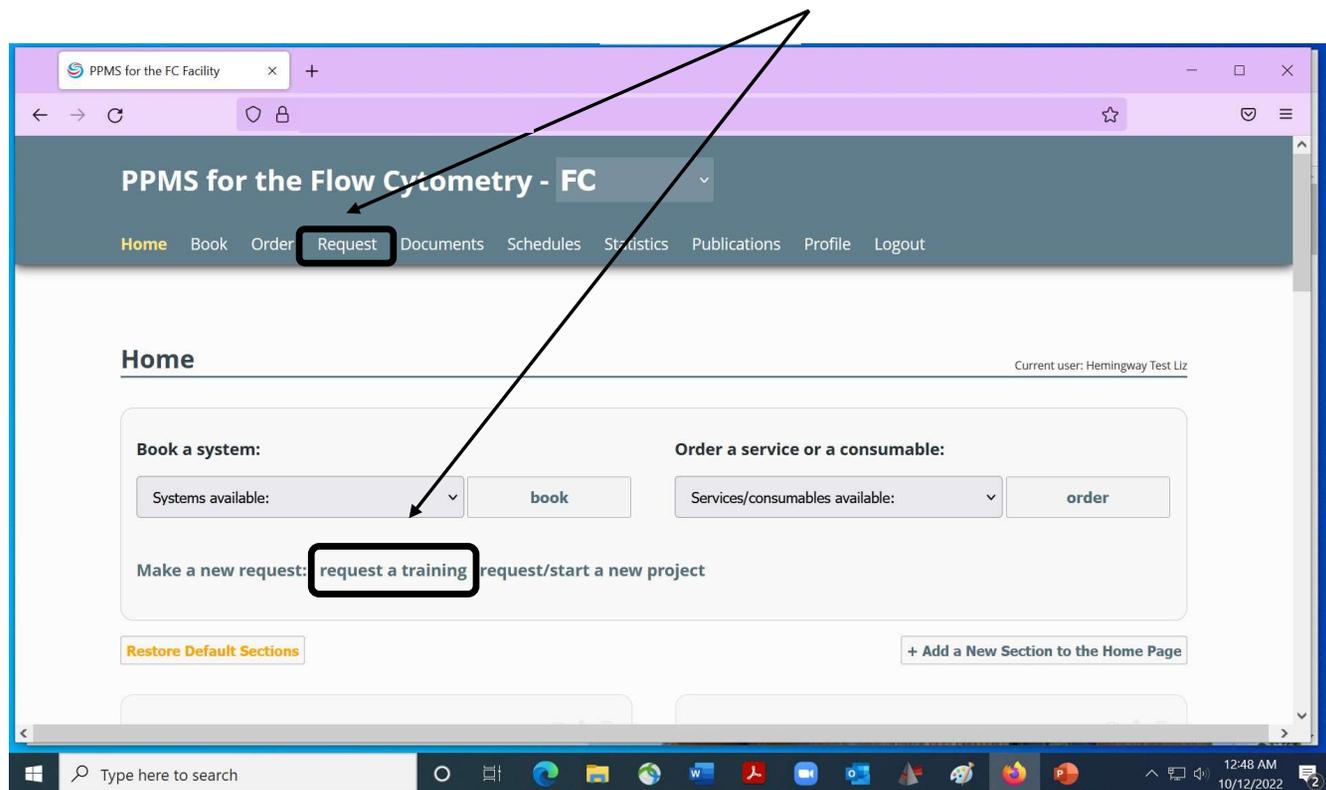


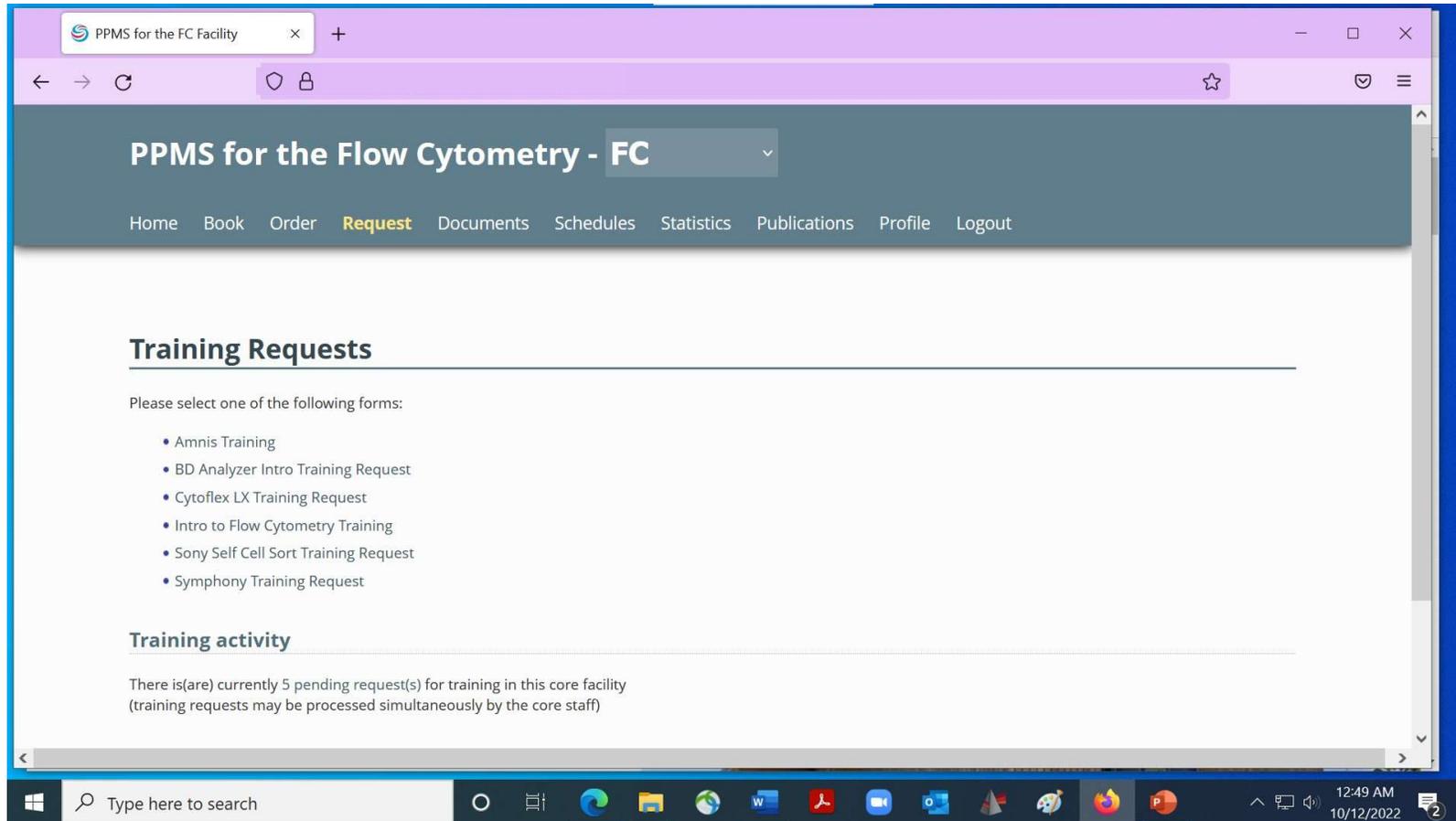
How to Request Training on Flow Cytometry Analyzers

Please see the PPMS Quick Start Guide for help in first setting up your account in PPMS, our scheduling/billing application. Intro to Flow Cytometry is free, but you'll need an authorized COA for instrument training.

You can initiate a training request in either place



Many training modules are listed: select the training you wish to take



Now answer the questions to guide you to the appropriate training for your background

PPMS for the FC Facility

Home Book Order Request Documents Schedules Statistics Publications Profile Logout

Symphony Training Request

Please define the account number to use:

CO01-GR016365---CC0505-PG00032-PJ000001-GWB3 - DOE DE-FG02-07ER15909Oxomandane Catalysts

Request to be authorized for another financial account

Please answer the questions below:

Symphony Training Request

Note that this form is for Symphony training only.

1. Are you a current trained LSR II or Fortessa User who has used our Facility instrument within the past year? *

Yes

No

Submit request

11:20 PM 10/12/2022

Annotations:

- Choose a CoA account to pay for your in-person training session
- Questions with a * are required

Training content includes links to videos and files to download

Note that you should **CTRL+Click** or **Copy/Paste** links to have them open in a new tab of your browser, otherwise you'll lose your place within PPMS

Home Book Order Request Documents Schedules Statistics Publications Profile Logout

Symphony Training

A. Please watch the following Symphony training video and take the associated quiz within TMS. You'll need to log in with your NetID and password and use VPN if off-campus. Note that quiz results take an overnight to be available to Facility Staff.

Please use "CTRL+Click" or copy and paste to open the link in a new window of your browser.

TMS VIDEO & QUIZ: https://bmsweb-h.yale.edu/ords/tms/tms_enrollments.offerings?p_crs_id=8250&p_std_id

B. Once you have completed the video and quiz within TMS, please download the Symphony New User form here.

Please use "CTRL+Click" to open the link in a new window of your browser.

