

Proteomics & Metabolomics Facility (PMF)



Stratocore Training Guide



Topics Covered

- ☐ Creating an Account
- ☐ Logging In
- ☐ Reviewing an Order
- ☐ Tracking the Status of your Order



Creating an Account

Use this link to access the 'Start' page

https://ppms.us/unebraska/?PMF_NCB



Creating an Account

Select the PMF Facility



[Start Page](#)

Start page

Facilities available in University of Nebraska Medical Center:

- [Advanced Microscopy and Image Analysis \(AMCF_UNMC\) details](#)
- [Animal Behavior Core \(ABC_UNMC\) details](#)
- [Flow Cytometry Research Facility \(FCRF_UNMC\) details](#)
- [Genomics Core Facility \(GCF_UNMC\) details](#)
- [Institutional Biospecimen Bank \(IBB_UNMC\) details](#)
- [Multiomics Mass Spectrometry \(MMS_UNMC\) details](#)
- [Research Education Administration Development - Biomedical Informatics \(READ_UNMC\) details](#)
- [Spatial Profiling Hub \(SPH_UNMC\) details](#)
- [Tissue Sciences Facility \(TSF_UNMC\) details](#)

Facilities available in University of Nebraska–Lincoln:

- [Flow Cytometry Core Facility, Nebraska Center for Biotechnology \(FCCF_NCB\) details](#)
- [Magnetic Resonance Imaging Facility \(MRI_UNL\) details](#)
- [Microscopy Core Facility, Nebraska Center for Biotechnology \(MCRF_NCB\) details](#)
- [Proteomics & Metabolomics Core Facility, Nebraska Center for Biotech \(PMF_NCB\) details](#)



Creating an Account

Select the user account creation request

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)

- If you do not have an account yet, you can fill in a [user account creation request](#)
- If you cannot login or have any trouble please contact: FCCF_NCB facility, email: dirk.anderson@unl.edu, phone: 402-472-1448



Creating an Account

Select your affiliation

PPMS user account creation form

PPMS accounts on this system are used by the following facilities: [Multiomics Mass Spectrometry](#) (MMS_UNMC), [Flow Cytometry Research Facility](#) (FCRF_UNMC), [Animal Behavior Core](#) (ABC_UNMC), [Advanced Microscopy and Image Analysis](#) (AMCF_UNMC), [Spatial Profiling Hub](#) (SPH_UNMC), [Tissue Sciences Facility](#) (TSF_UNMC), [Institutional Biospecimen Bank](#) (IBB_UNMC), [Genomics Core Facility](#) (GCF_UNMC), [Flow Cytometry Core Facility](#), [Nebraska Center for Biotechnology](#) (FCCF_NCB), [Microscopy Core Facility](#), [Nebraska Center for Biotechnology](#) (MCRF_NCB), [Research Education Administration Development - Biomedical Informatics](#) (READi_UNMC).

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:

FCCF_NCB facility, email: dirk.anderson@unl.edu, phone: 402-472-1448.

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](#)

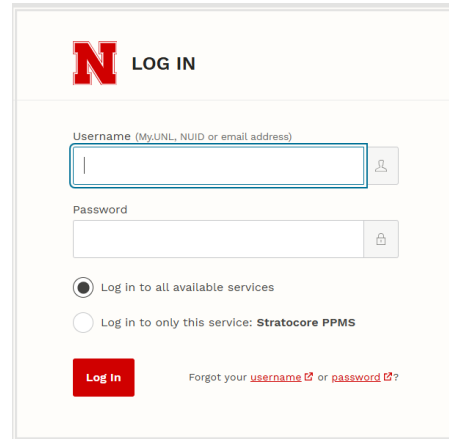


Creating an Account

Fill out the form

NU User

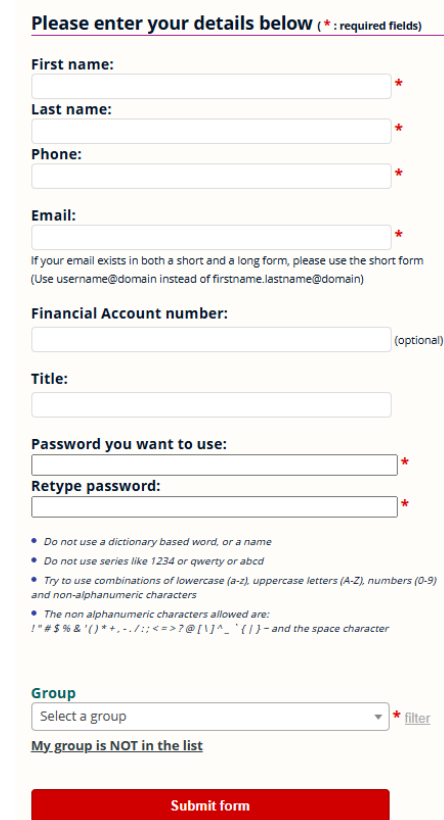
- You will be first prompted to login using your single sign on



The login form for NU Users features a large red 'N' logo at the top left. Below it, the text 'LOG IN' is displayed. The form contains two input fields: 'Username (MyUNL, NUID or email address)' and 'Password'. Below these fields are two radio button options: 'Log in to all available services' (selected) and 'Log in to only this service: Stratocore PPMS'. A red 'Log In' button is at the bottom left, and a link 'Forgot your username or password?' is at the bottom right.

