



---

*PPMS® | Resource Management System by Stratocore*

---

Last Updated 09/4/25

## Contents

1. Account Set Up .....	2
2. Roles and Permissions.....	4
3. Booking Instruments .....	5
4. Request training.....	6
5. Ordering services .....	7
6. Projects .....	8
7. Reporting an incident .....	9

This guide provides step by step instructions for account creation and essential functions performed using PPMS at the University of Nebraska-Lincoln.

# Account Set Up

Each customer or researcher (faculty, staff, or student) will need to request an account in Stratocore PPMS. Existing accounts created for one facility are valid at all other facilities using Stratocore PPMS.

**Step 1:** Navigate to <https://ppms.us/unebraska/start/>

**Step 2:** Select the facility of interest from the list.



[Start Page](#)

## Start page

### Facilities available in University of Nebraska Medical Center:

- Institutional Biospecimen Bank (IBB\_UNMC) details
- Spatial Profiling Hub (SPH\_UNMC) details
- Tissue Sciences Facility (TSF\_UNMC) details

### Facilities available in University of Nebraska-Lincoln:

- Magnetic Resonance Imaging Facility (MRI) details

**Step 3:** Click **Account creation request** at the top of the page.

[Home](#) [Account creation request](#) [Logout](#)

## Login

[Login with your UNMC credentials \(for UNMC users\)](#)

[Login with your UNL credentials \(for UNL users\)](#)

[Login with your UNK credentials \(for UNK users\)](#)

[Login with your UNO credentials \(for UNO users\)](#)

[Login with your Office of the President credentials \(for Office of the President users\)](#)

[Login with your PPMS credentials \(for external users\)](#)

**Step 4:** Read the information on the screen related to PPMS account creation. Select your affiliation with regards to the University (i.e. internal institutions or external).

Home **Account creation request** Logout

## PPMS user account creation form

PPMS accounts on this system are used by the following facilities: [Spatial Profiling Hub](#) (SPH\_UNMC), [Tissue Sciences Facility](#) (TSF\_UNMC), [Institutional Biospecimen Bank](#) (IBB\_UNMC), [Magnetic Resonance Imaging Facility](#) (MRI).

**Important:**

If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: MRI facility, email:[mri@unl.edu](mailto:mri@unl.edu).

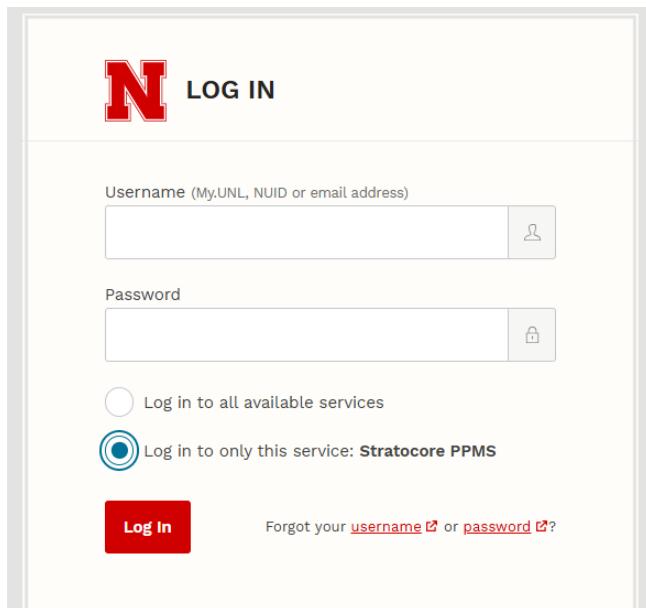
If you do not remember your password, you can [follow these instructions](#).

**Please choose one of the following options:**

- [Your institution is UNMC](#)
- [Your institution is UNL](#)
- [Your institution is UNK](#)
- [Your institution is UNO](#)
- [Your institution is Office of the President](#)
- [Your institution is NOT University of Nebraska-Lincoln](#)

### Internal Users

You will be redirected to log in with your university credentials. Review and update your profile. Ensure you are in the correct group.



