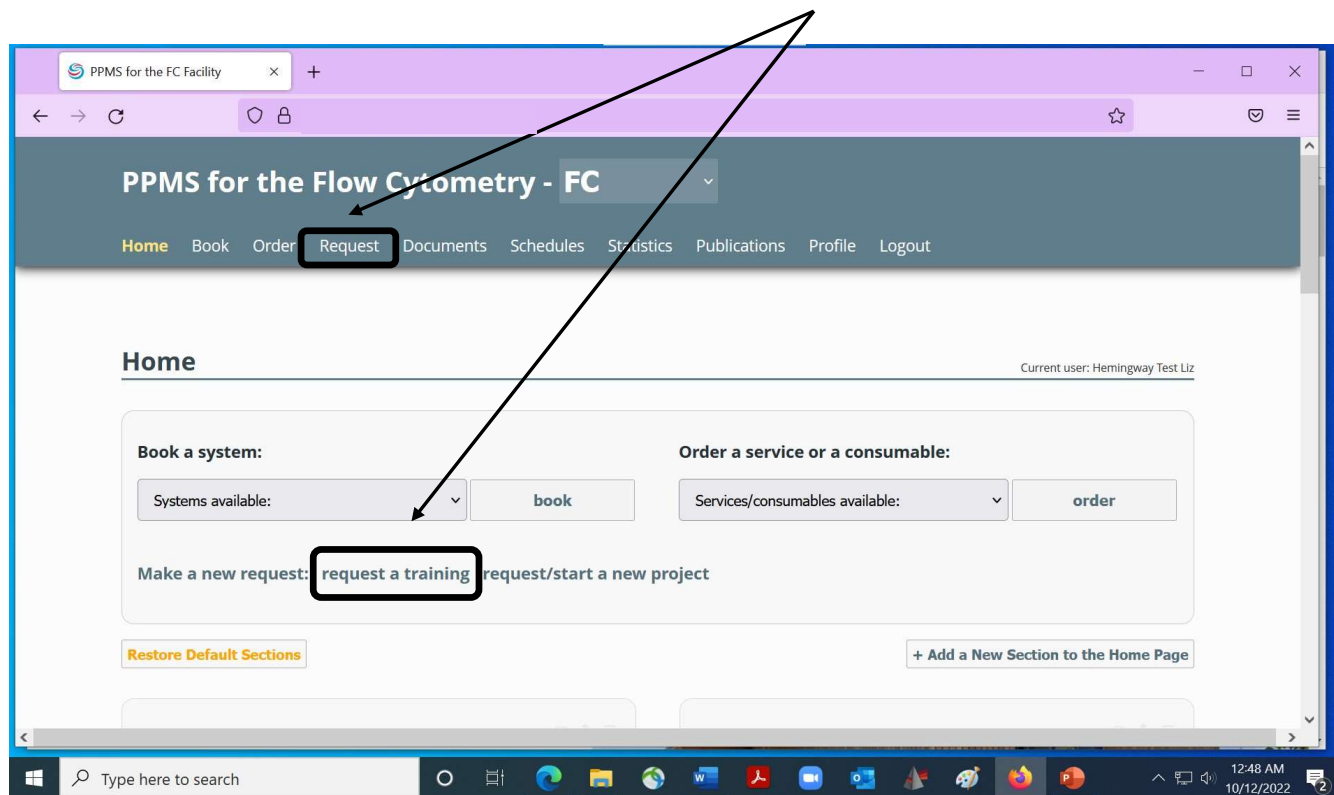


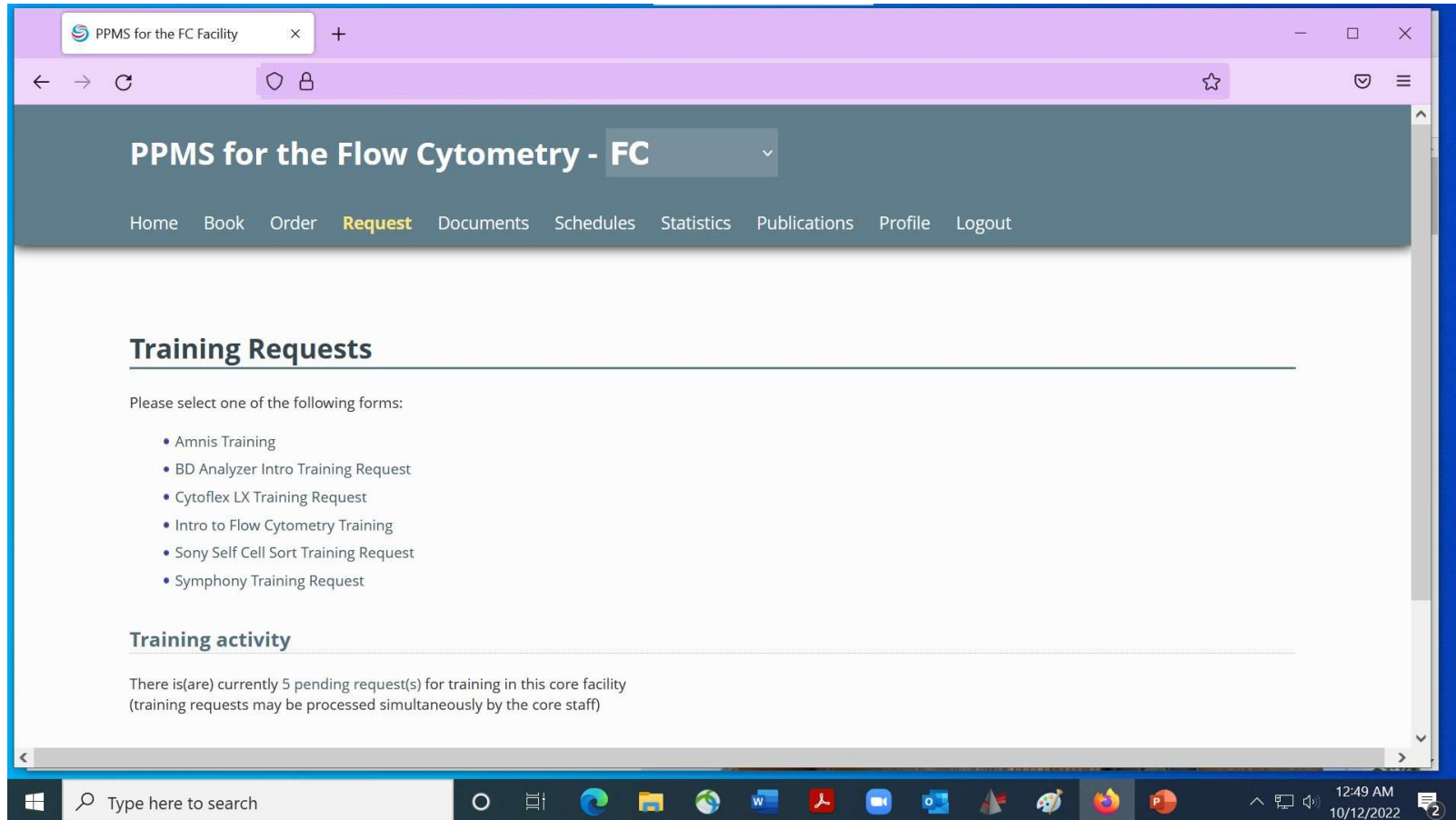
How to Request Training on Flow Cytometry Analyzers

