



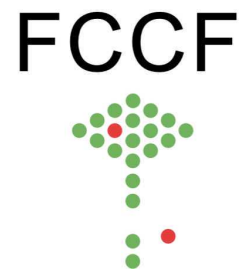
Apr 18, 2024

Version 1

🌐 How to book a sorting slot in PPMS V.1

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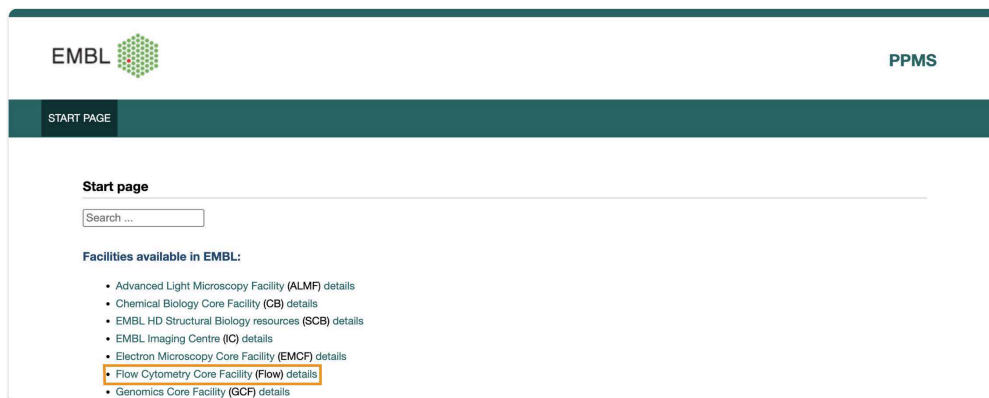
Abstract

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

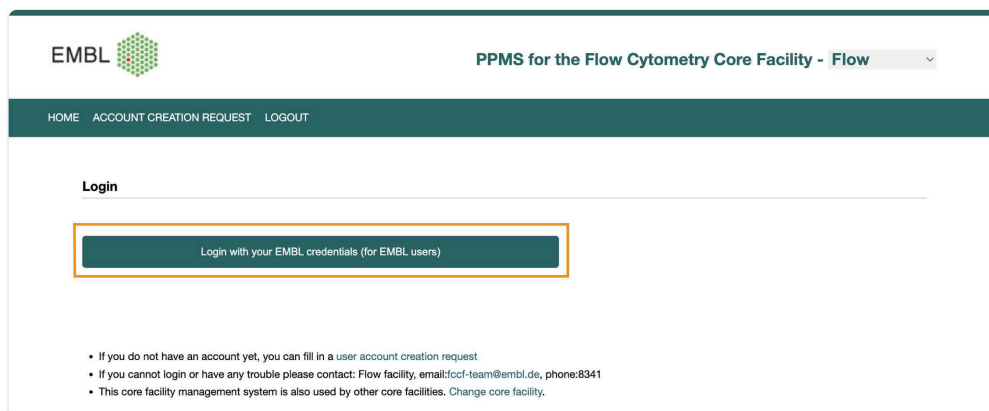
Troubleshooting

Access the PPMS calendar

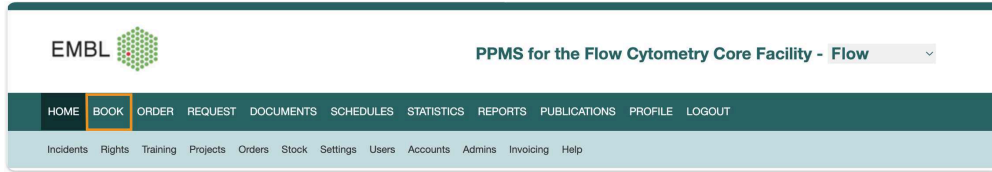
- 1 Go to <https://ppms.embl.de>
- 2 Click on Flow Cytometry Core Facility