FORM: <https://ppms.us/yale-test/getfile?pf=8&id=26-B1593CC5>

C. When you have completed your Symphony quiz in TMS and filled out your Symphony New User Form, please upload your Symphony New User Form below.

Once we receive **both** your quiz results and form, we will contact you to schedule your in-person training session.

*Please **add your name** to the file name of your form before uploading it.*

Upload Completed Symphony New User Form here (in MS Word):

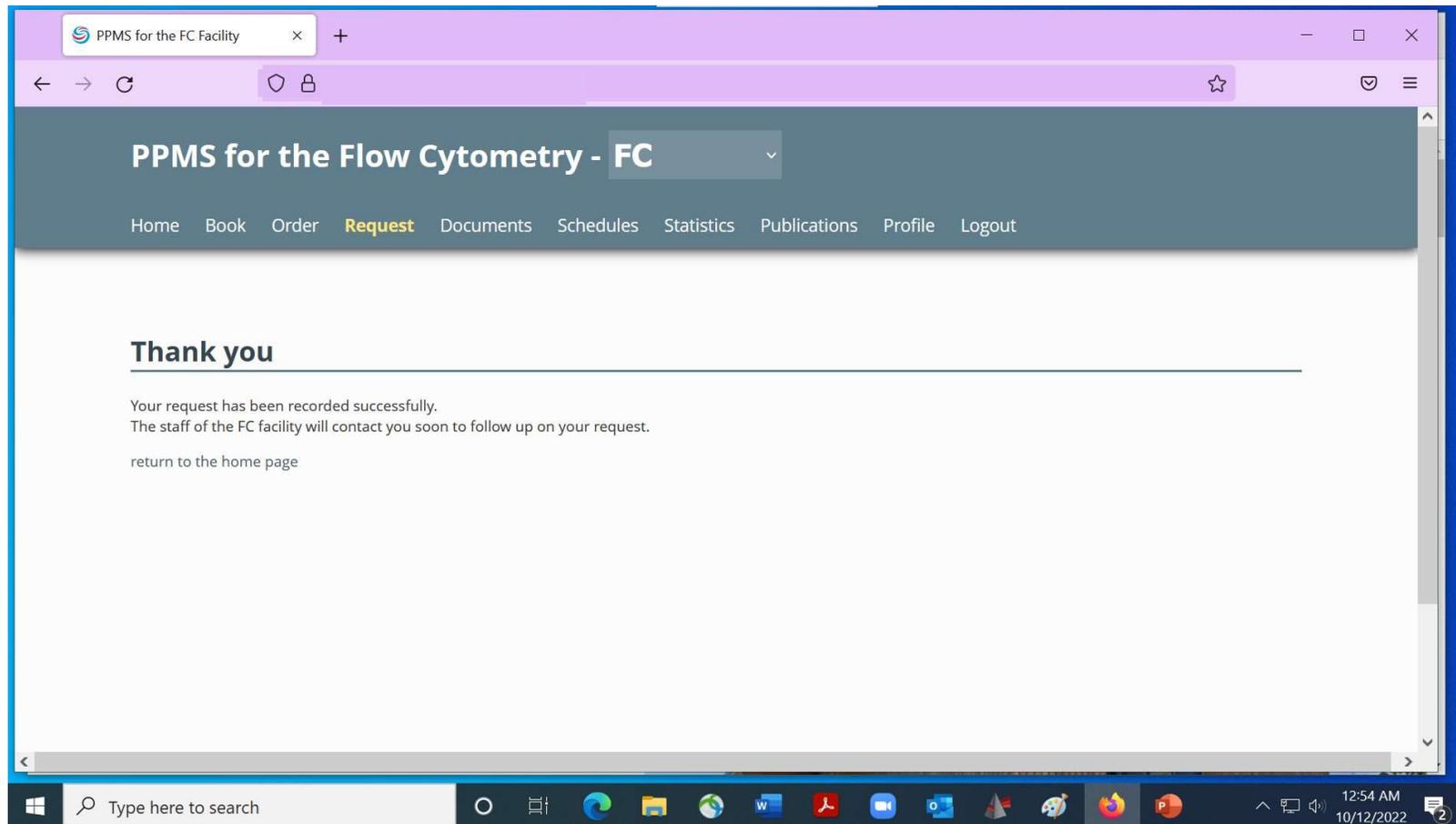
Upload a file

Submit request

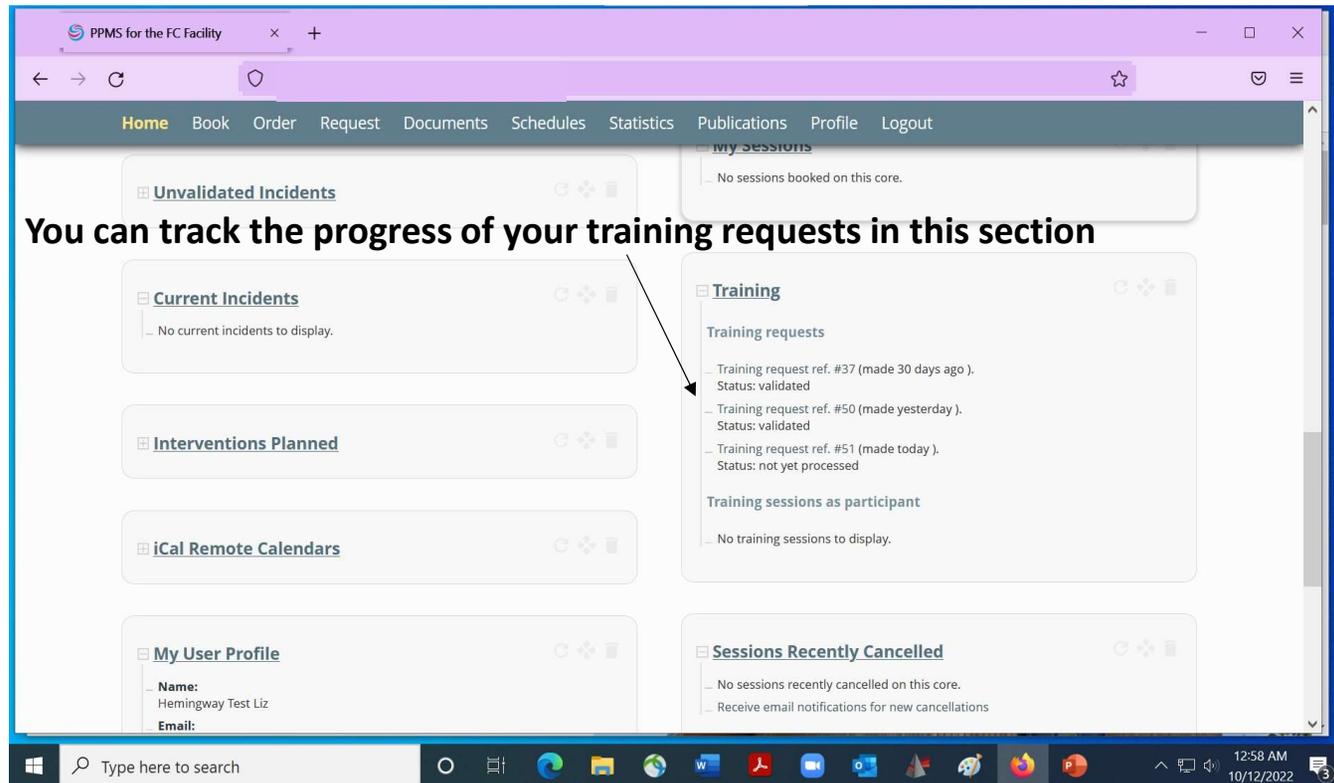
Please remember to upload any required documents and include your name on the file name

Finally, Submit your request after you've completed any requirements
If you Submit without completing requirements, your request will be Rejected

Acknowledgment of your training request submission



On the Flow Cytometry Facility PPMS Home page:

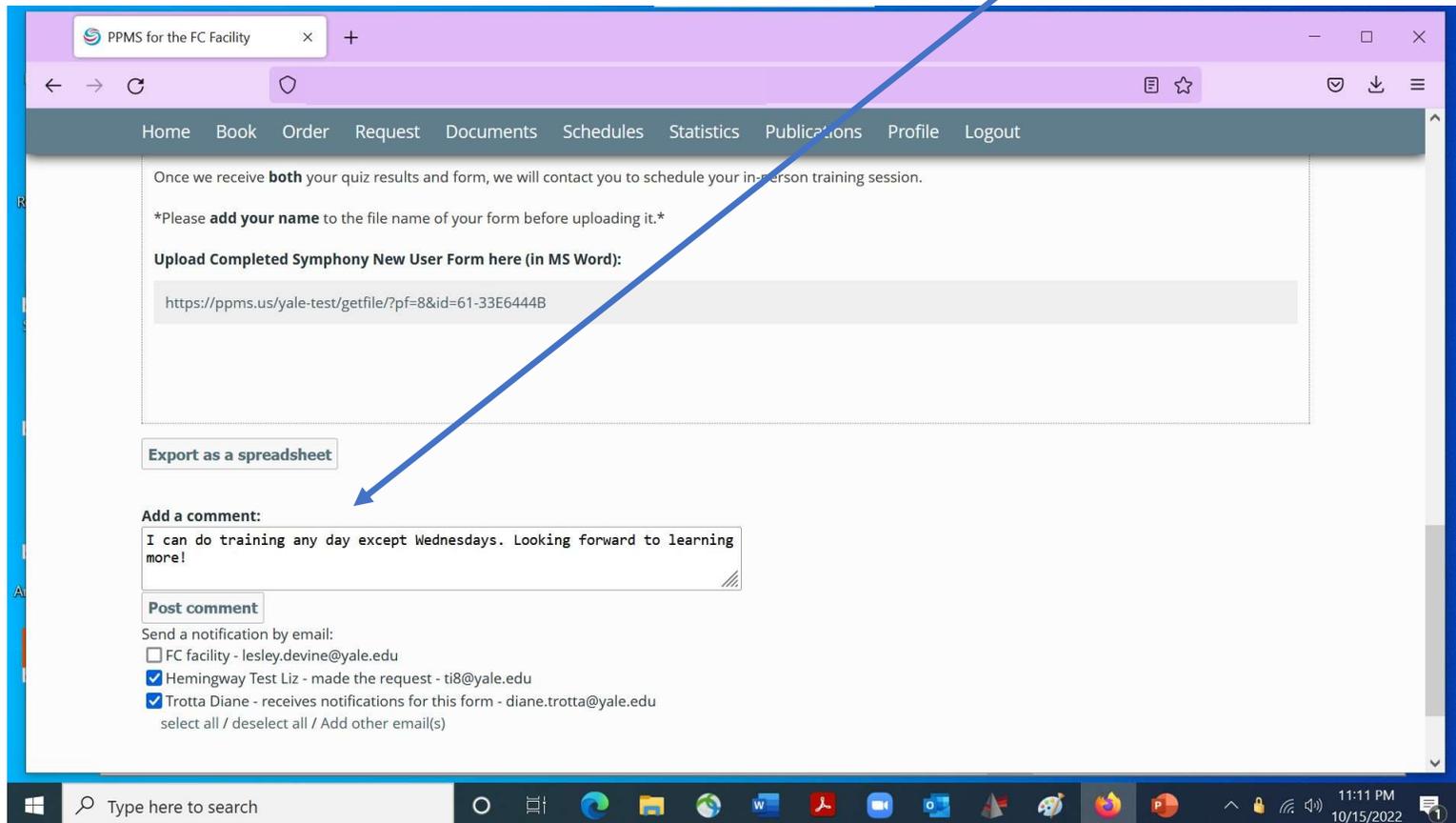


Not yet processed: staff has yet to respond to your request

Validated request: staff has acknowledged your request and