- If you do not see the prompt above, you will need to fill out a form as shown on the right and wait for approval of your account (sent by email).
- Once in the system, you will then be able to:
 - Review and update your profile
 - Select your group
 - Add or change your financial account number

External User



The registration form for External Users is titled 'Please enter your details below (*: required fields)'. It includes several input fields: 'First name:', 'Last name:', 'Phone:', 'Email:', 'Financial Account number:' (marked as optional), 'Title:', 'Password you want to use:', and 'Retype password:'. Below these fields are four bullet points providing password requirements: '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', and 'The non alphanumeric characters allowed are: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ { | } ~ and the space character'. At the bottom, there is a 'Group' dropdown menu with a 'filter' button, a message 'My group is NOT in the list', and a large red 'Submit form' button.



Creating an Account

Provide your Financial Account Number

NU User

- **You may need to request authorization to use financial accounts.**
- Click in the text box below “Financial Account Number”
- Change your account number using the steps below.
 1. Choose the account type “NU Internal (SAP)”
 2. Begin typing your account in the ‘search an account’ text box
 3. Previously validated numbers may appear in a drop down. If it is not a previously validated number, you will get a warning message.
 4. If validated, select the account and click save.
- If the account number is not found, create a new account using the steps below.
 1. Select “Create a new account” to the right of the text box
 2. Enter account details
 3. Click ‘Save’
- There will be one default account associated with your profile.

External User

- You will continue to be billed directly.
- For your account number, use your “PI last name account”
 - Example: Morrison Account



Creating an Account

Select your Group

Group

Select a group ▼ * [filter](#)

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

- If your group is not in the system, select 'My group is NOT in the list'



Creating an Account

If needed, fill out form to create a new group



Group
Select a group filter

My group is NOT in the list

Group name
 *

Group director or PI name: (Lastname, Firstname)
 *

Group director or PI email:
 *

Group administrative/financial contact name:

Group administrative/financial contact email:

Group administrative/financial contact phone:

Group default financial account number:

Affiliation:
Select your affiliation below (optional) ▼

Department:
 Select a Department here ▼ *

Institution:
 Select an Institution here ▼ *

Invoicing address:
 *

Group management:
☐ I request management rights for this group

Submit form

- Group Name: 'PI Last Name' Lab
Example: Morrison Lab
- Make sure to select an affiliation as this will be used for billing purposes.
- Primary PI or Lab managers should select the box to request management rights
- Approval may take a few days. You will receive email verification when it goes through.

Logging in

Use this link to access the 'Start' page

https://ppms.us/unebraska/?PMF_NCB



If needed, select the PMF Facility

Core facilities available in :

Facilities available in University of Nebraska Medical Center:

- Advanced Microscopy and Image Analysis (AMCF_UNMC) details
- Animal Behavior Core (ABC_UNMC) details
- Flow Cytometry Research Facility (FCRF_UNMC) details
- Genomics Core Facility (GCF_UNMC) details
- Institutional Biospecimen Bank (IBB_UNMC) details
- Multiomics Mass Spectrometry (MMS_UNMC) details
- Research Education Administration Development - Biomedical Informatics (READi_UNMC) details
- Spatial Profiling Hub (SPH_UNMC) details
- Tissue Sciences Facility (TSF_UNMC) details
- VCR Project Management Office (PMO_UNMC)

Facilities available in University of Nebraska-Lincoln:

- Bioinformatics Core Research Facility, Nebraska Center for Biotech (BCRF_NCB)
- Flow Cytometry Core Facility, Nebraska Center for Biotechnology (FCCF_NCB) details
- Magnetic Resonance Imaging Facility (MRI_UNL) details
- Microscopy Core Facility, Nebraska Center for Biotechnology (MCRF_NCB) details
- Proteomics & Metabolomics Core Facility, Nebraska Center for Biotech (PMF_NCB) details



Select your affiliation

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)