### External Users

**Please choose one of the following options:**

- [Your institution is UNMC](#)
- [Your institution is UNL](#)
- [Your institution is UNK](#)
- [Your institution is UNO](#)
- [Your institution is Office of the President](#)
- [Your institution is NOT University of Nebraska-Lincoln](#)

**Please enter your details below ( \* : required fields)**

First name:  \*

Last name:  \*

Phone:  \*

Email:  \*

If your email exists in both a short and a long form, please use the short form (Use username@domain instead of firstname.lastname@domain)

Financial Account number:  (optional)

Title:

Password you want to use:  \*

Retype password:  \*

- \* Do not use a dictionary based word, or a name
- \* Do not use series like 1234 or qwerty or abcd
- \* Try to use combinations of lowercase (a-z), uppercase letters (A-Z), numbers (0-9) and non-alphanumeric characters
- \* The non alphanumeric characters allowed are: ! \* # \$ % & ' ( ) \* + , - . / ; < = > ? @ [ \ ] ^ \_ ` { / } - and the space character

Group  \* [filter](#)

[My group is NOT in the list](#)

**Submit form**

**Step 5:** You may add a default account number to your profile, add your ORCID ID and request correct permissions from your Group manager and/or financial account manager.

**Step 6:** Click in the text box below **Financial Account Number** to enter your account number.

If there is a default **Financial Account Number** in your profile, you can change it, or request authorization to use additional **Financial Accounts**. Select **New account authorization request**, choose the account type, NU Internal (SAP). Begin typing your account, provided by your PI, lab manager, or finance administrator, into the **search an account...** text box. **Previously validated numbers may appear in a drop down as you begin typing**. Select the account and click **Save**. If the account is not valid you will get a warning message.

**Warning: this account is not valid.**

If the account number is not found, select **Create a new account** to the right of the text box. Enter details separately as indicated and click **Save**.

**Step 7:** If your lab group is not found select the option **My Group is NOT in the list** and complete the required fields:

- Group name = PI Last Name, PI First name
- Group director or PI = PI Last Name, PI First name
- Group director or PI email = PI email
- Group administrator/financial contact fields = person who manages the financial accounts and grants for the PI or company
- Accounts payable email (if different than financial contact email)
- Affiliation (No Affiliation, External Academic, External Corporation, External Goverment)
- Institution
  - **If your institution is not in the list, input your institution name directly in the text box**
- Invoicing Address
- Group management: Click the box if you are the primary PI or Lab manager.
- **Submit form** and await an email verification of your PPMS account.

Approval can take a few business days as information will be reviewed manually by a facility administrator.

## Helpful tips:

- Users must have a financial account affiliated with their profile before requesting services from a facility
- Your profile and group will be the same across facilities within Stratocore PPMS
- MyPPMS homepage shows you all of your activities across the platform
- Use the upper right-hand drop-down menu to go between facilities
- Use projects to work across groups
- Each core has its own specific procedures and requirements users must follow

# Roles and Permission

## **Lab Groups**

In Stratocore PPMS, a **Group** represents a lab, research team, or organizational unit that conducts research under a Principal Investigator. Groups are essential to manage a lab's users, projects, and financial accounts within Stratocore PPMS. Lab groups are identified by their Principal Investigator. A lab group can access services and manage activity across multiple core facilities.

If you need to create a group follow instructions in **Step 7, page 3.**

**Important:** Without affiliation with the correct PI lab group, users should not request services, book instruments, or be added to projects. *The first step to using Stratocore PPMS will begin with the PI or designee, who will be asked to provide information to help set up their lab group in the system.*

Every researcher in Stratocore PPMS can only be affiliated with one lab group. If a researcher works with more than one lab, determine the main lab the user should be affiliated with in Stratocore PPMS. Researchers can still work with other lab groups through projects.