will schedule your in-person training session

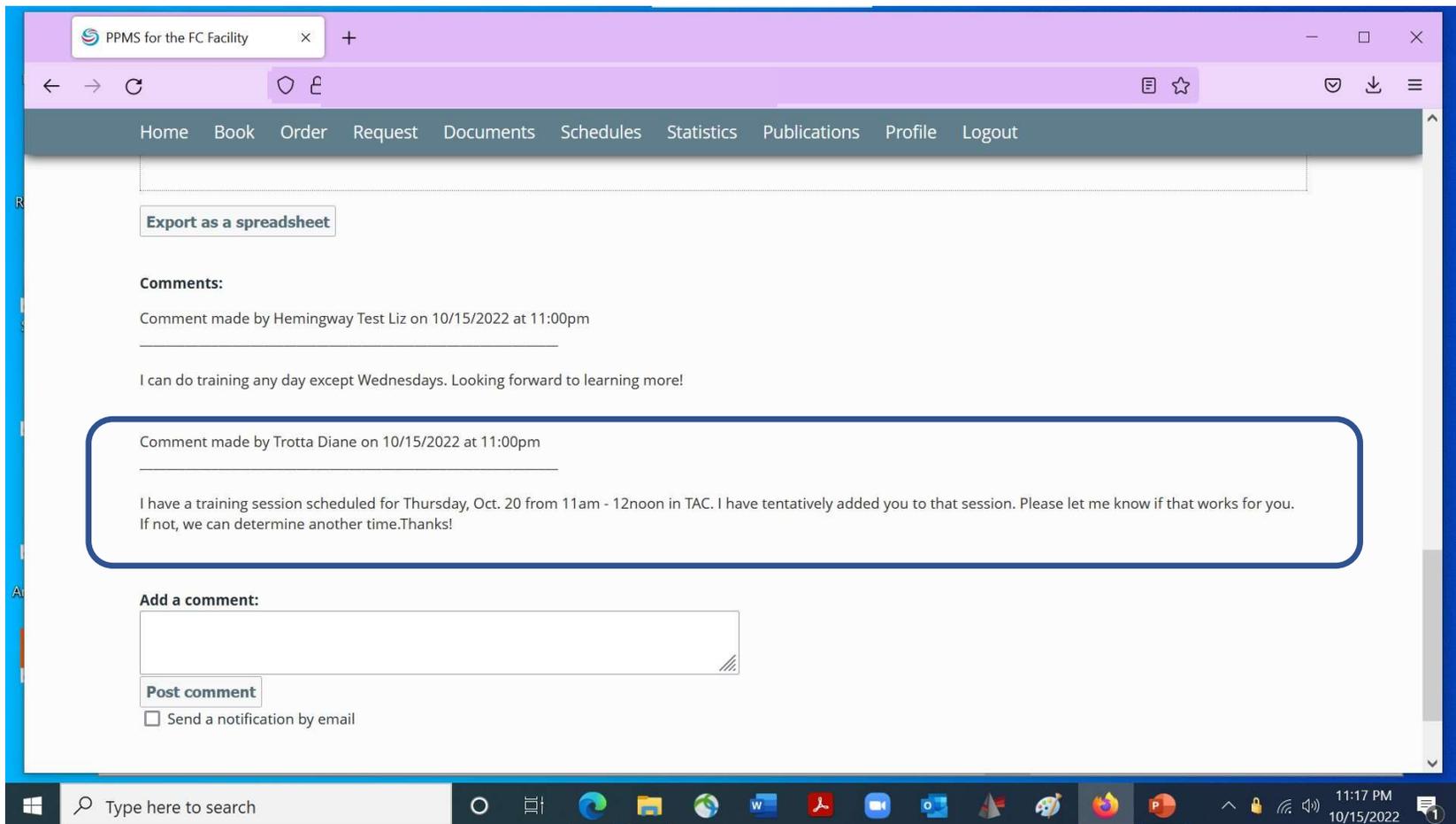
Rejected: staff can reject your request if you have not met all requirements