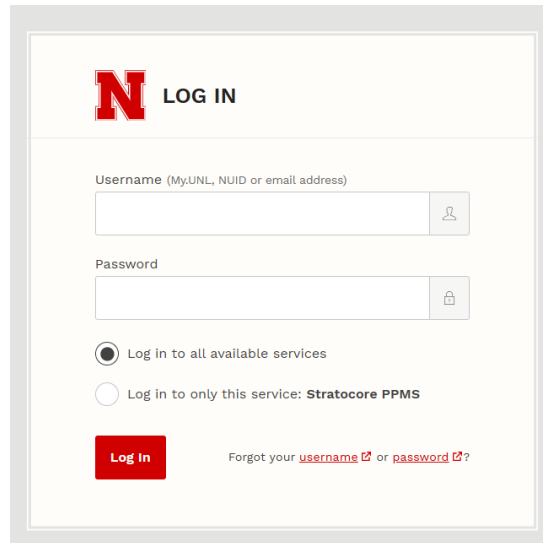
Login with your PPMS credentials (for external users)



Login with your credentials

NU Users

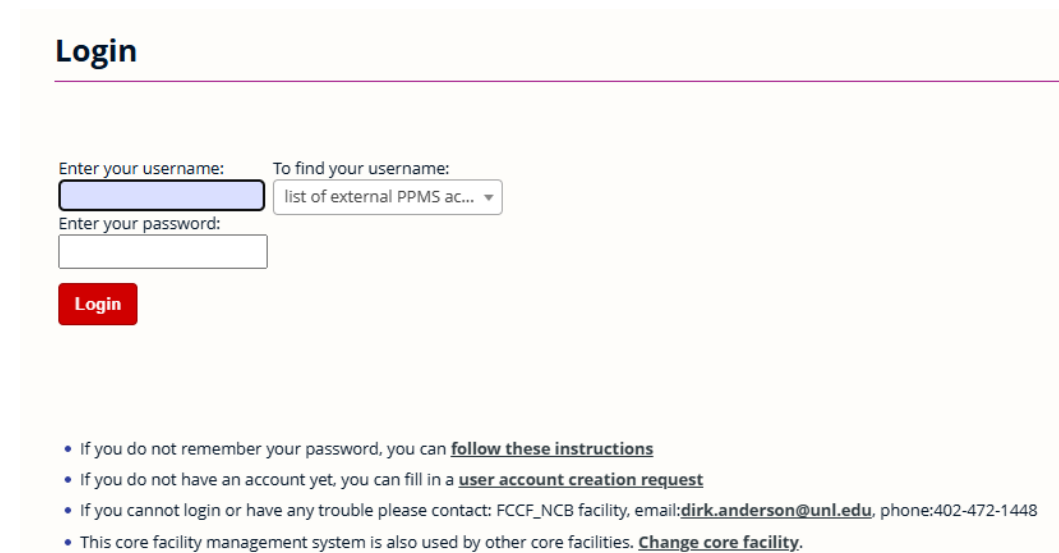
- Will use your single sign on login
Example shown for UNL users



The screenshot shows a login interface with a large red 'N' logo and the text 'LOG IN'. Below the logo, there are two input fields: 'Username (MyUNL, NUID or email address)' and 'Password'. To the right of each field is a small icon (a person for username, a lock for password). Below the password field, there are two radio buttons: 'Log in to all available services' (which is selected) and 'Log in to only this service: Stratocore PPMS'. At the bottom left is a red 'Log In' button. At the bottom right, there is a link: 'Forgot your [username](#) or [password](#)?'.