## **Roles and Permissions**

Each group within Stratocore PPMS includes specific roles with defined permissions:

- **Group Member (Researcher/Student)**
  - Can request services, book instruments, and participate in projects, depending on permissions granted by the Group Manager(s) and Account Manager(s).
- **Financial Management**
  - **Group Manager** (PI and/or Lab Manager)
    - Manages the financials related to the group
    - Can manage users, view usage, and assist with billing
  - **Account Manager** (Lab Manager and/or Financial Administrator)
    - Manages and oversees specific financial accounts
    - Affiliates cost objects with lab groups, users, and projects
    - View usage and billing of specific financial accounts

# Booking Instruments

Researchers can book core instruments and resources through Stratocore PPMS, though some instruments **require training prior to use** and may not appear until access is granted. If you've received training on an instrument but still don't have access to its scheduling calendar, please contact the core facility directly.

**Important:** Each core has specific procedures that must be reviewed in the banner section of its homepage, and any questions or access issues should be directed to the core facility.

**Step 1:** Navigate to <https://ppms.us/unebraska/start/>. Select the facility of interests and log in with your UNL credentials.

**Step 2:** From the **Home** page, select the right Facility in the upper right-hand corner. In **Book a System** section, open the Systems available dropdown menu and select the system.

PPMS for the Tissue Sciences Facility

TSF\_UNMC

My PPMS

IBB\_UNMC

MRI

SPH\_UNMC

TSF\_UNMC

Home Book Order Request Documents Schedules Statistics Reports Publications Profile Logout

Incidents Rights Training Projects Orders Settings Users Accounts Admins Invoicing Help

Welcome Document [see details](#)

Current user: Erickson Anjeza (super-admin) [see PPMS as a regular admin](#)

1 Financial Account Manager Request

Book a system:

Systems available:

Order a service or a consumable:

Services/consumables available:

Make a new request: [request a training](#)

**Important:** If a system is not listed, first confirm you are in the correct facility by checking the header or switching facilities via the dropdown menu. If the issue is access-related, **Request training** or contact the Facility Manager directly.

**Step 3:** You will be directed to the scheduling page. If the facility is utilizing "Projects" in PPMS, open the drop-down menu and select your project. Otherwise, select the appropriate "Financial account #" to charge for this booking. **Note: Only internal users will have account numbers. For external customers, this field will be populated with the text "EXTERNAL – [Group Name].**

**Important:** If a project or account number is missing, it may be because you are not listed as an authorized user (contact the Core Manager if this is an error) or because the PI has not yet submitted the Account number/Project Setup form under the Request tab to designate authorized users. You can also submit a request for a financial account number.

Week 36, from the 09/01/2025 to the 09/07/2025

[previous week] [current week] [next week] [other week]

Charge rate: n/a

Book a session for: Erickson Anjeza

Project: No project selected

Financial account #:  Request a financial account number 

	Monday 09/01/2025	Tuesday 09/02/2025	Wednesday 09/03/2025	Thursday 09/04/2025	Friday 09/05/2025	Saturday 09/06/2025	Sunday 09/07/2025
8:00am	<input type="checkbox"/>						
9:00am	<input type="checkbox"/>						
10:00am	<input type="checkbox"/>						
11:00am	<input type="checkbox"/>						
12:00pm	<input type="checkbox"/>						
1:00pm	<input type="checkbox"/>						
2:00pm	<input type="checkbox"/>						
3:00pm	<input type="checkbox"/>						
4:00pm	<input type="checkbox"/>						

Book a session for: Erickson Anjeza

**Book the selected sessions** **Disable selected**

**Step 4:** Select desired time slots by clicking the checkboxes or dragging across multiple hours/days. Before clicking **Book the selected sessions** at the bottom of the calendar, select any special environments that may be available (e.g., request assistance or alternate equipment configuration). The charge rate will be visible on the upper right-hand corner.

**Step 5:** To edit or cancel a booking, click the reservation or pencil icon in any reservation block.

## Request Training

**Step 1:** Navigate to <https://ppms.us/unebraska/start/>. Select the facility of interests and log in.

**Step 2:** From the **Home** page, select the right Facility in the upper right-hand corner.

**Step 3:** Select the **REQUEST** tab or select the training underneath **Book a system** (as shown below).

**Step 4:** Select the specific **Training Request form** from the list. Complete the form and select **Submit**.

**Step 5:** The facility will review your request and book a training session on your behalf.

**Step 6:** After your training is complete, the facility admin will grant you the appropriate rights to the instrument calendar you trained on so you may reserve time on the instrument.