If you click on a Training Request number on the last page:
Scroll down past the training info and form, and you can add **Comments** to communicate with staff



The screenshot shows a web browser window with the address bar displaying "PPMS for the FC Facility". The browser's navigation bar includes back, forward, and refresh buttons, along with a shield icon and a menu icon. The page content features a navigation menu with items: Home, Book, Order, Request, Documents, Schedules, Statistics, Publications, Profile, and Logout. Below the menu, there is a text block stating: "Once we receive **both** your quiz results and form, we will contact you to schedule your in-person training session." This is followed by a note: "*Please **add your name** to the file name of your form before uploading it.*" and a section titled "Upload Completed Symphony New User Form here (in MS Word):" with a text input field containing the URL "https://ppms.us/yale-test/getfile?pf=8&id=61-33E6444B". Below this is a button labeled "Export as a spreadsheet". The "Add a comment:" section contains a text area with the text "I can do training any day except Wednesdays. Looking forward to learning more!". Below the text area is a "Post comment" button. At the bottom, there is a section for "Send a notification by email:" with three checkboxes: "FC facility - lesley.devine@yale.edu" (unchecked), "Hemingway Test Liz - made the request - ti8@yale.edu" (checked), and "Trotta Diane - receives notifications for this form - diane.trotta@yale.edu" (checked). Below these checkboxes is the text "select all / deselect all / Add other email(s)". The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the time "11:11 PM" and date "10/15/2022". A blue arrow points from the top right of the page towards the "Add a comment:" section.

Staff may also communicate information in “**Comments**” with you regarding your training request and scheduling your in-person session; you may also receive an email



On the Flow Cytometry Facility PPMS Home page:

The screenshot shows a web browser window with the URL "PPMS for the FC Facility". The navigation menu includes Home, Book, Order, Request, Documents, Schedules, Statistics, Publications, Profile, and Logout. The main content area is divided into several sections:

- Unvalidated Incidents**: A section with a refresh icon.
- Current Incidents**: A section with a refresh icon and a trash icon, containing the text "No current incidents to display."
- Interventions Planned**: A section with a refresh icon and a trash icon.
- iCal Remote Calendars**: A section with a refresh icon and a trash icon.
- My User Profile**: A section with a refresh icon and a trash icon, containing the following information:
 - Name: Hemingway Test Liz
 - Email: ti8@yale.edu
 - Phone: 661-415-0000
- Training**: A section with a refresh icon and a trash icon, containing:
 - Training requests**:
 - Training request ref. #37 (made 30 days ago). Status: validated
 - Training request ref. #50 (made yesterday). Status: validated
 - Training sessions as participant**: A section with a refresh icon and a trash icon, containing:
 - #748 - Today at 4:00pm (Symphony) -
 - Sessions Recently Cancelled**: A section with a refresh icon and a trash icon, containing:
 - No sessions recently cancelled on this core.
 - Receive email notifications for new cancellations
- My Documents**: A section with a refresh icon and a trash icon.

