

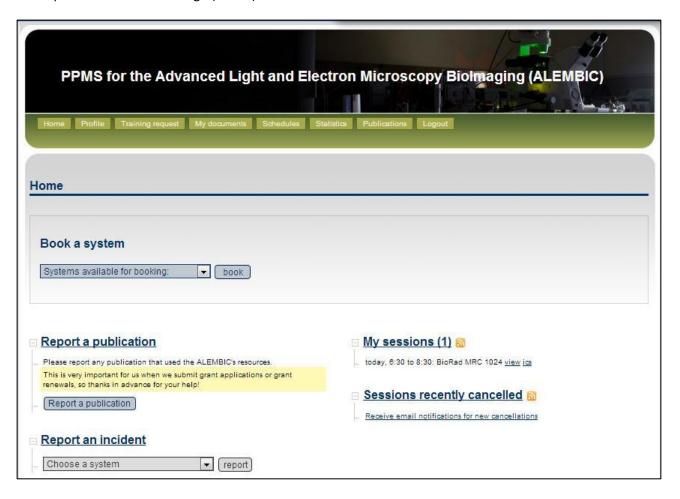
https://ppms.eu/alembic

INSTRUMENTS RESERVATION

All the Facility Users have to create their PPMS account. On PPMS home page, click on "account creation request". The ALEMBIC Staff will validate your account registration and you will be able to book all the Instruments to which you have access.

Login PPMS with your personal PPMS's Username and Password.

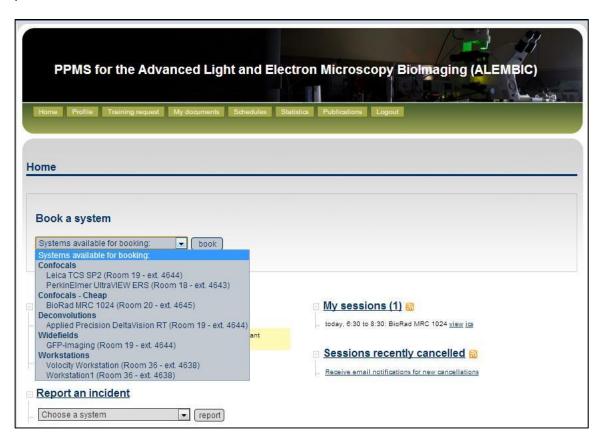
In the personal User Home Page (below)

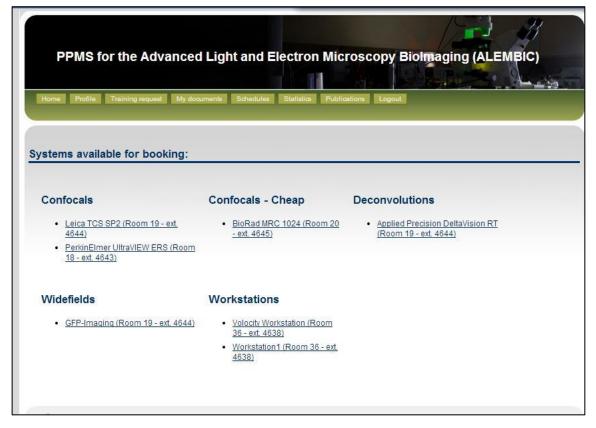


To book Instruments:

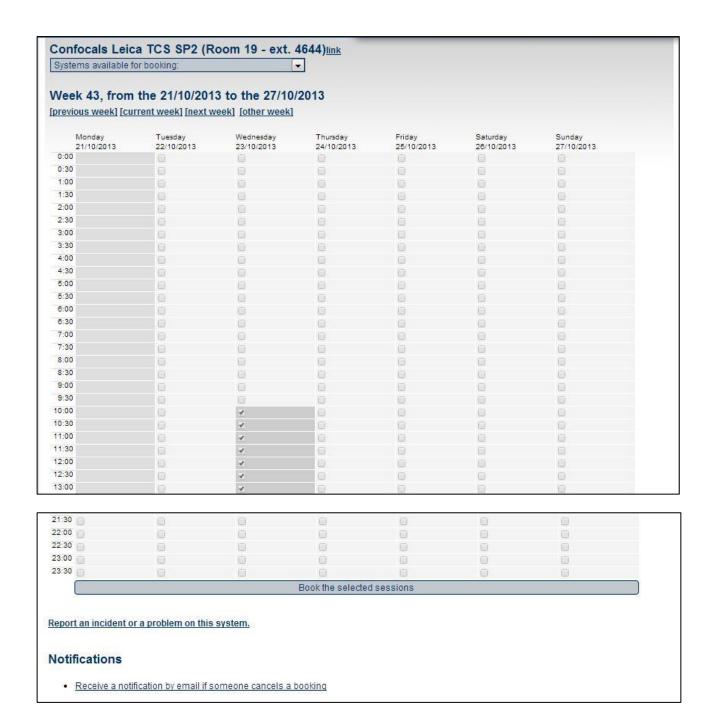
select the "System" in the booking drop-down menu or click your reservations.

to see the Instruments available for





Book the selected sessions

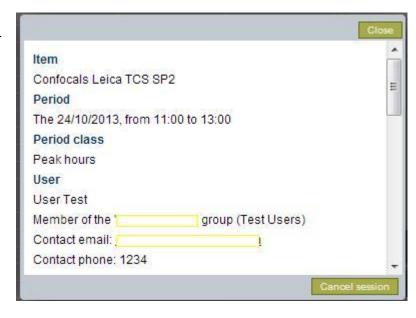


Clicking on your Reservation,

in a pop-up window, you may scroll your session parameters:

- Instrument
- Time Period
- User parameters
- Cost charged

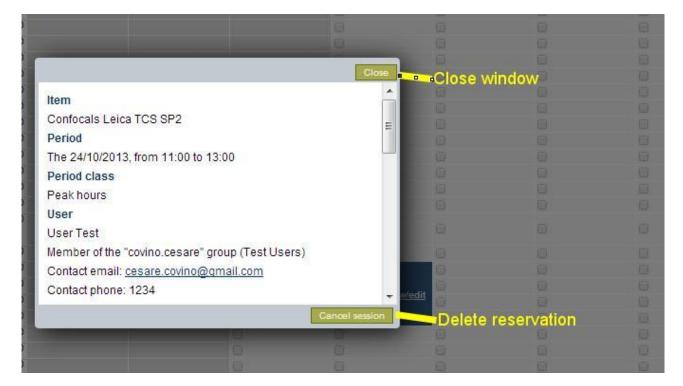
Etc.



Please note:

To close this pop-up, click on **CLOSE** (upper-right corner).

If you click on **CANCEL SESSION** (bottom-right corner) you **delete the Reservation**!



TIPS:

- Please remember:

All bookings deleted within 24h will be automatically charged!

- Users can select to receive an email notification if someone cancels a booking:



- Users can report an incident or a problem on the System:



- All the Users publishing pictures, experiments or data obtained through the use of the ALEMBIC equipments are kindly invited to insert a phrase of acknowledgement in the "Acknowledgements" .

Please, it's very important to remember to report your Publications on PPMS.

