.
3. Click **"Cancel Sessions"** to cancel your booking.

Session #11339

[Session details page of #11339](#)

System

Bioresearch - Software for Analysis MassLynx for LC/MS

Period

20/09/2023, from 12:30 to 14:00

Period Class

Peak hours

User

YAM BIII (CPOS)

Session Type

Autonomous

Status

Confirmed

Project

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

Group

Centre for PanorOmic Sciences F3C

[Cancel Session](#)

[Close](#)

Order

Home
Book
Order
Request
Documents
Schedules
Reports
Publications
Profile
Logout

Group/Account Management

Order service or consumable

Project: no project selected

Financial account #: 22222222-222222-22222-222-01- Cen...

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

(open all sections below) (hide all sections below)

Bioresearch Support Consumables				Min	Max	Incr.	Unit price	Quantity	Price
#060019	Agilent Seahorse - Sensor Cartridge + Culture Plate Set	show description	add a comment	1	-	1	900.00	1	900.00
				(Available in stock: 1)					
#060056	Agilent Seahorse - Expired Culture Plate Only	show description	add a comment	1	-	1	100.00	0	0
				(Available in stock: 9)					
#060017	Agilent Seahorse - XF DMEM medium set	show description	add a comment	1	-	1	240.00	0	0
				(Available in stock: 1)					
#060018	Agilent Seahorse - XF RPMI medium set	show description	add a comment	1	-	1	240.00	0	0
				(Available in stock: 4)					
Flow Cytometry Consumables				Min	Max	Incr.	Unit price	Quantity	Price
Imaging consumables				Min	Max	Incr.	Unit price	Quantity	Price
TOTAL								Quantity	Price
								1	900.0000

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

Order
Save quote

Order Consumables or Services:

1. Go to the **“Order”** tab.
2. Select your **financial account**, then enter the **quantity** of the consumables or services you wish to order.
3. Click **“Order”** to submit your request.
4. After submitting, please **collect the ordered items in person** from either the **Imaging and Flow Cytometry Core** or the **Bioresearch Support Core** laboratories.