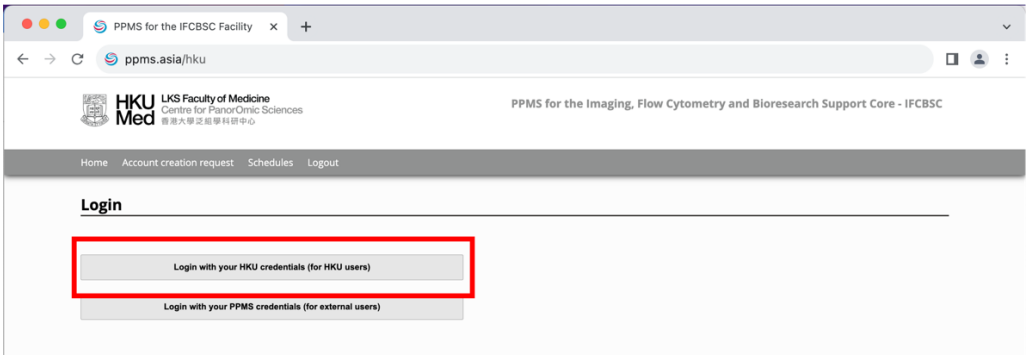
User Guides for Users
To access PPMS for instruments booking of HKU CPOS Laboratory block instruments, please visit the follow website:

https://ppms.asia/hku

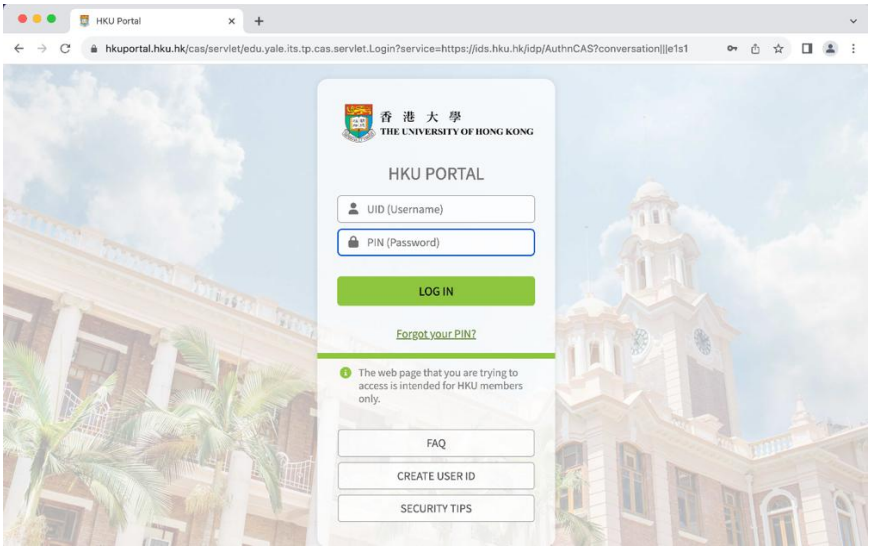
Accessing the account

Current user:

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

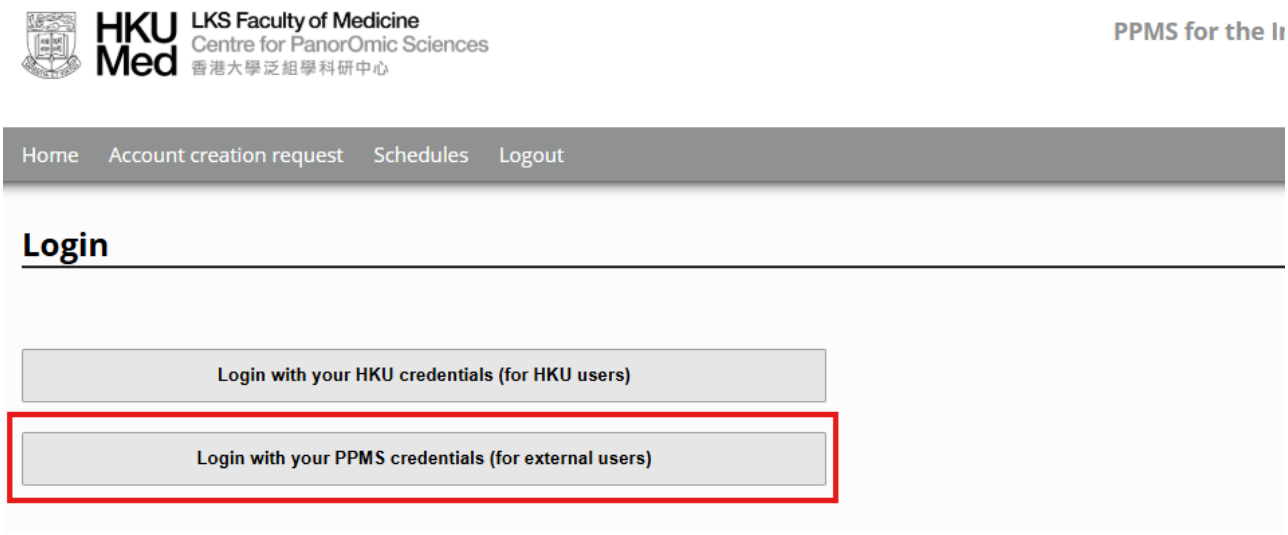


Login with your HKU portal

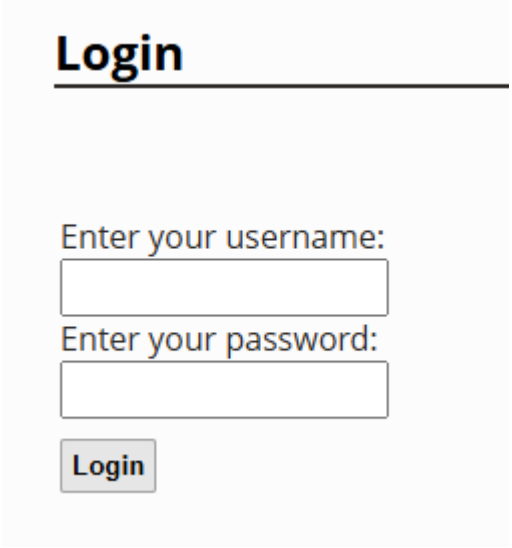


If you forgot your HKU portal password, please follow HKU ITS instruction to reset the password, DO NOT click the “follow these instructions” to attempt reset password.