Home Book Order Request Documents Schedules Statistics Reports Publications Profile Logout

IBB\_UNMC

MRI

SPH\_UNMC

TSF\_UNMC

Welcome Document [see details](#)

Current user: Erickson Anjeza (super-admin) [see PPMS as a regular admin](#)

**Home**

1 Financial Account Manager Request

**Book a system:**  **book**

**Order a service or a consumable:**  **order**

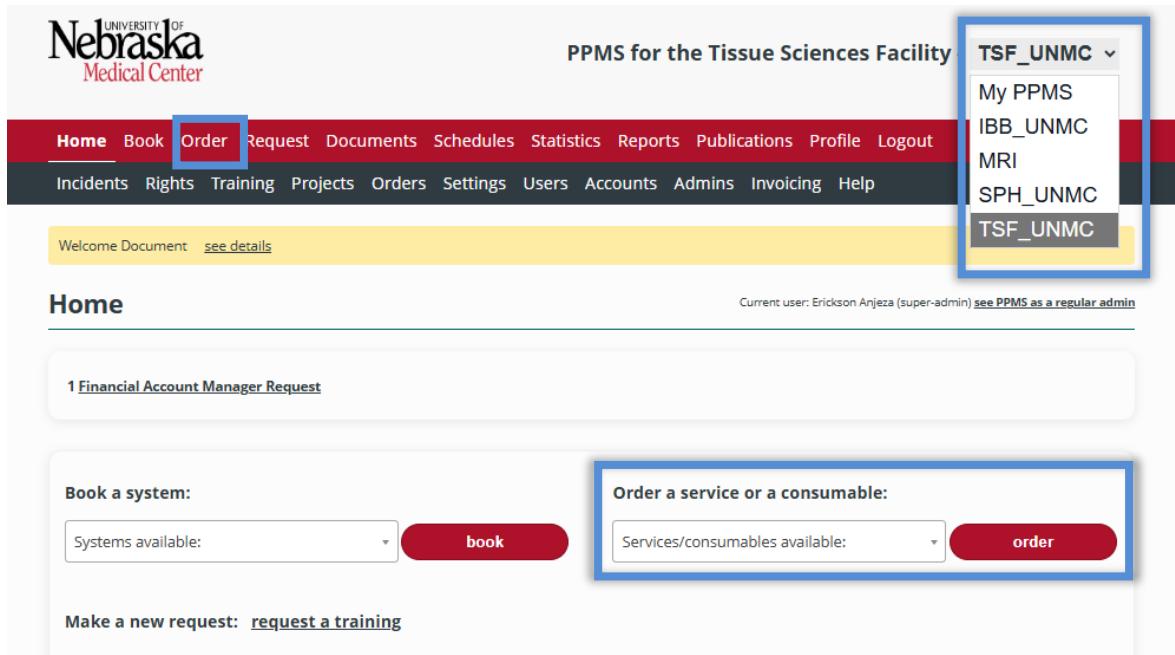
**Make a new request: request a training** 

# Order Services

Researchers can order services offered by core facilities directly through Stratocore PPMS. To place an order for a service to be completed by the core facility staff, please follow these steps:

**Step 1:** Navigate to <https://ppms.us/unebraska/start/>. Select the facility of interests and log in.

**Step 2:** From the **Home** page, Select the **Order** tab or open the Services/consumables available dropdown menu and select a service.



PPMS for the Tissue Sciences Facility

TSF\_UNMC

My PPMS  
IBB\_UNMC  
MRI  
SPH\_UNMC  
TSF\_UNMC

Home Book Order Request Documents Schedules Statistics Reports Publications Profile Logout

Incidents Rights Training Projects Orders Settings Users Accounts Admins Invoicing Help

Welcome Document [see details](#)

Current user: Erickson Anjeza (super-admin) [see PPMS as a regular admin](#)

Home

1 Financial Account Manager Request

Book a system:

Systems available:

Order a service or a consumable:

Services/consumables available:

Make a new request: [request a training](#)

**Step 3:** You will be directed to the order form page. If your facility is utilizing “Projects” in PPMS, open the drop-down and make the appropriate selection. Otherwise, open the “Account number” drop-down and select the appropriate account number (CO#) to charge for this booking.