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

Choose a CoA account to pay for your in-person training session

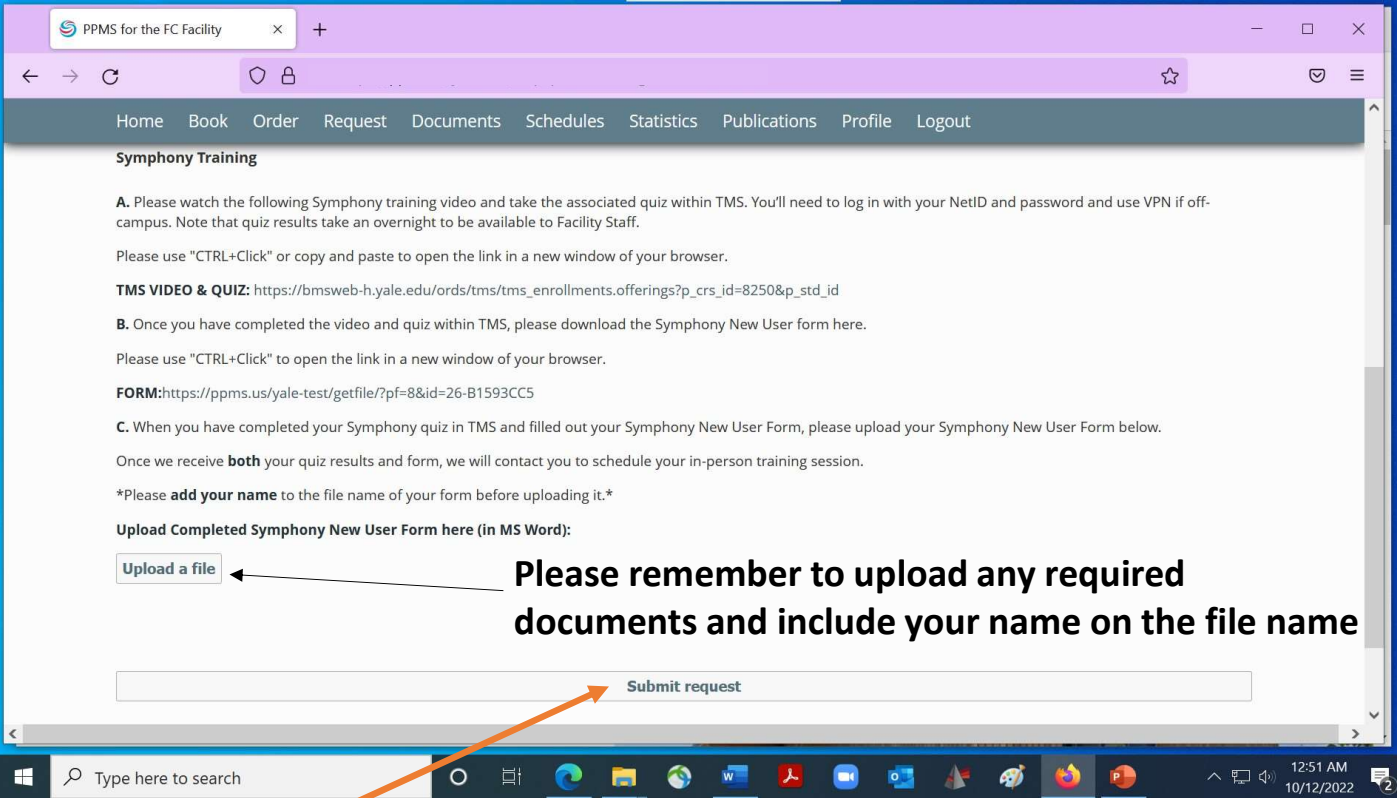
Questions with a * are required

Type here to search

11:20 PM
10/12/2022

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

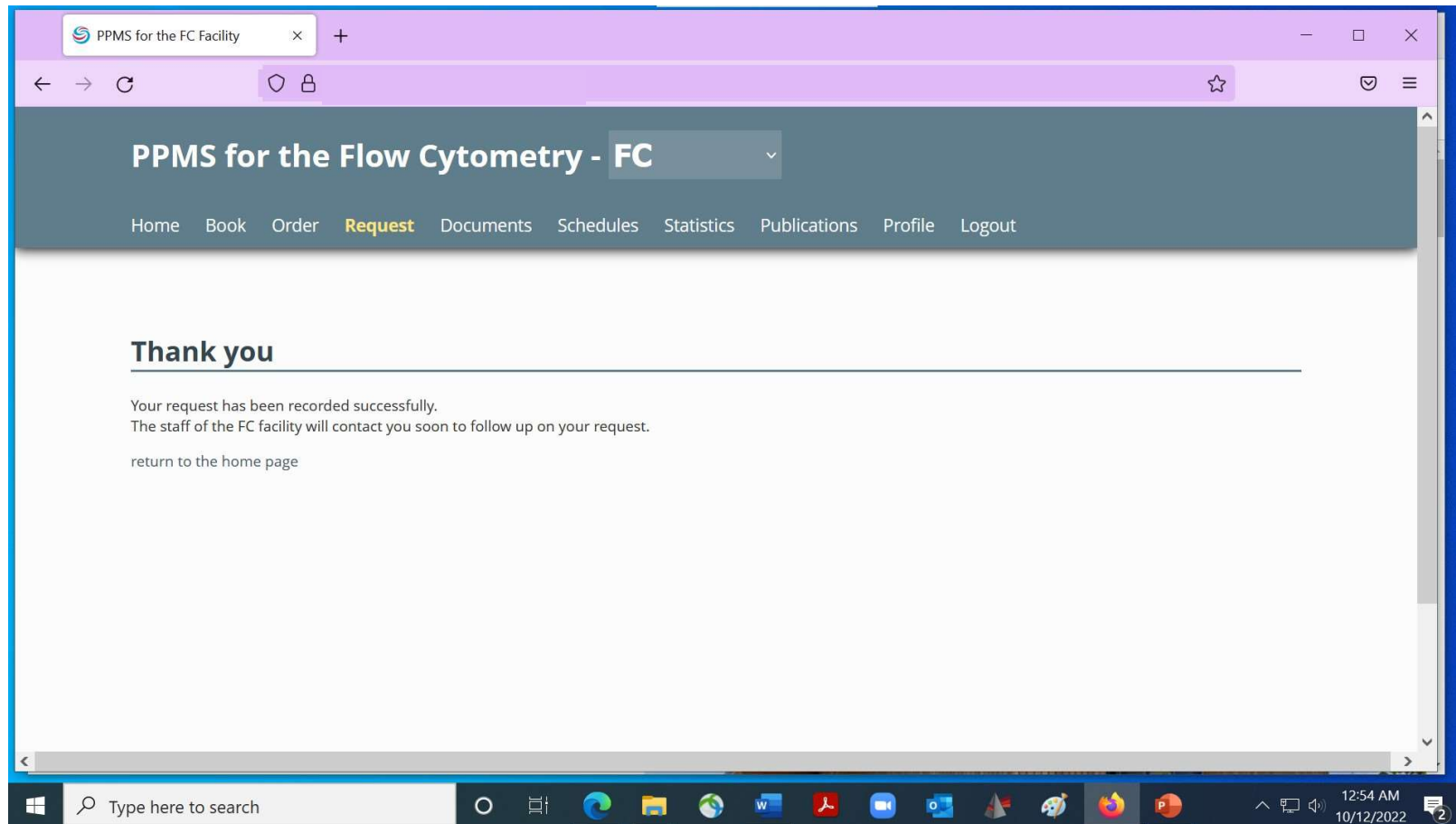


The screenshot shows a web browser window with the address bar displaying 'PPMS for the FC Facility'. The page content includes a navigation menu with items like Home, Book, Order, Request, Documents, Schedules, Statistics, Publications, Profile, and Logout. The main heading is 'Symphony Training'. Below this, there are three sections of instructions labeled A, B, and C. Section A instructs users to watch a training video and take a quiz, providing a URL for the 'TMS VIDEO & QUIZ'. Section B instructs users to download a 'Symphony New User form' and provides a URL for the 'FORM'. Section C instructs users to upload their completed form. At the bottom of the page, there is an 'Upload a file' button and a 'Submit request' button. An orange arrow points from the 'Submit request' button to the text below the screenshot. A black arrow points from the 'Upload a file' button to the text below the screenshot.