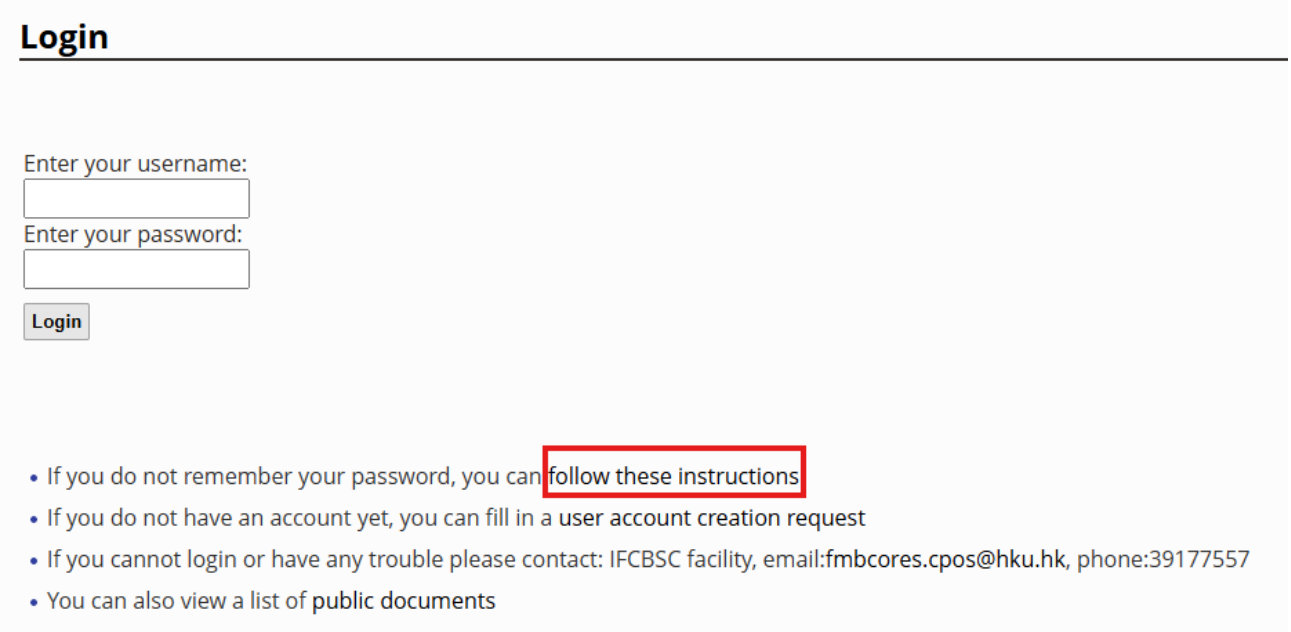
For Current non-HKU users, please click “Login with your PPMS credentials (for external users)”.



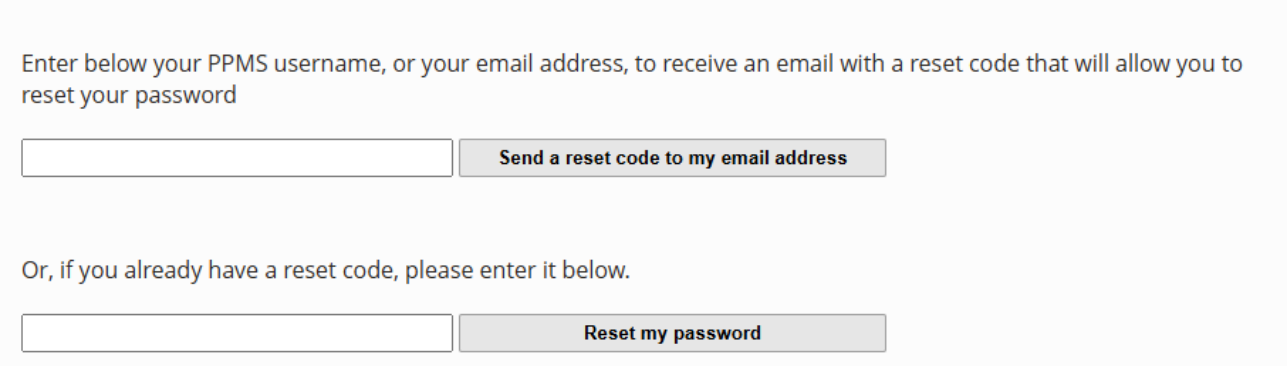
Input your user id (id of your registered email address e.g. tommy@gmail.com user id = tommy) and password to login.



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”.

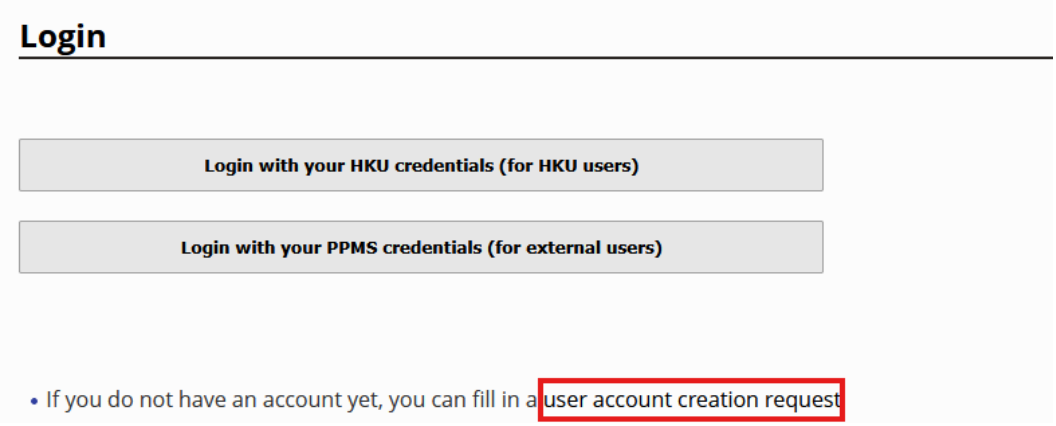


Input the registered email address (email address provided on registration form) to receive the reset code.
Input the reset code in your mailbox to reset your password.

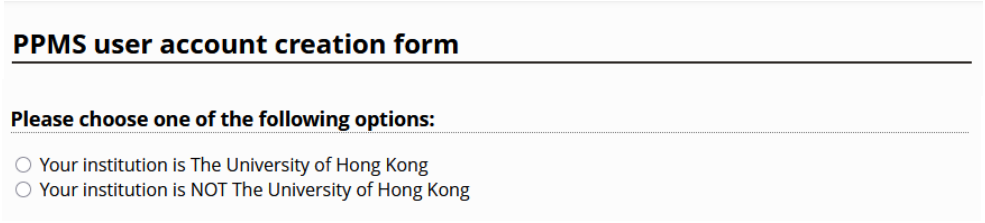


New users:
Registration

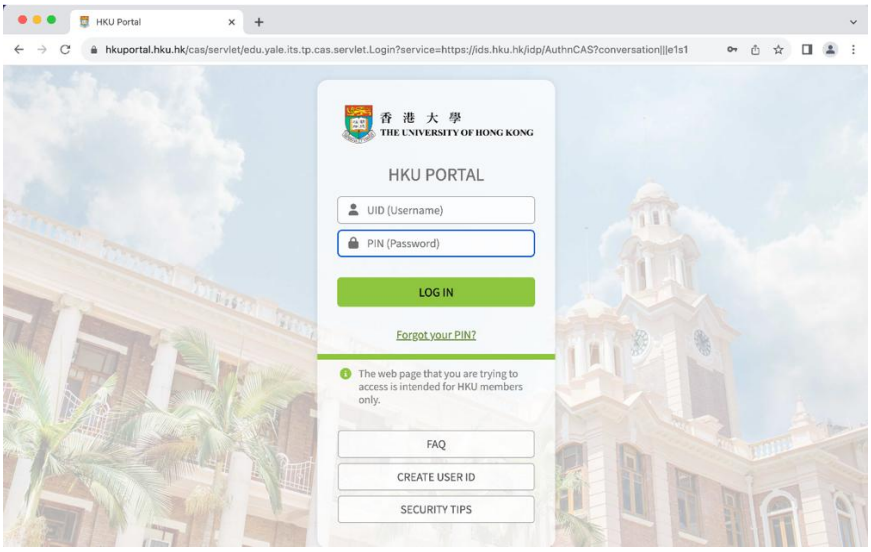
For new HKU users, please click “user account creation request”.
If you do not have a HKU portal id, please please contact our staff at enquiry.cpos@hku.hk