**Step 4:** Select services and consumables available for order and enter desired **Quantity** on the appropriate line. Add a comment to communicate additional information to facility staff.

**Step 5:** Review quantities and services, **click Order or Save quote** if you're not ready to submit yet. On the Home page, you can now view your Accepted orders, Quotes and Order History.

## Services and consumables available for order (select and enter the quantity values)

(Some services and consumables will not be visible until you select a compatible project above)

[open all sections below](#) [hide all sections below](#)

Other			Min	Max	Incr.	Unit price	Quantity	Total
#100227	Athletic Scans	<a href="#">show description</a>		1	1	1	0	0
#100231	Eye Tracker	<a href="#">add a comment</a>		1	-	1	10.00	10.00
#100209	Radiology Read	<a href="#">add a comment</a>		1	50	0	50.00	50.00
#100232	Training	<a href="#">add a comment</a>		1	20	1	0	0
<b>TOTAL</b>							<b>60.00</b>	

If you have a PO number for this order, please enter it here:

[Order](#)

[Save quote](#)

# Request a Project

In Stratocore PPMS, a Project serves as a central hub that connects research activities, financial tracking, and user access, enabling researchers to coordinate services and training, monitor usage and costs, generate reports, track progress, and communicate effectively within their lab or research group. Projects are specific to each facility. A new project must be requested for each facility for which a project is required.

**Step 1:** Go to the Stratocore PPMS <https://ppms.us/unebraska/start/> . Select the facility of interests and log in.

**Step 2:** From the **Home** page, select the **Request** tab.

**Step 3:** Select the facility specific **Project Request or Intake Form**.



## Training Requests

- [Type or paste request \(no form\)](#)

## Project Creation Requests

Please select one of the following forms:

- [Type or paste request \(no form\)](#)
- [Project Intake Form](#)

## Common Requests

- [Type or paste request \(no form\)](#)

**Step 4:** Provide any requested data on the form and **Submit** the request.

### Project Creation Request

Note: there is no project request form active in this [facility's parameters](#). Only project administrators will be able to enter project requests from users using this page.

Make this request on behalf of:

#### Request details

Please enter a title for your project: \*

Please enter a short abstract/description for your project:

Please enter or copy/paste the request below :

**Submit request**

**Step 5:** Your request will be sent to the facility for approval. Once approved, can view your project on your homepage under “My Projects.” Reference your project when requesting services and reservations.

