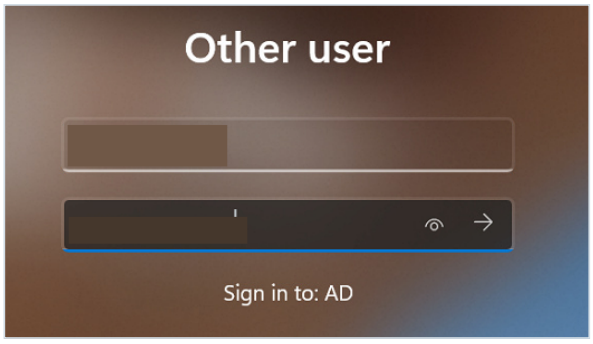
Start your session

Use this guide on CIF instruments equipped with the PPMS Tracker.

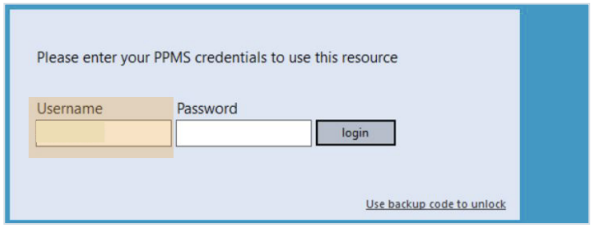
1. Sign in to the instrument PC

Sign in to Windows with your **UNIL credentials** on the **AD** domain. The PPMS Tracker opens a few seconds after you sign in.

If the instrument uses a local Windows account, enter your **PPMS username and password** when the tracker asks, then click **login**.



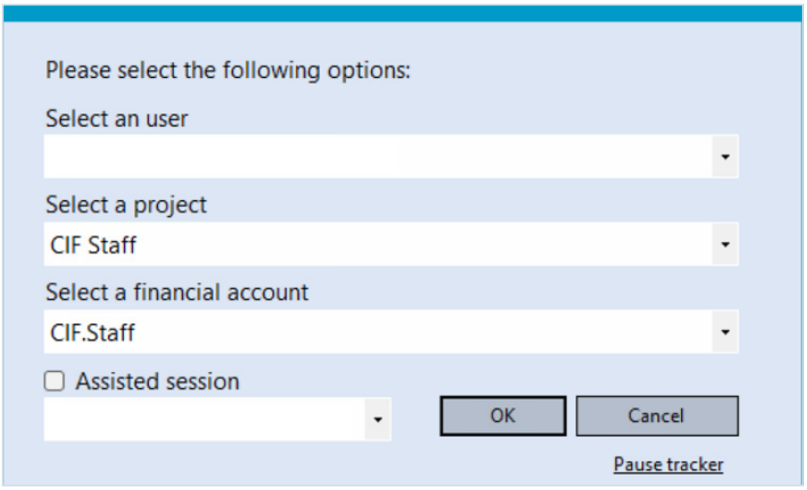
Windows sign-in



PPMS sign-in prompt

2. Confirm your session details

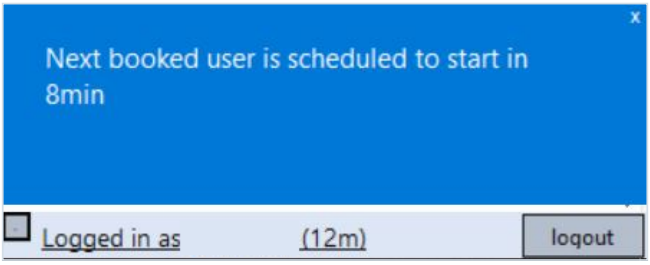
Check that your name is selected. Choose the project and financial account if applicable. If this is an assisted session, tick **Assisted session**. Click **OK**.



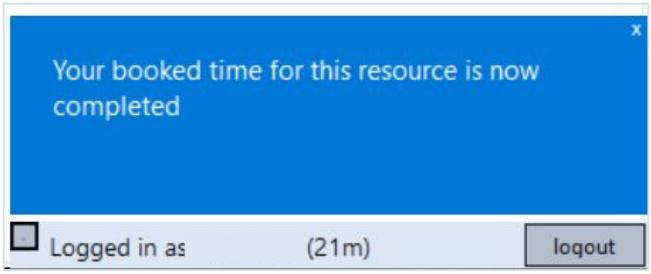
During and after your session

3. Check the tracker during use

The tracker in the bottom-right corner of the screen shows how many minutes you have used. It also alerts you when the next user is due to start and when your booked time ends.



Next user due to start



Your booked time has ended

4. Log out when you finish

Click **logout** in the tracker to end your session and return to the Windows sign-in screen.



PPMS records any time you use the instrument without a booking or after your booked time has ended.

Based on *PPMS Tracker Introduction* by Daniel Gimenes (EMBL), CIF version.