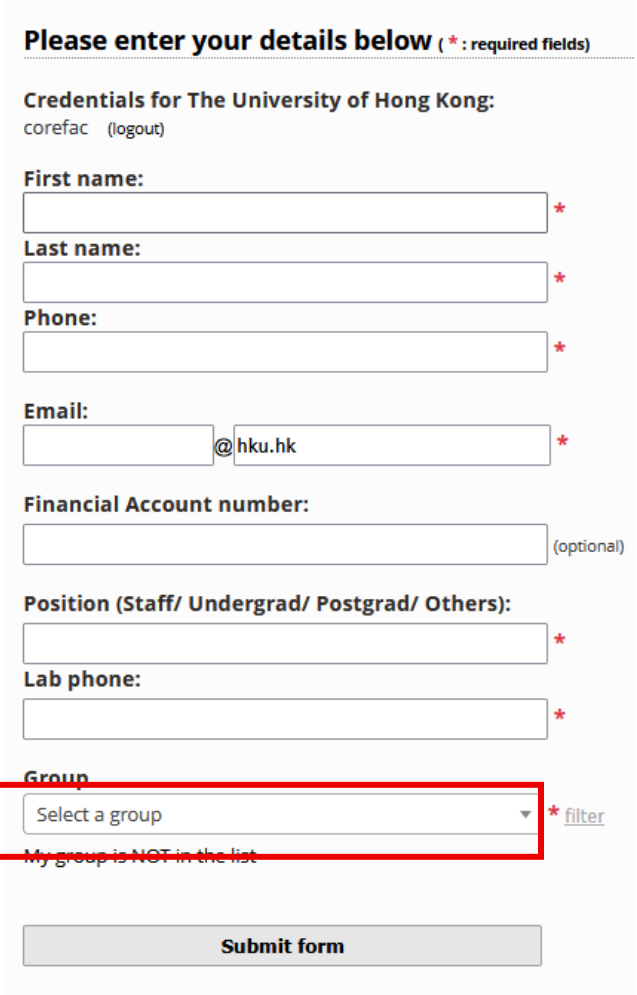
Select “Your instuition is The University of Hong Kong”.



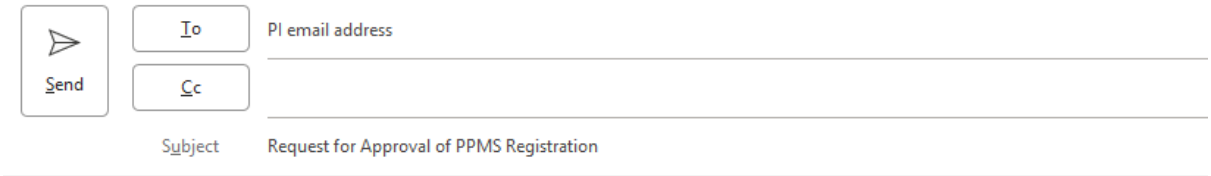
Login with your HKU portal



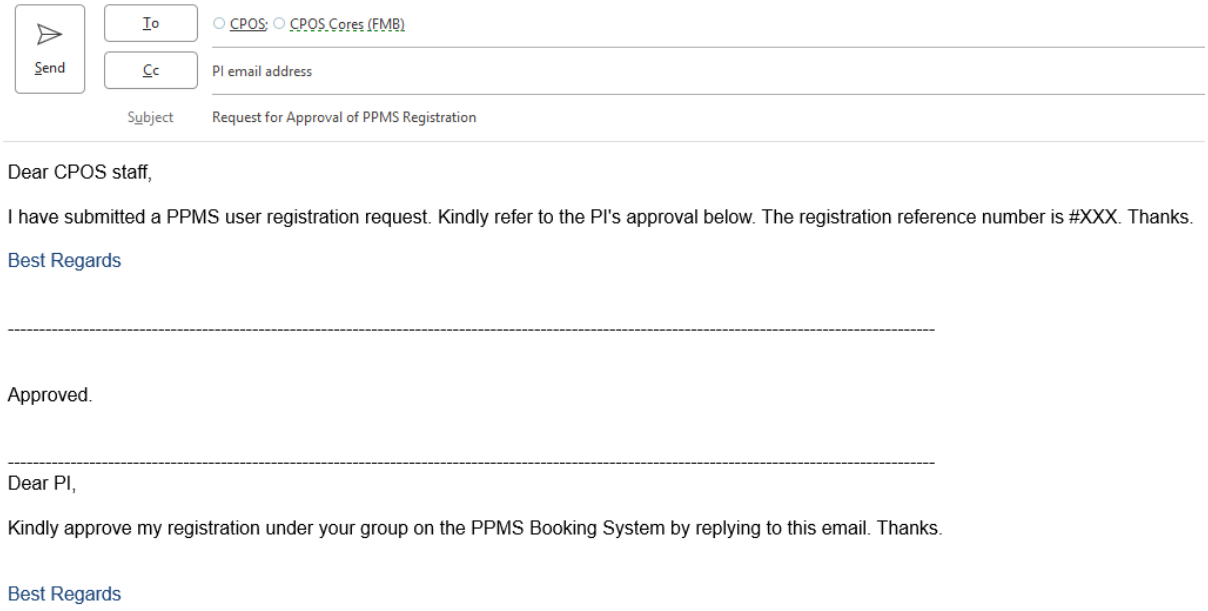
Fill in the user registration form with your personal information.
Select your PI group from the group drop list then submit form.
If your PI group is not in the group list, please contact our staff at enquiry.cpos@hku.hk



Obtain approval from your PI via email to be added to the group.
Registration will NOT be approved without PI's consent.



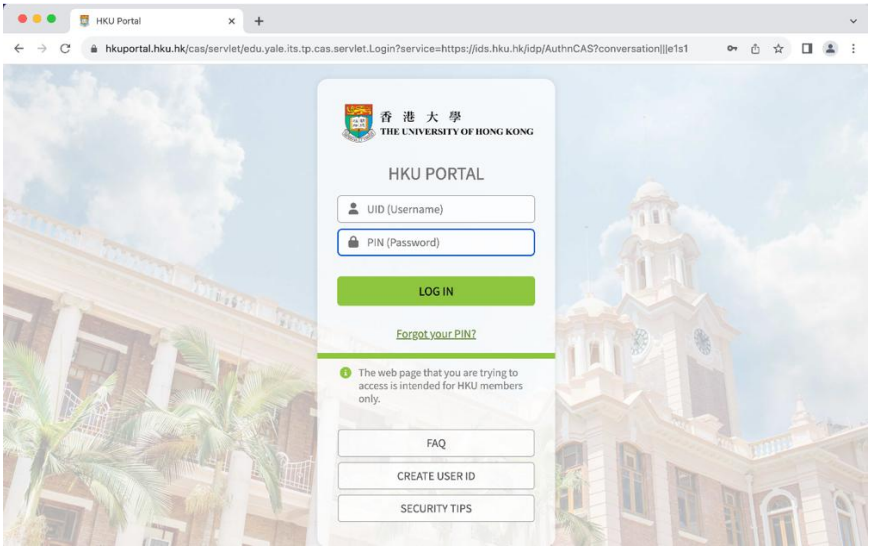
Once approval has been obtained, kindly forward the approval email to enquiry.cpos@hku.hk and fmbcores.cpos@hku.hk, stating your registration reference number, and cc your PI.