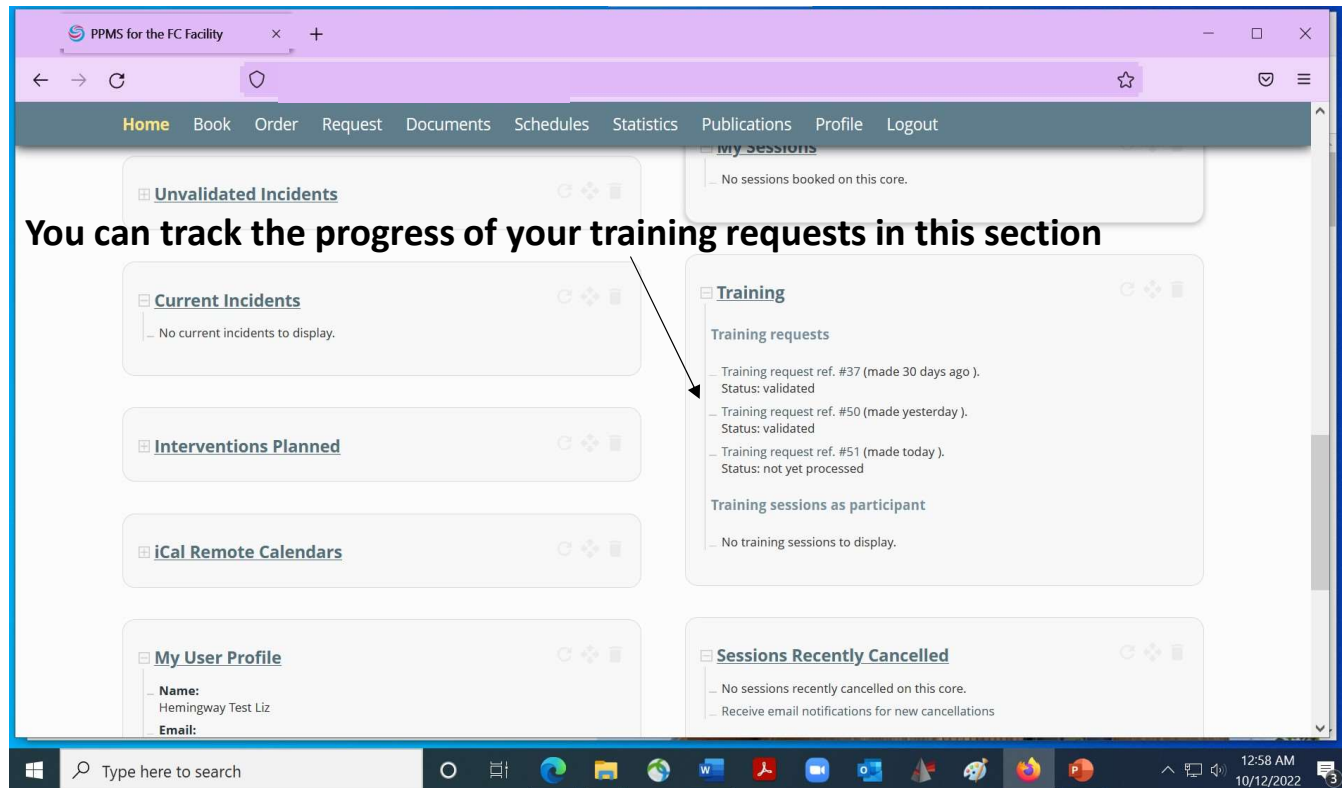
Please remember to upload any required documents and include your name on the file name

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:

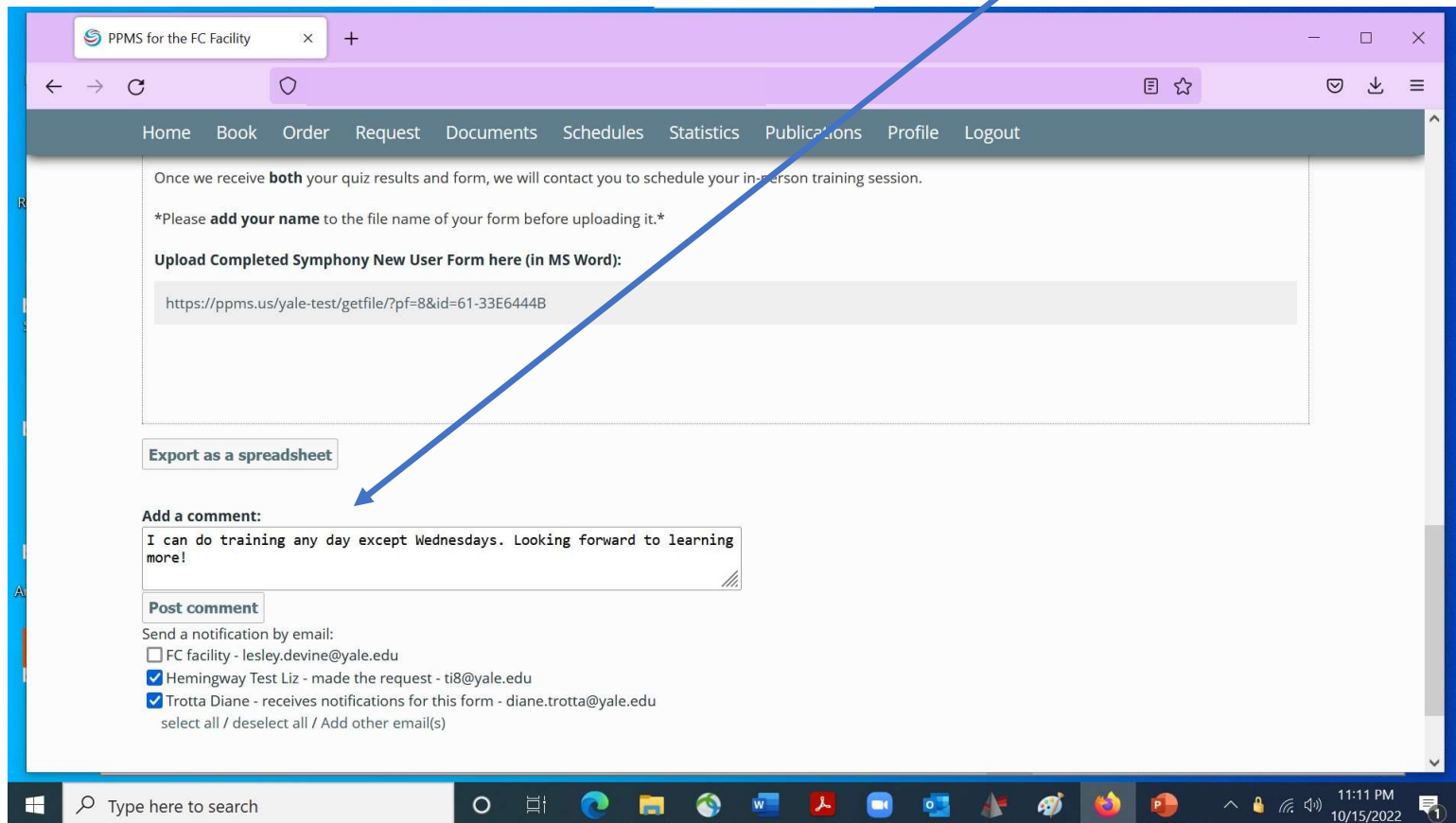


Not yet processed: staff has yet to respond to your request

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 address bar contains the URL "https://ppms.us/yale-test/getfile?pf=8&id=61-33E6444B". The page has a navigation menu with items: Home, Book, Order, Request, Documents, Schedules, Statistics, Publications, Profile, Logout.

The main content area contains the following text:

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):

<https://ppms.us/yale-test/getfile?pf=8&id=61-33E6444B>

Export as a spreadsheet

Add a comment:

I can do training any day except Wednesdays. Looking forward to learning more!

Post comment

Send a notification by email:

- FC facility - lesley.devine@yale.edu
- Hemingway Test Liz - made the request - ti8@yale.edu
- Trotta Diane - receives notifications for this form - diane.trotta@yale.edu

select all / deselect all / Add other email(s)

A blue arrow points from the top right of the page down to the "Add a comment:" section.

The Windows taskbar at the bottom shows the search bar with "Type here to search", the system tray with icons for network, volume, and power, and the date and time "11:11 PM 10/15/2022".

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

PPMS for the FC Facility

Home Book Order Request Documents Schedules Statistics Publications Profile Logout

Export as a spreadsheet

Comments:

Comment made by Hemingway Test Liz on 10/15/2022 at 11:00pm

I can do training any day except Wednesdays. Looking forward to learning more!

Comment made by Trotta Diane on 10/15/2022 at 11:00pm

I have a training session scheduled for Thursday, Oct. 20 from 11am - 12noon in TAC. I have tentatively added you to that session. Please let me know if that works for you. If not, we can determine another time.Thanks!

Add a comment:

Post comment

Send a notification by email

Type here to search

11:17 PM 10/15/2022

On the Flow Cytometry Facility PPMS Home page:

Your in-person training session has been scheduled

Click on the session number to see more details (see next page)

PPMS for the FC Facility

Home Book Order Request Documents Schedules Statistics Publications Profile Logout

Unvalidated Incidents

Current Incidents

No current incidents to display.

Interventions Planned

iCal Remote Calendars

My User Profile

Name: Hemingway Test Liz
Email: ti8@yale.edu
Phone: 661-415-0000

Training

Training requests

Training request ref. #37 (made 30 days ago). Status: validated
Training request ref. #50 (made yesterday). Status: validated