Annotations on the page include:

- A blue box highlights the "Training sessions as participant" section, with a blue arrow pointing to it from the text "Click on the session number to see more details (see next page)".
- Another blue arrow points from the text "Your in-person training session has been scheduled" to the "#748 - Today at 4:00pm (Symphony) -" entry.

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right shows the time as 1:29 AM on 10/12/2022.

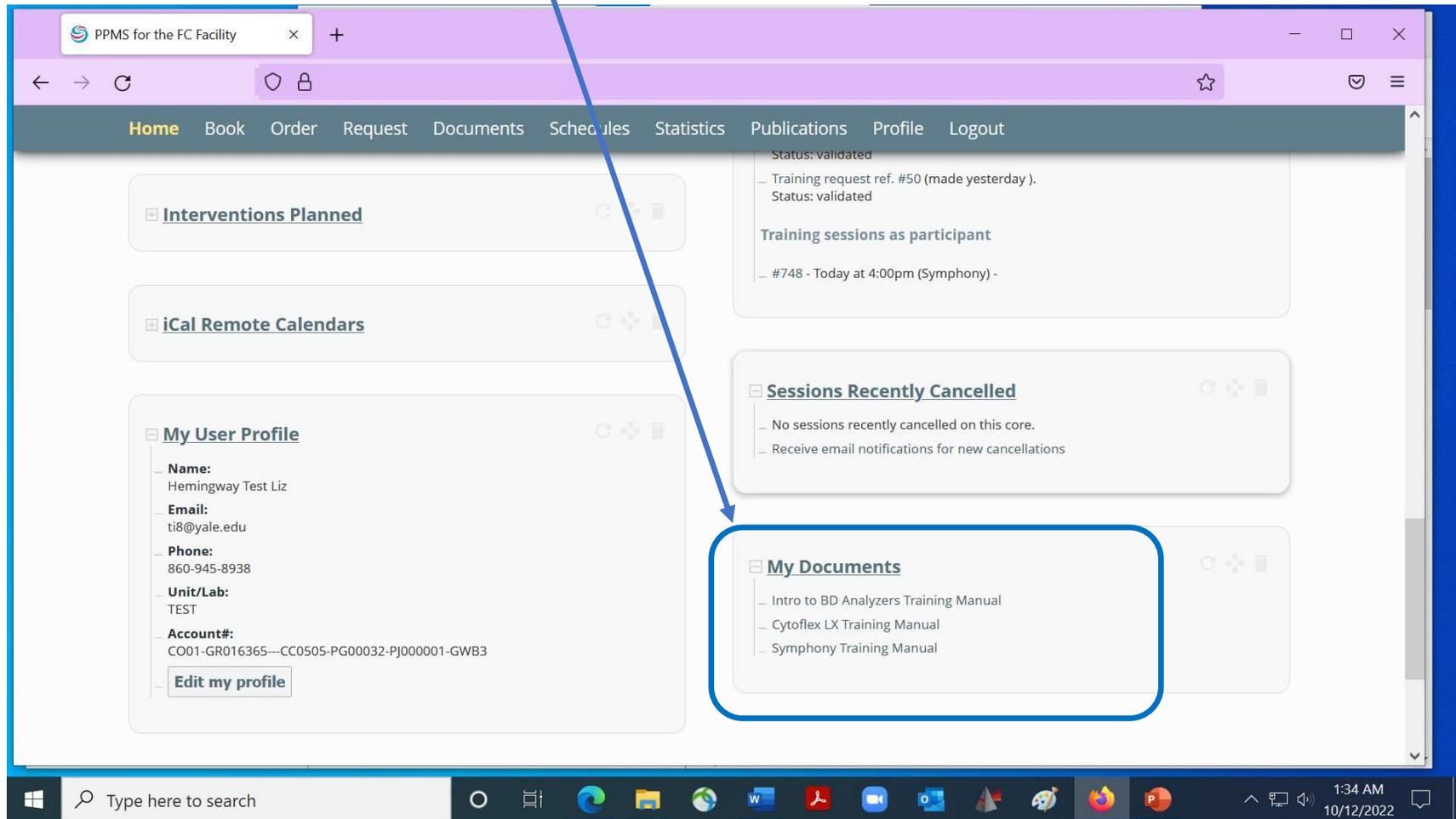
If you click on the training session number on the last page, you can see details as below:

The screenshot shows a web browser window with the following content:

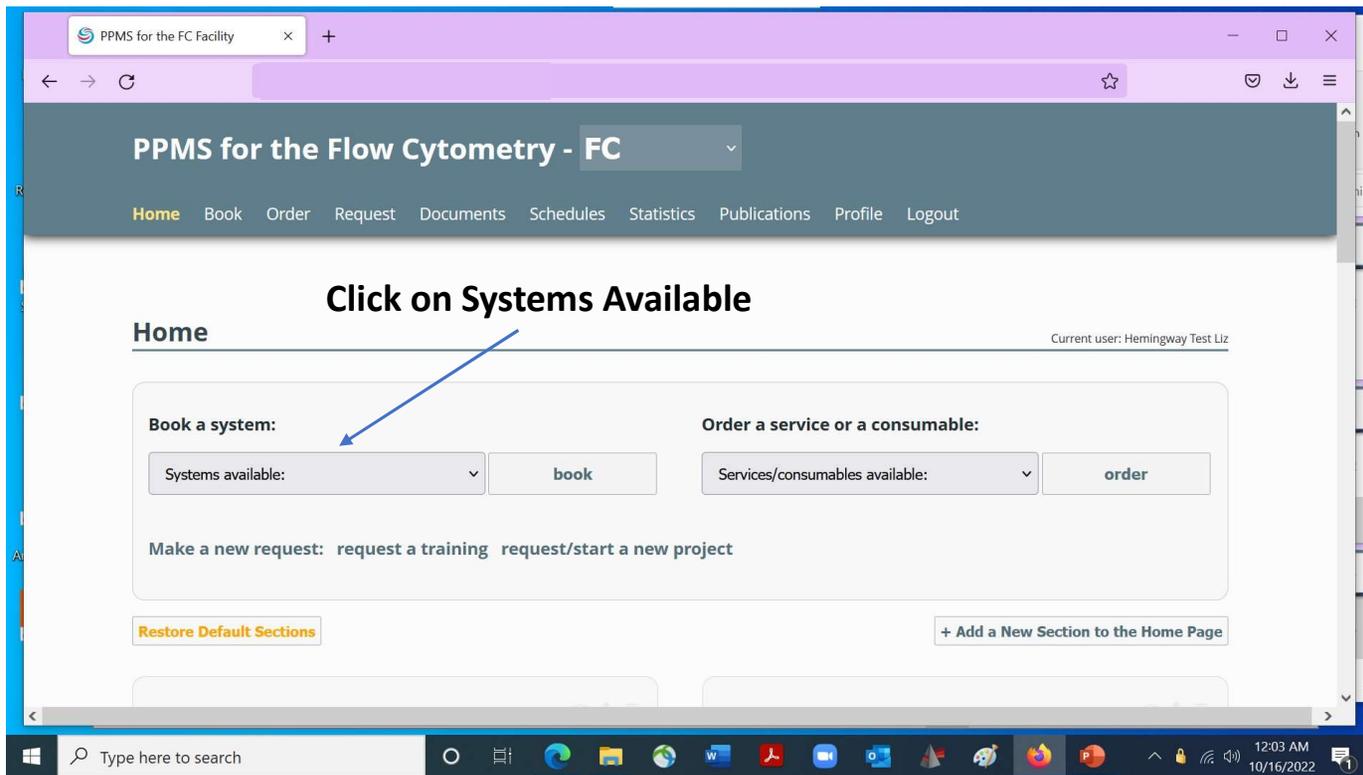
- Browser Tab:** PPMS for the FC Facility
- Navigation Menu:** Home, Book, Order, Request, Documents, Schedules, Statistics, Publications, Profile, Logout
- Section Header:** Training ref #748
- Training Type:** Symphony
- Training level:** Basic operations: practical
- Training description:** Symphony in-person session
- Training system:** High-tier analyzer Symphony A
- Training Session:** Oct 12 2022, from 16:00 to 17:00 view
- Training organised by:** Trotta Diane
- Participants:**
 - Hemingway Test Liz email
training request made on Oct 12 2022
[Account CO01-GR016365---CC0505-PG00032-PJ000001-GWB3 : 0.00](#)
 - Maxwell Leslie email

The Windows taskbar at the bottom shows the search bar with the text "Type here to search", several application icons, and the system tray with the time "1:31 AM" and date "10/12/2022".

Note that several training manuals are also located under “My Documents” on the FC PPMS Homepage



After you've completed your in-person training, a staff member will validate your training and give you “rights” to use the instruments you were trained on. You can confirm your ability to book instruments you are trained on on the FC PPMS Homepage



New instruments you received training on are now available to book on the schedule. Please also allow time for staff to enter your instrument software login on each instrument.