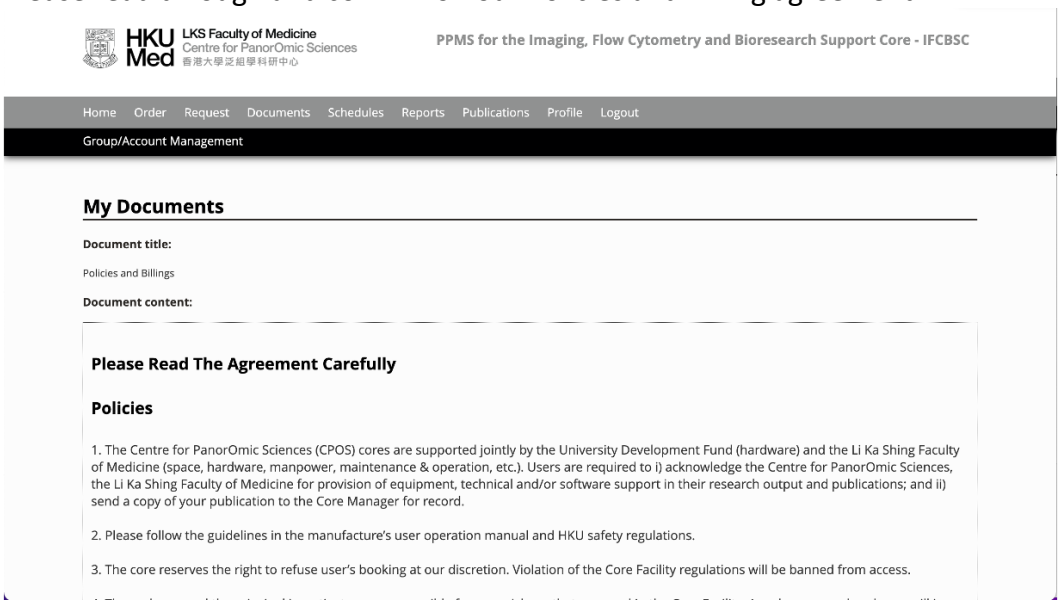
You will receive a notification email from PPMS once your user registration request has been approved.

First Time Login

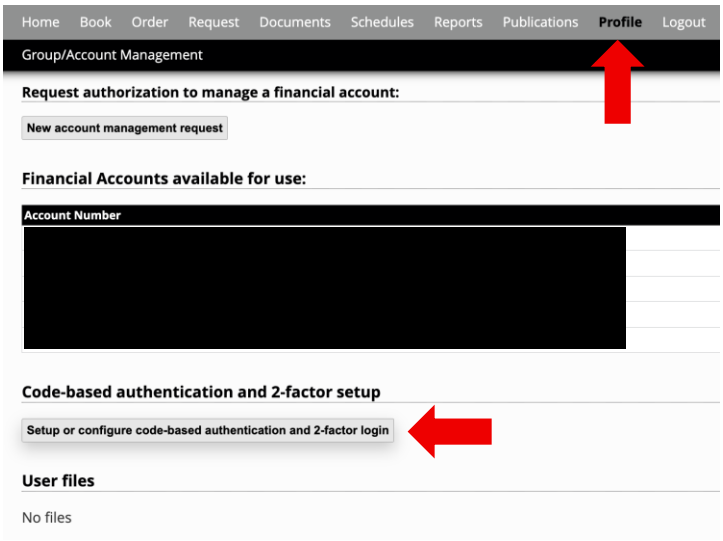
Login with your HKU portal credentials



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

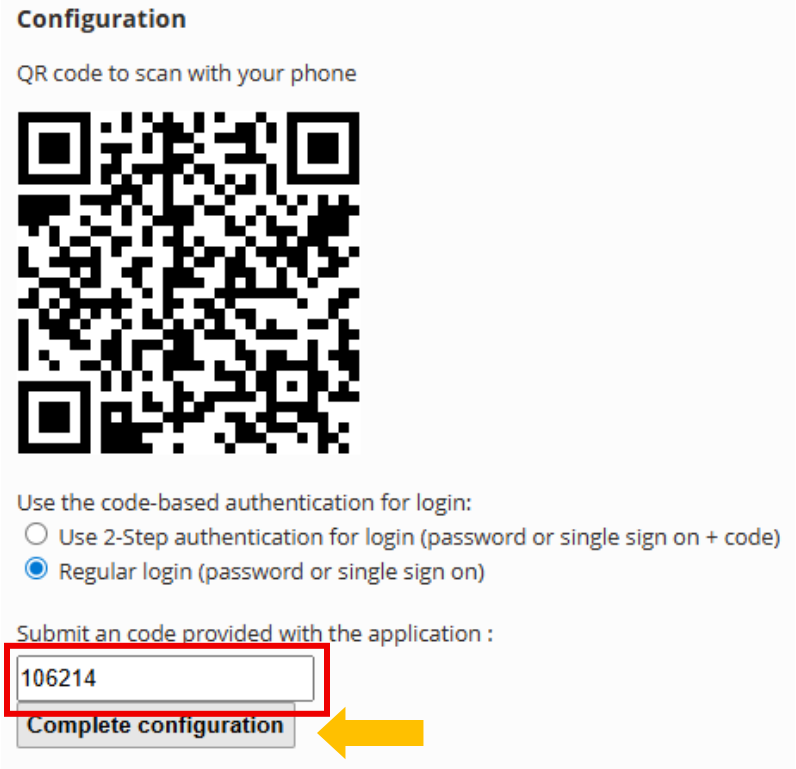


Set up 2FA



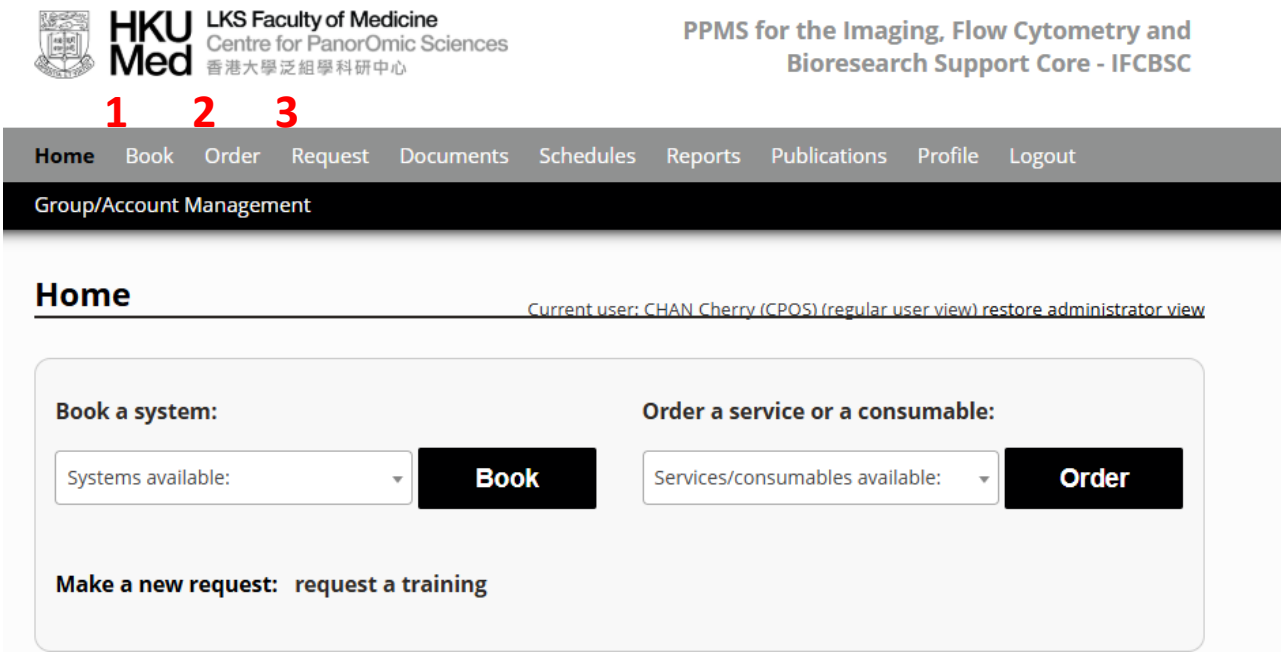
Setting Up or Resetting 2FA:

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"**.