Training sessions as participant

#748 - Today at 4:00pm (Symphony) -

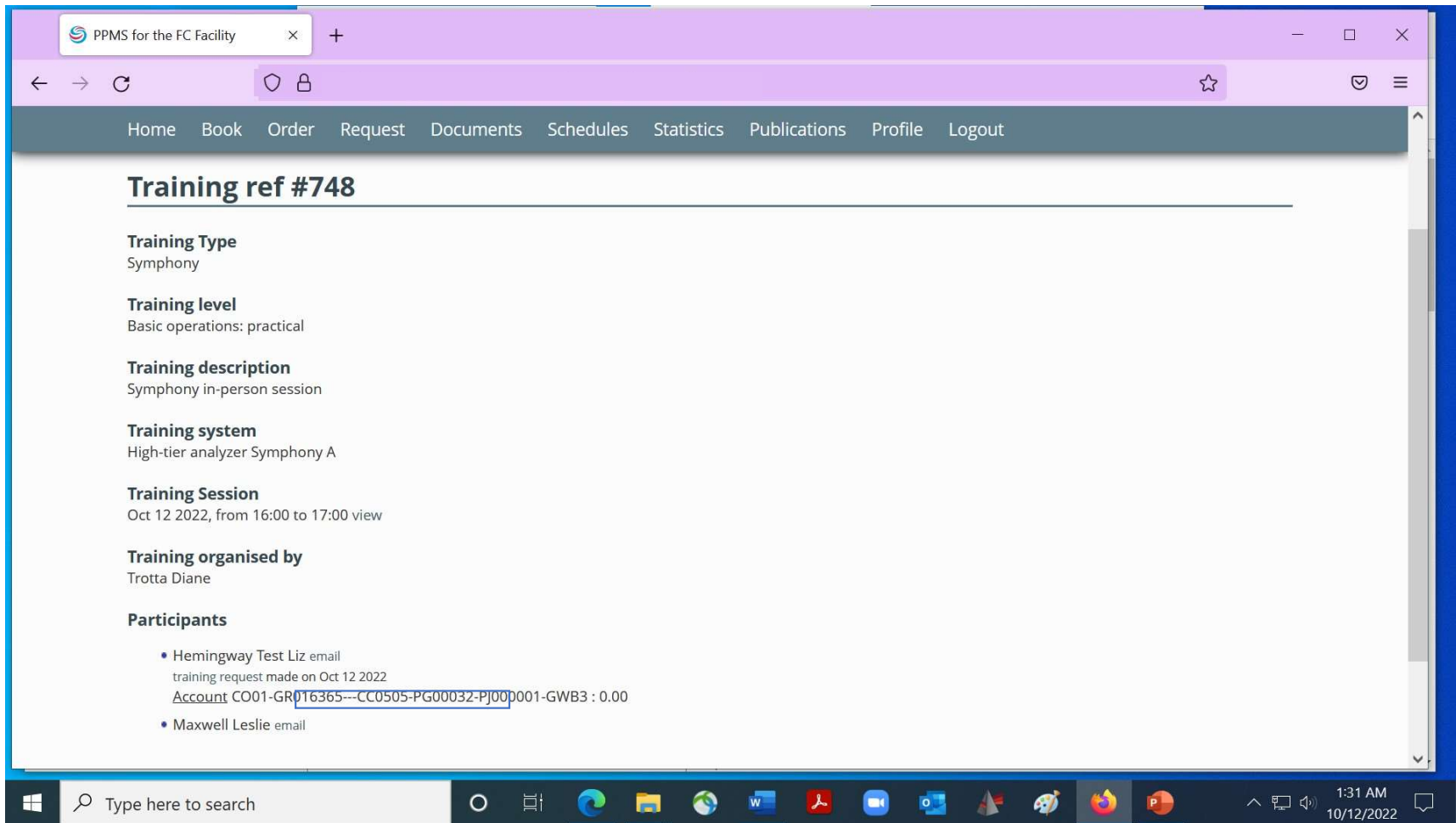
Sessions Recently Cancelled

No sessions recently cancelled on this core.
Receive email notifications for new cancellations

Type here to search

1:29 AM 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 Bar:** 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