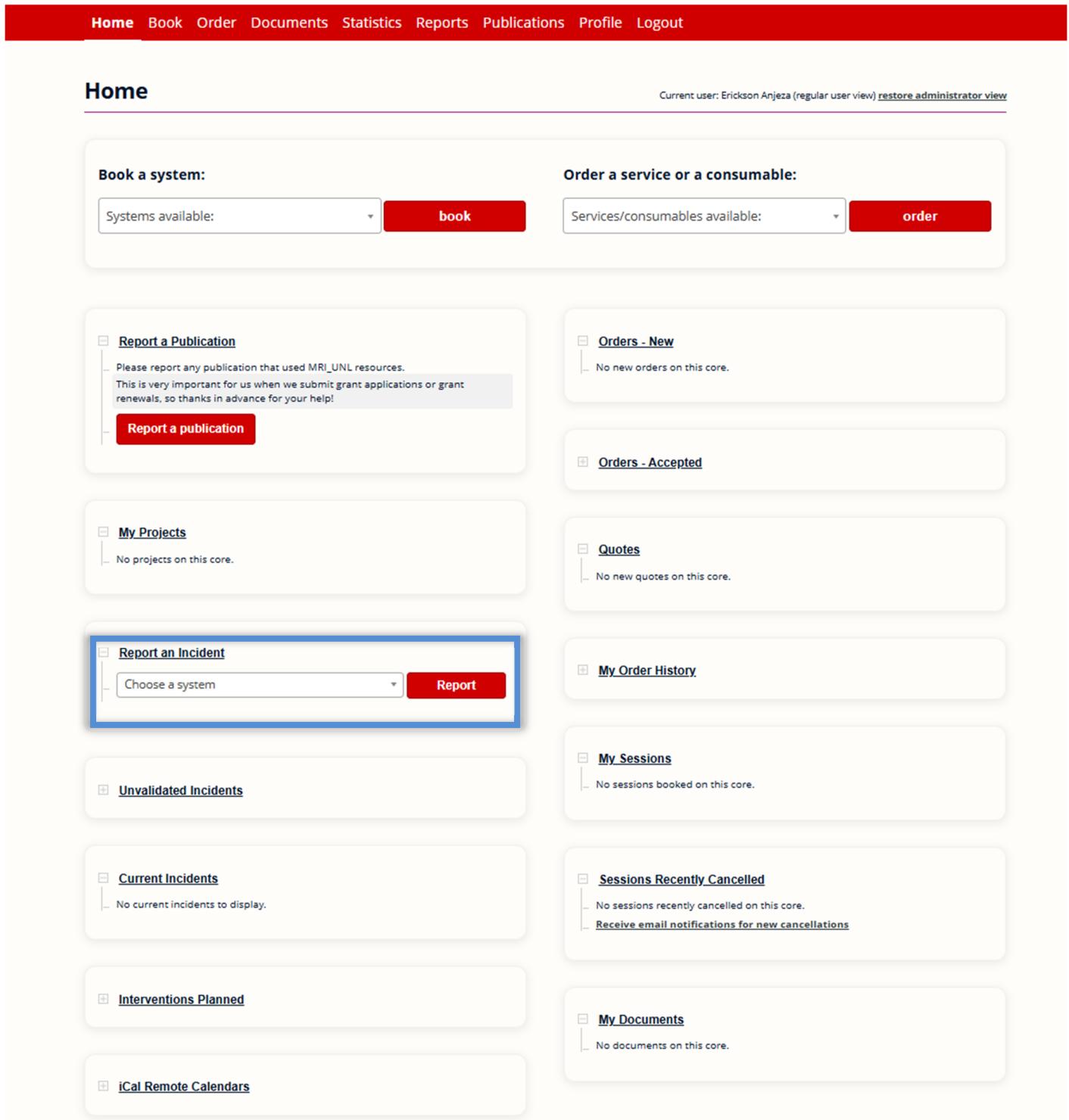
# Reporting an Incident

Stratocore PPMS allows users to report instrument incidents such as instrument malfunction, shuts down unexpectedly, reboots during a session, etc. **If the severity of the incident is High, please contact the research facility immediately.**

**Step 1:** Go to the Stratocore PPMS <https://ppms.us/unebraska/start/>. Select the facility of interests and log in.

**Step 2:** From the **Home** page, scroll down and to **Report an Incident** tab.

**Step 3:** From the drop down, select the system (instrument) on which the incident occurred.



The screenshot shows the Stratocore PPMS Home page. At the top, there is a red navigation bar with links: Home, Book, Order, Documents, Statistics, Reports, Publications, Profile, and Logout. Below the navigation bar, the page title is "Home" and the sub-page title is "Current user: Erickson Anjeza (regular user view) [restore administrator view](#)".

The main content area is divided into several sections:

- Book a system:** A dropdown menu labeled "Systems available:" and a red "book" button.
- Order a service or a consumable:** A dropdown menu labeled "Services/consumables available:" and a red "order" button.
- Report a Publication:** A section with a red "Report a publication" button.
- My Projects:** A section stating "No projects on this core."
- Report an Incident:** A section with a dropdown menu labeled "Choose a system" and a red "Report" button. This section is highlighted with a blue border.
- Unvalidated Incidents:** A section stating "No current incidents to display."
- Current Incidents:** A section stating "No current incidents to display."
- Interventions Planned:** A section stating "No interventions planned."
- iCal Remote Calendars:** A section stating "No iCal remote calendars found."
- Orders - New:** A section stating "No new orders on this core."
- Orders - Accepted:** A section stating "No new accepted orders on this core."
- Quotes:** A section stating "No new quotes on this core."
- My Order History:** A section stating "No order history found."
- My Sessions:** A section stating "No sessions booked on this core."
- Sessions Recently Cancelled:** A section stating "No sessions recently cancelled on this core." It includes a link "Receive email notifications for new cancellations".
- My Documents:** A section stating "No documents on this core."