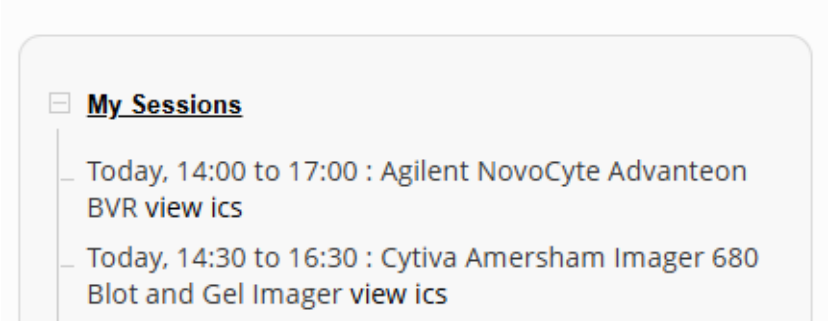


Navigating PPMS

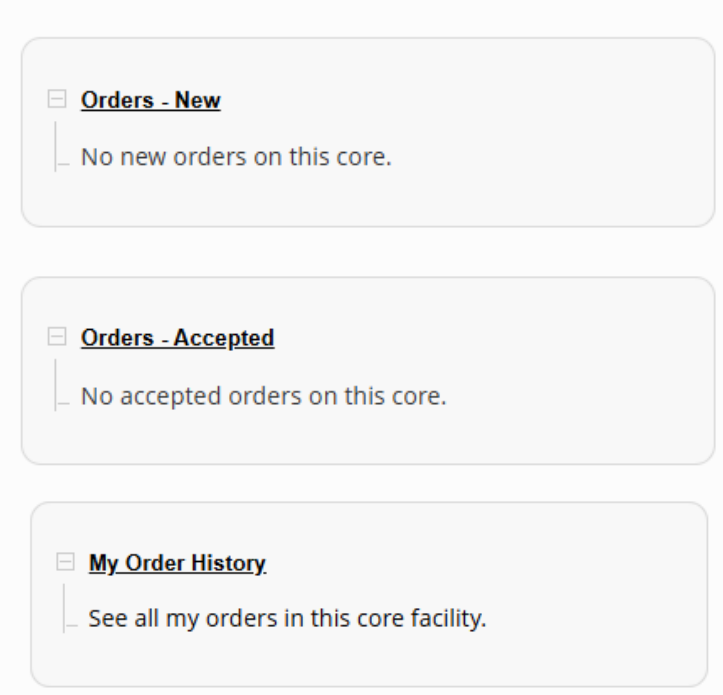
Home page



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

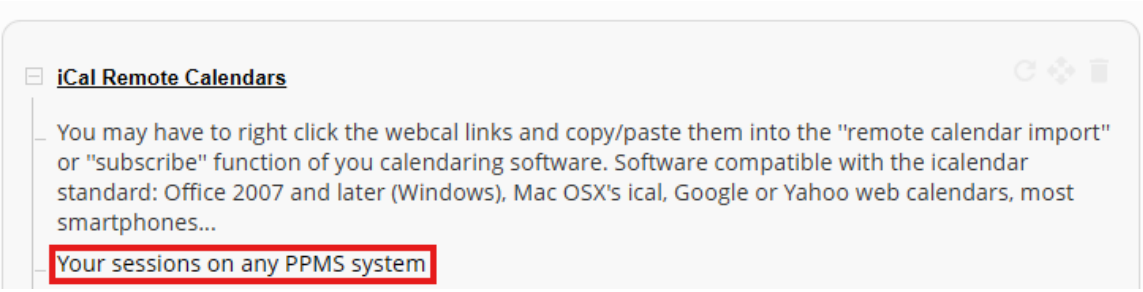


You can review your upcoming booking sessions in "**My Sessions**" section.



You can review your order records in sections:

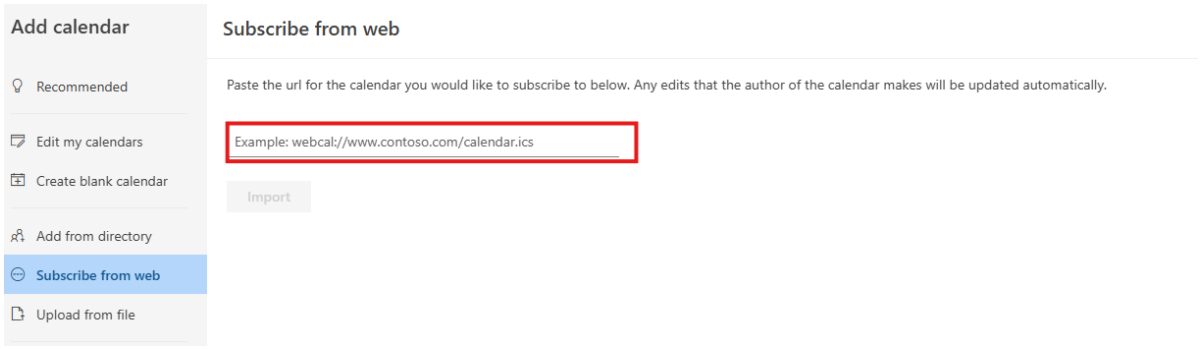
- **"Orders – New"**: Displays pending orders.
- **"Orders – Accepted"**: Shows orders that have been accepted.
- **"My Order History"**: Contains records of completed orders.



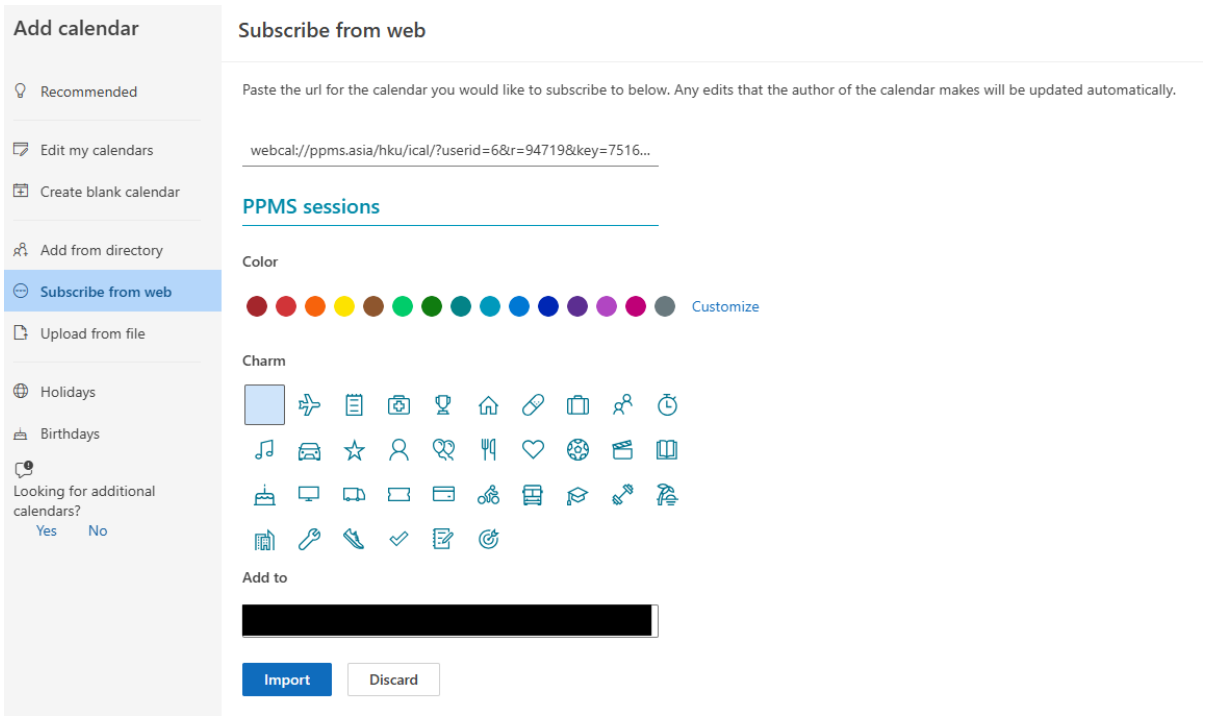
You can add your booking schedule to your devices via the "**iCal Remote Calendars**" section.
For smartphone and tablet devices, tap **Your sessions on any PPMS session**.
You will be redirected to your default calendaring app to complete the subscription.