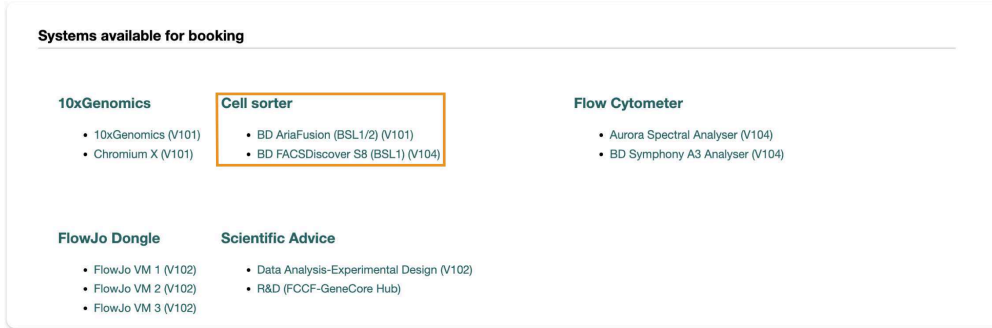
- 3 Login into your account



- 4 On the upper tabs, click on "BOOK"



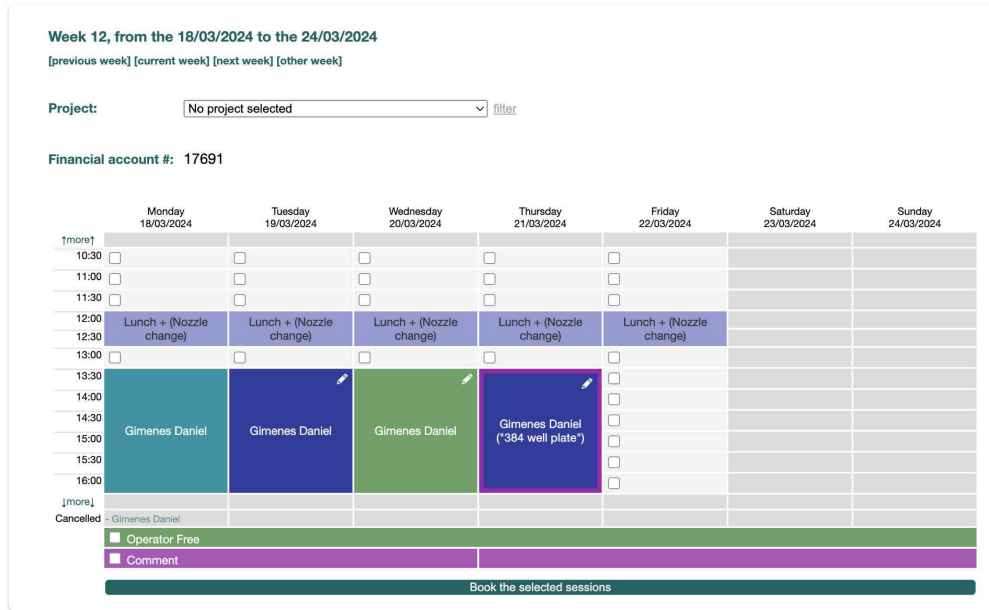
5 Select one of the cell sorters that you want to book a slot



6 Use the options to move between weeks to find the desired date for your sorting



6.1 The calendar is colour coded:



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

The screenshot shows a calendar interface for booking sessions. The calendar displays a grid of time slots (10:30 to 16:00) across the days of the week (Monday to Sunday). A booking for 'Gimenes Daniel' is shown for Thursday, 21/03/2024, from 13:30 to 16:00. The booking is highlighted in purple. Below the calendar, there are checkboxes for 'Operator Free' and 'Comment', and a 'Book the selected sessions' button.

- 6.3 A form will be shown for you to fill the information regarding your sorting. Once you are done, click on "Complete Booking"

The screenshot shows the 'FACSARIA Fusion Booking Form (new)'. The form includes fields for 'User Name' and 'User E-Mail'. Below these is the 'Instrument setup' section with three radio button options: '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)', and 'User will do the start-up (only for trained users)'. The 'Origin of the cells to sort' section has several checkboxes: 'Human', 'Mouse', 'Yeast', 'Fly Embryo', 'Zebrafish', and 'Other'. At the bottom, there are 'Cancel' and 'Complete Booking' buttons.

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