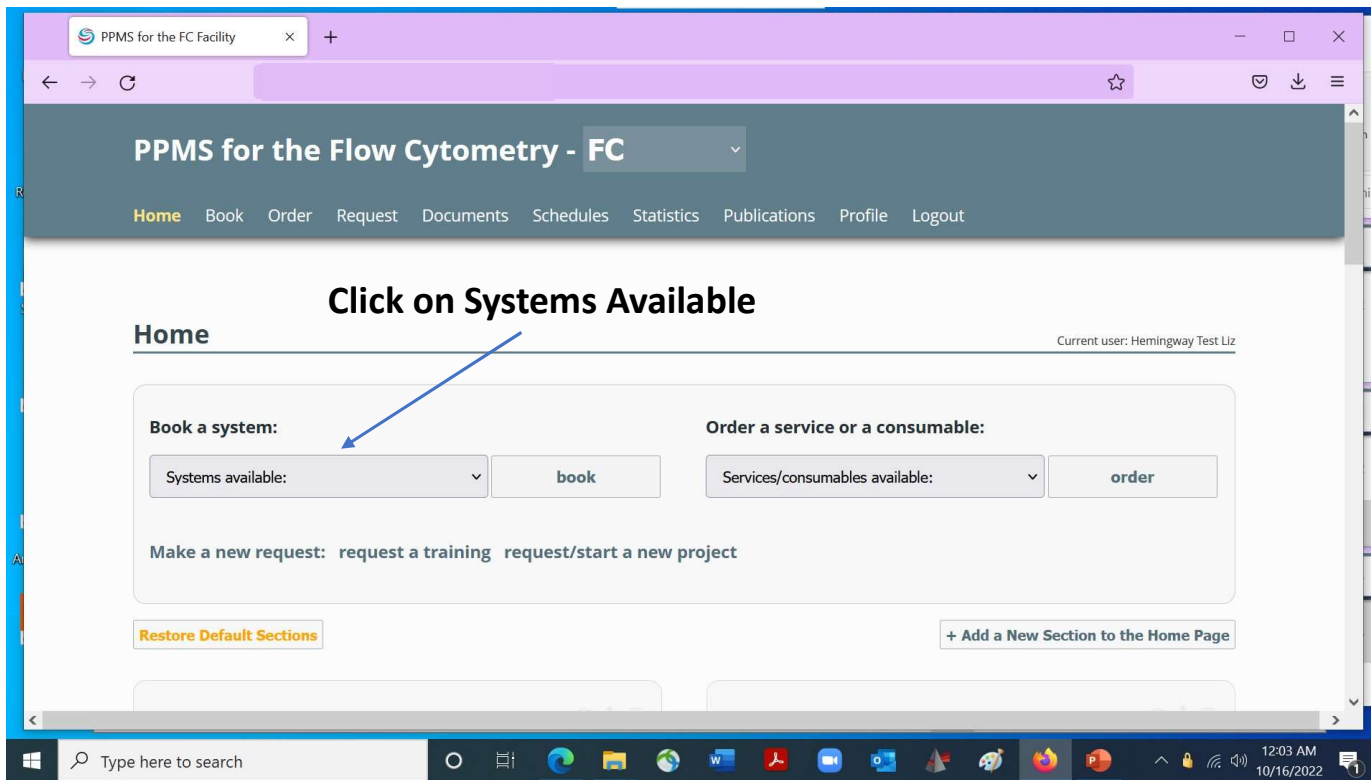
The screenshot shows the FC PPMS Homepage in a web browser. The browser's address bar displays "PPMS for the FC Facility". The navigation menu includes "Home", "Book", "Order", "Request", "Documents", "Schedules", "Statistics", "Publications", "Profile", and "Logout".

The main content area features several sections:

- Interventions Planned**: A section with a refresh icon and a trash icon.
- iCal Remote Calendars**: A section with a refresh icon, a plus icon, and a trash icon.
- My User Profile**: A section containing user information:
 - Name:** Hemingway Test Liz
 - Email:** ti8@yale.edu
 - Phone:** 860-945-8938
 - Unit/Lab:** TEST
 - Account#:** CO01-GR016365---CC0505-PG00032-PJ000001-GWB3A button labeled "Edit my profile" is located at the bottom of this section.
- Sessions Recently Cancelled**: A section with a refresh icon, a plus icon, and a trash icon. It contains two items:
 - Training request ref. #50 (made yesterday). Status: validated
 - #748 - Today at 4:00pm (Symphony) -
- My Documents**: A section with a refresh icon, a plus icon, and a trash icon. It contains three items:
 - Intro to BD Analyzers Training Manual
 - Cytoflex LX Training Manual
 - Symphony Training ManualThis section is highlighted with a blue rounded rectangle, and a blue arrow points to it from the text above.

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (including Edge, File Explorer, Word, PDF Reader, Teams, Outlook, and PowerPoint), and the system tray with the time "1:34 AM" and date "10/12/2022".

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.