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

Outlook calendar

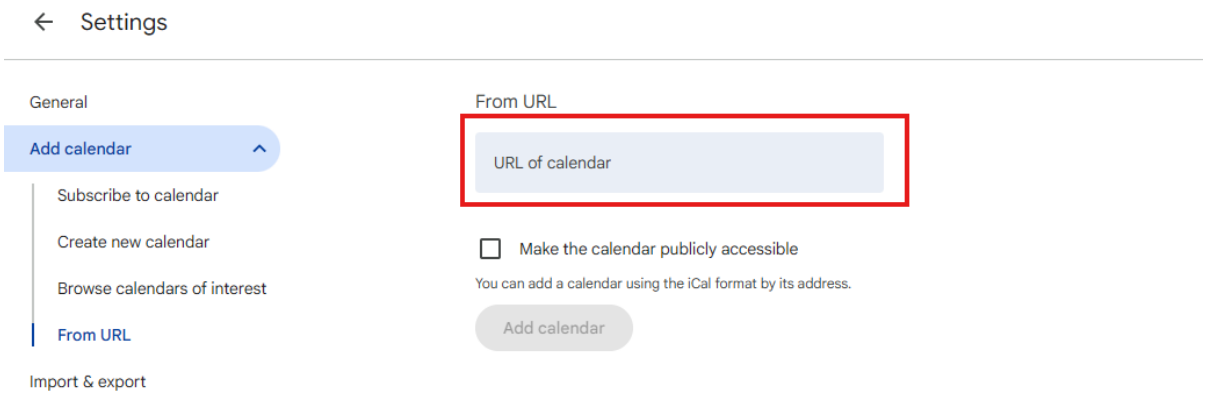


Paste the copied link on **outlook/calendar/Subscribe from web**.

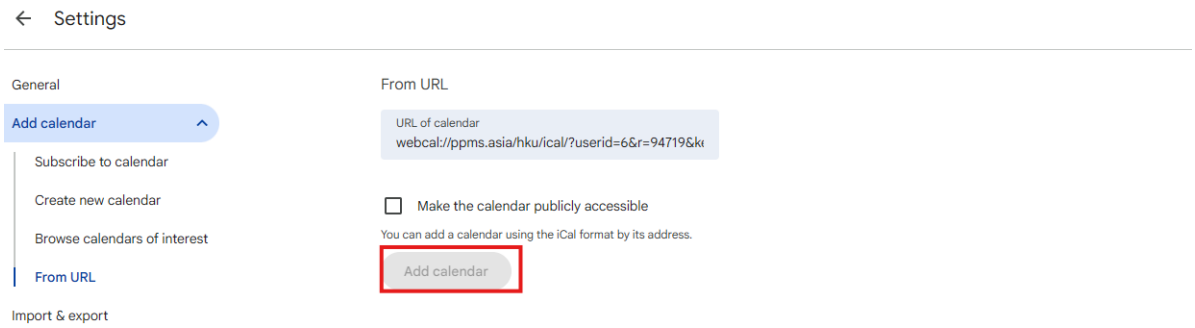


Name the calendar and click **“Import”**.

Google calendar

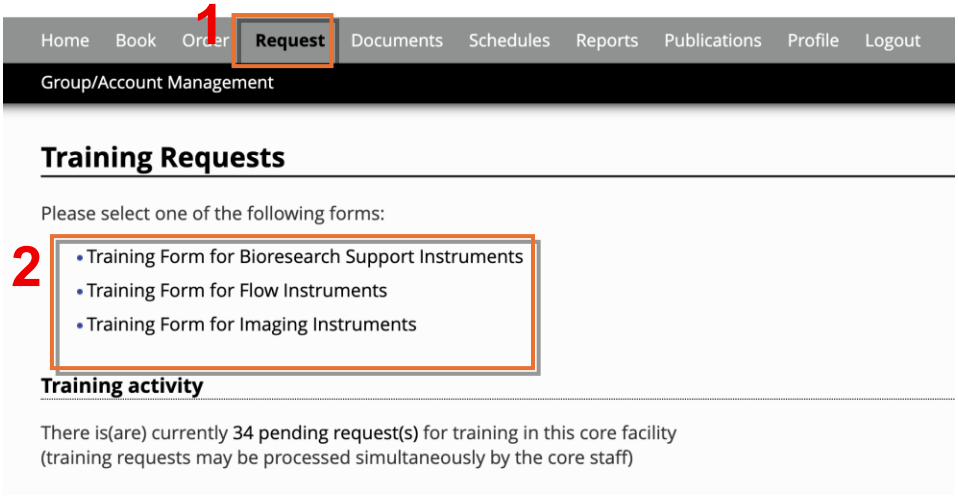


Paste the copied link on **google calendar/setting/From URL.**



Click **“Add calendar”**.

Training



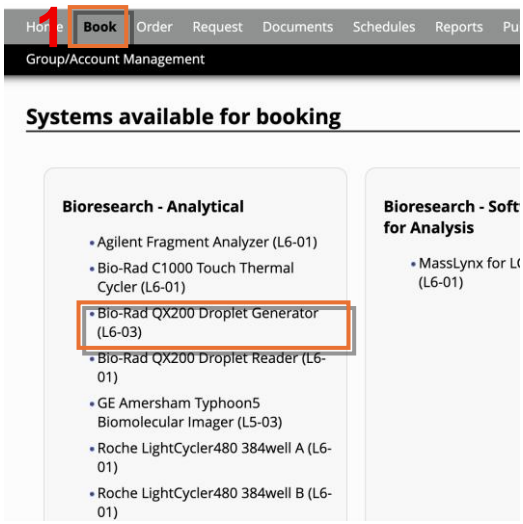
Requesting Training:

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**.