**Step 4:** Select Report.

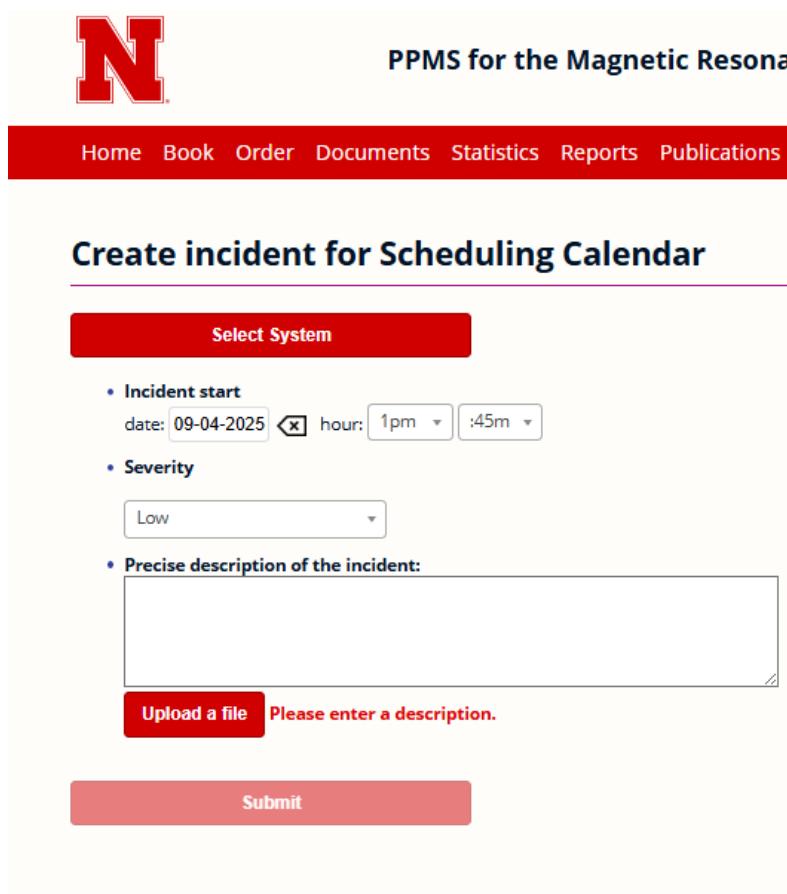
**Step 5:** Under Incident **Start:** Provide the date and time the incident started.

**Step 6:** Select the Severity: Low, Medium (partly dysfunctional), High (system down) \*

**Step 7:** Provide a description of the incident.

**Step 8:** Optional: Upload a file related to the situation.

**Step 9:** Select Submit.



The screenshot shows a web page with a red header containing a large white 'N' logo and the text 'PPMS for the Magnetic Resona'. Below the header is a red navigation bar with links: Home, Book, Order, Documents, Statistics, Reports, and Publications. The main content area has a light gray background and features a form for creating an incident. The form includes a red 'Select System' button, a section for 'Incident start' with a date input (09-04-2025) and time inputs (1pm, :45m), a 'Severity' dropdown set to 'Low', and a large text area for 'Precise description of the incident'. Below the text area are buttons for 'Upload a file' and 'Please enter a description.' A red 'Submit' button is at the bottom of the form.

PPMS for the Magnetic Resona

Home Book Order Documents Statistics Reports Publications

## Create incident for Scheduling Calendar

Select System

• Incident start  
date: 09-04-2025  hour:

• Severity

• Precise description of the incident:

Upload a file Please enter a description.

Submit