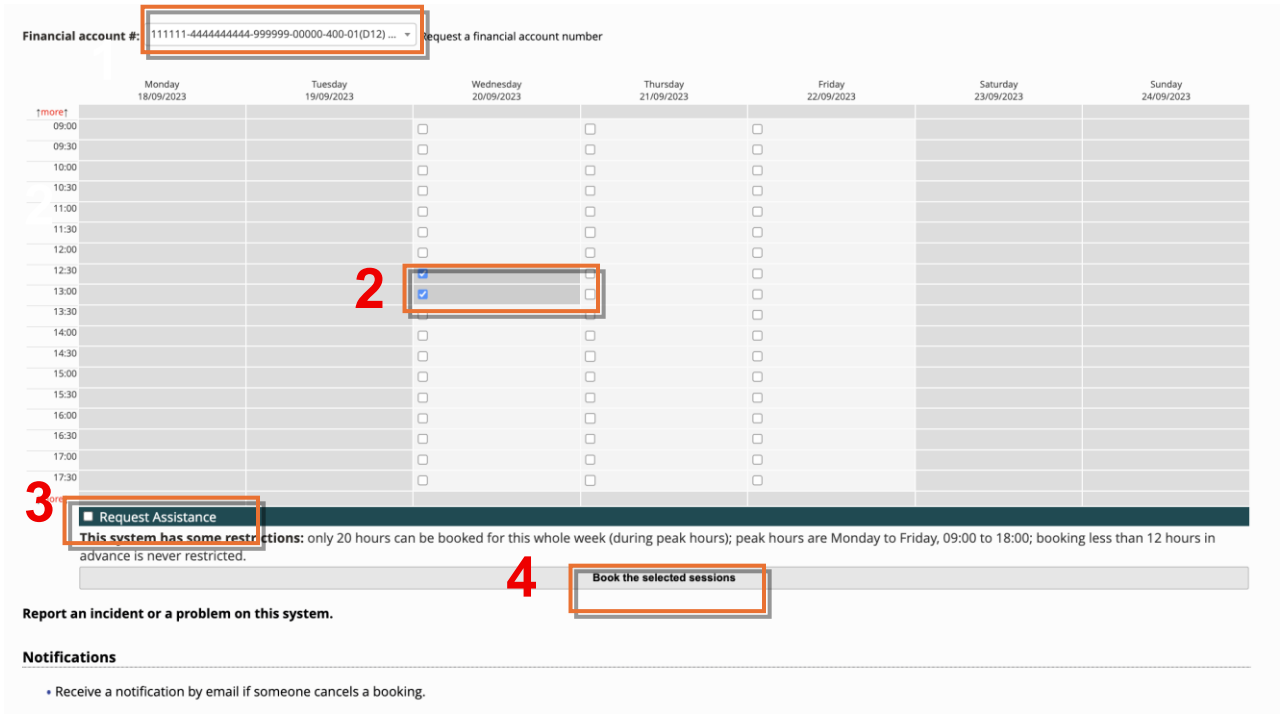
Please visit the outlook calendar on our website for upcoming training schedule

- 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



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



Select a **financial account**.

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

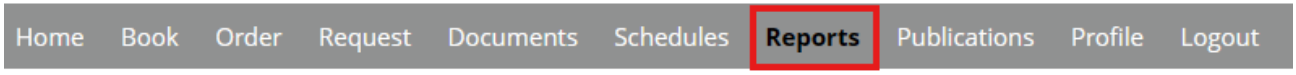
1. Choose your desired time range on the booking calendar.
2. Tick **“Request Assistance”** if support is needed.
3. Click **“Book for selected sessions”** to complete the booking.

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

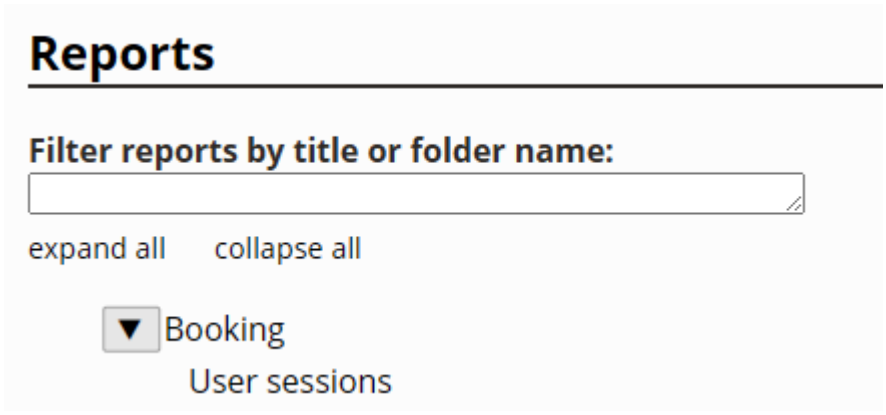
For experiments involving biohazardous materials (live viruses or bacteria), please fill out the biosafety form and contact the Lab Manager in advance to make the booking.

Review Booking sessions

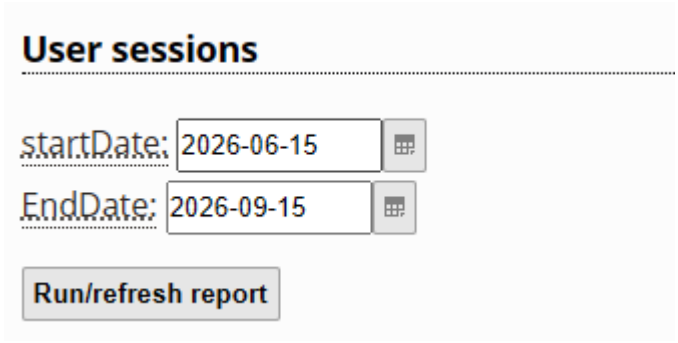
HKU Med LKS Faculty of Medicine
Centre for PanorOmic Sciences
香港大學泛組學科研中心



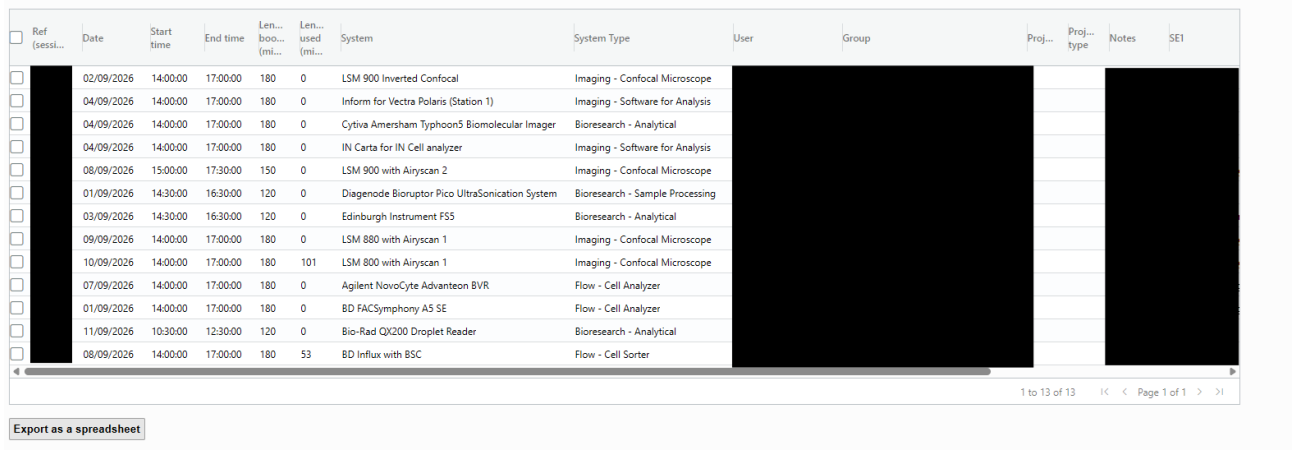
Go to “Reports”

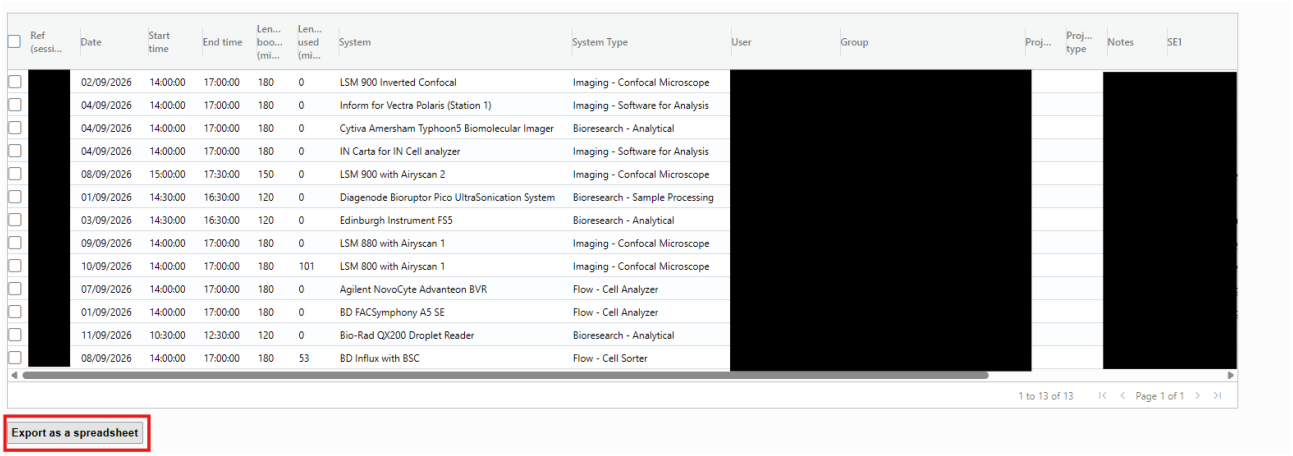


Click “User sessions” report under “Booking”



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”.





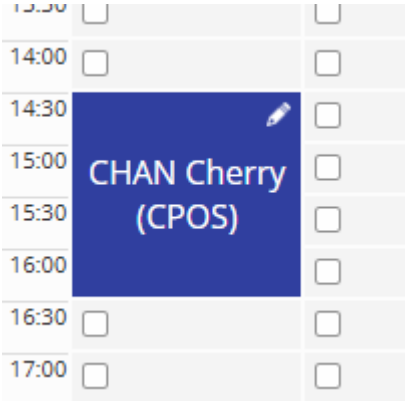
Ref (sessi...	Date	Start time	End time	Len... boo... (mi...	Len... used (mi...	System	System Type	User	Group	Proj...	Proj... type	Notes	SE1
[redacted]	02/09/2026	14:00:00	17:00:00	180	0	LSM 900 Inverted Confocal	Imaging - Confocal Microscope	[redacted]	[redacted]			[redacted]	
	04/09/2026	14:00:00	17:00:00	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 FS5	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 NovoCyte Advanteon 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”.

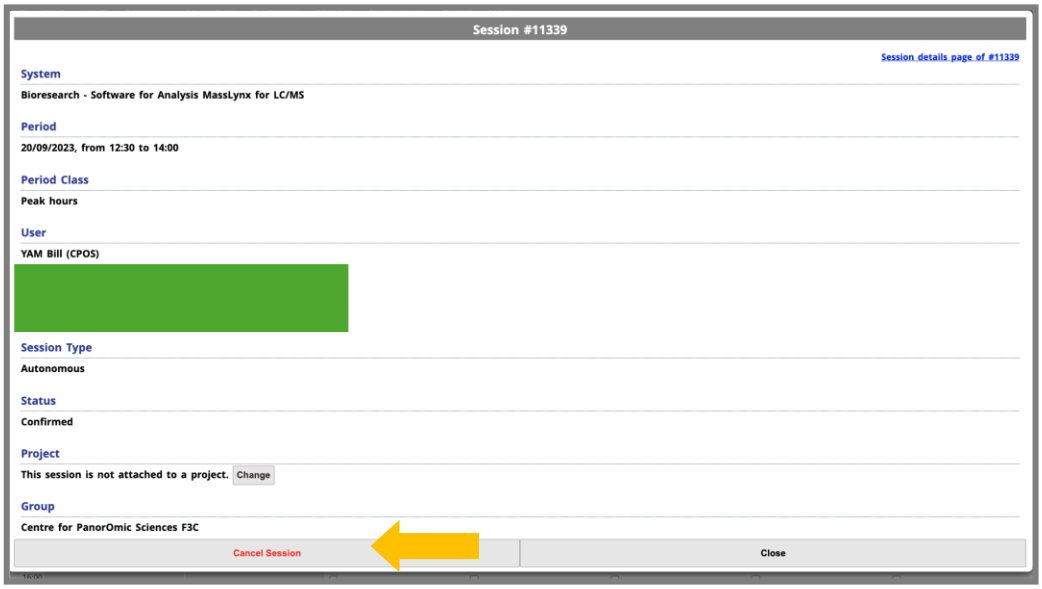
Booking Cancellation



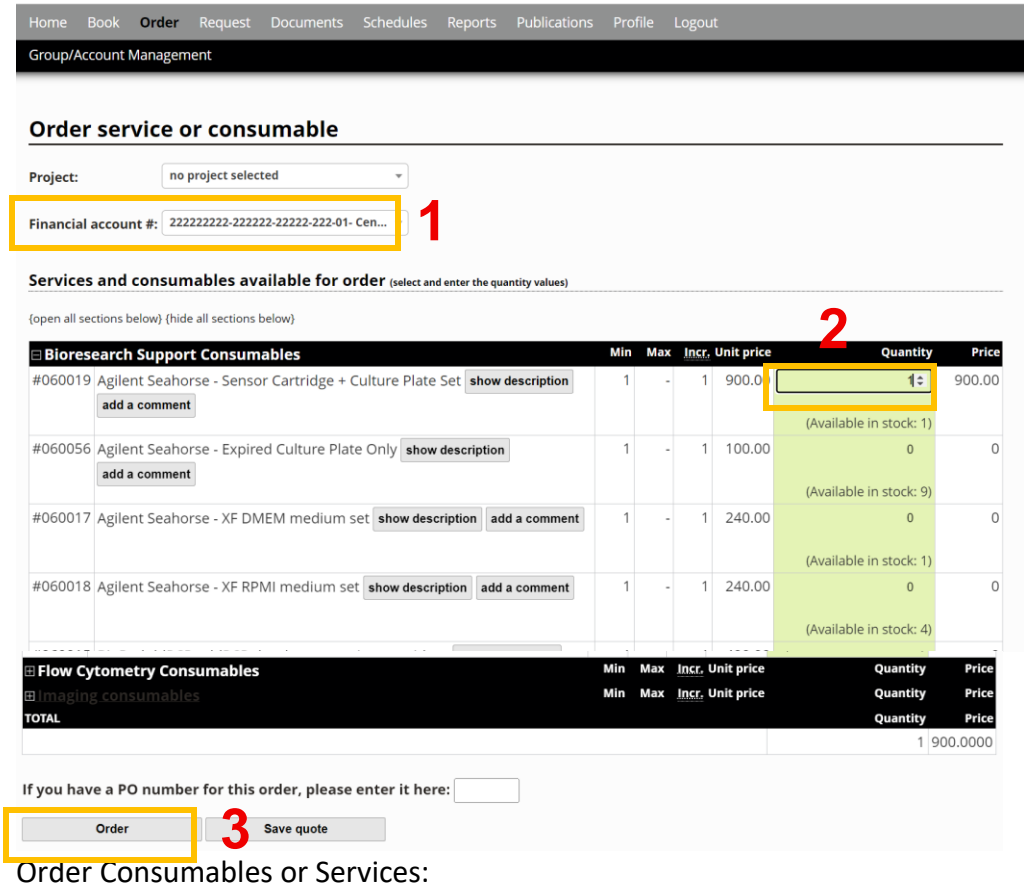
You can review your booking sessions under the **Instrument Booking Calendar**.

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.



Order



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.