External Users

- Will use your username and password set when you created your account

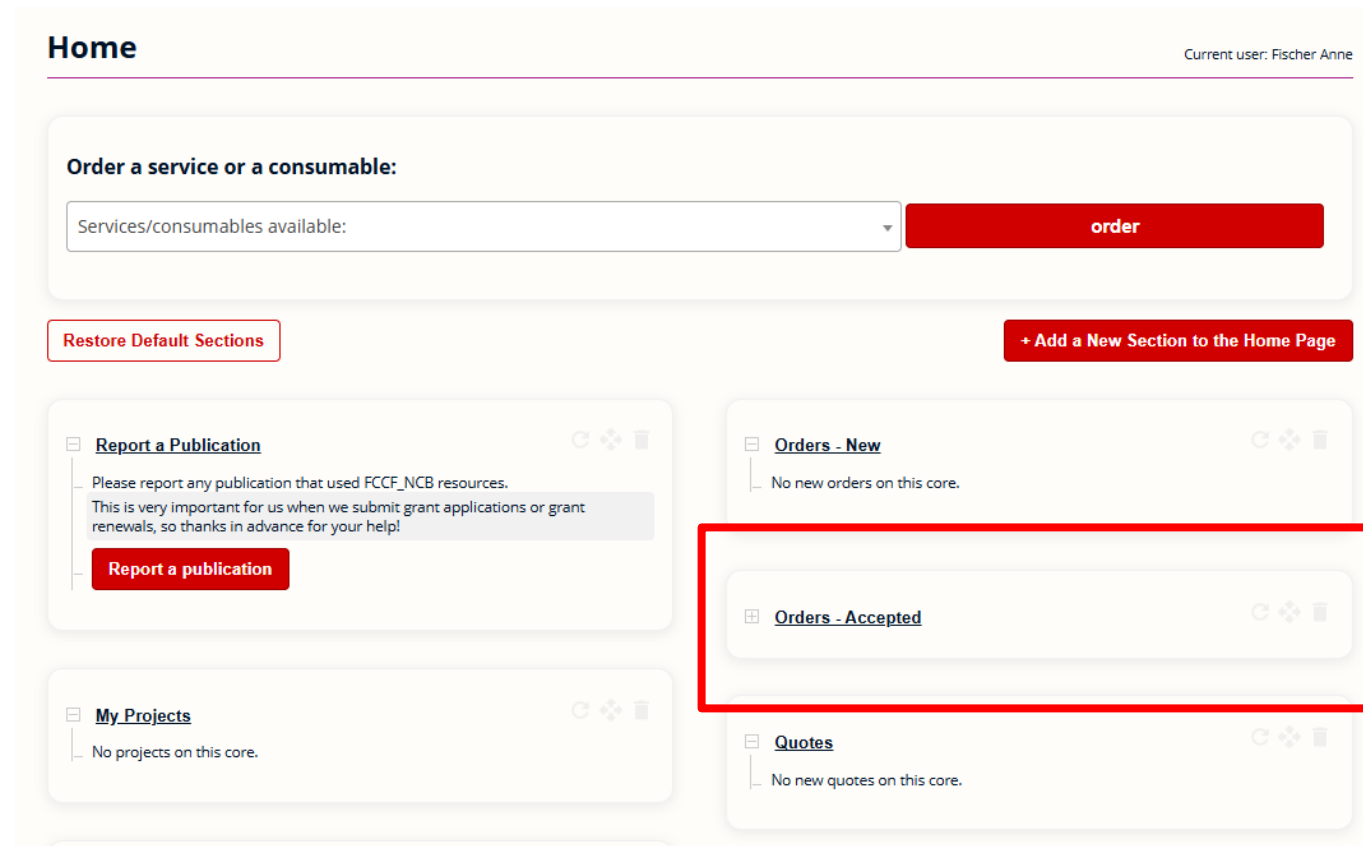


The screenshot shows a login interface titled 'Login'. It has two input fields: 'Enter your username:' and 'Enter your password:'. To the right of the username field is a dropdown menu labeled 'To find your username:' with the text 'list of external PPMS ac...'. Below the password field is a red 'Login' button. At the bottom, there are four bullet points: '• If you do not remember your password, you can [follow these instructions](#)', '• If you do not have an account yet, you can fill in a [user account creation request](#)', '• If you cannot login or have any trouble please contact: FCCF_NCB facility, email:dirk.anderson@unl.edu, phone:402-472-1448', and '• This core facility management system is also used by other core facilities. [Change core facility](#).'



Reviewing Your Order

Navigate to the 'Orders - Accepted' section on your account dashboard and click on your order



The screenshot shows a user dashboard for 'Fischer Anne'. At the top, there's a 'Home' header and a 'Current user: Fischer Anne' label. Below this is a section titled 'Order a service or a consumable:' with a dropdown menu labeled 'Services/consumables available:' and a red 'order' button. Underneath are two buttons: 'Restore Default Sections' and '+ Add a New Section to the Home Page'. The dashboard is divided into several widgets. On the left, there's a 'Report a Publication' widget with a red 'Report a publication' button, and a 'My Projects' widget showing 'No projects on this core.' On the right, there's an 'Orders - New' widget showing 'No new orders on this core.', and a 'Quotes' widget showing 'No new quotes on this core.'. A red box highlights the 'Orders - Accepted' widget, which is currently empty.



Reviewing Your Order

Review the order

Order ref. #6002-2562710018001

Order ref. #6002-2562710018001

Order made on 06/15/2026 at 1:45pm by Loucks Lori [Change date](#)

Original quote made on 06/15/2026 at 1:38pm by Loucks Lori

Order accepted on 06/16/2026 at 8:35am by Loucks Lori

Account number to use: Test [Change account](#)

Affiliation: NU

This order is not attached to a project. [Change project](#)

Order phase: Sample Receipt [change](#)

Assigned to: nobody [change](#)

Full Service Flat Rate		Unit price	Quantity	Price	Completed
#140413 oid:6002	HPLC Targeted Assay show description add comment change phase change assignment	55.00	edit 18	990.00	☐

TOTALS			Quantity	Price	
			18.00	990.00	☐



Export as a spreadsheet

Print / create PDF

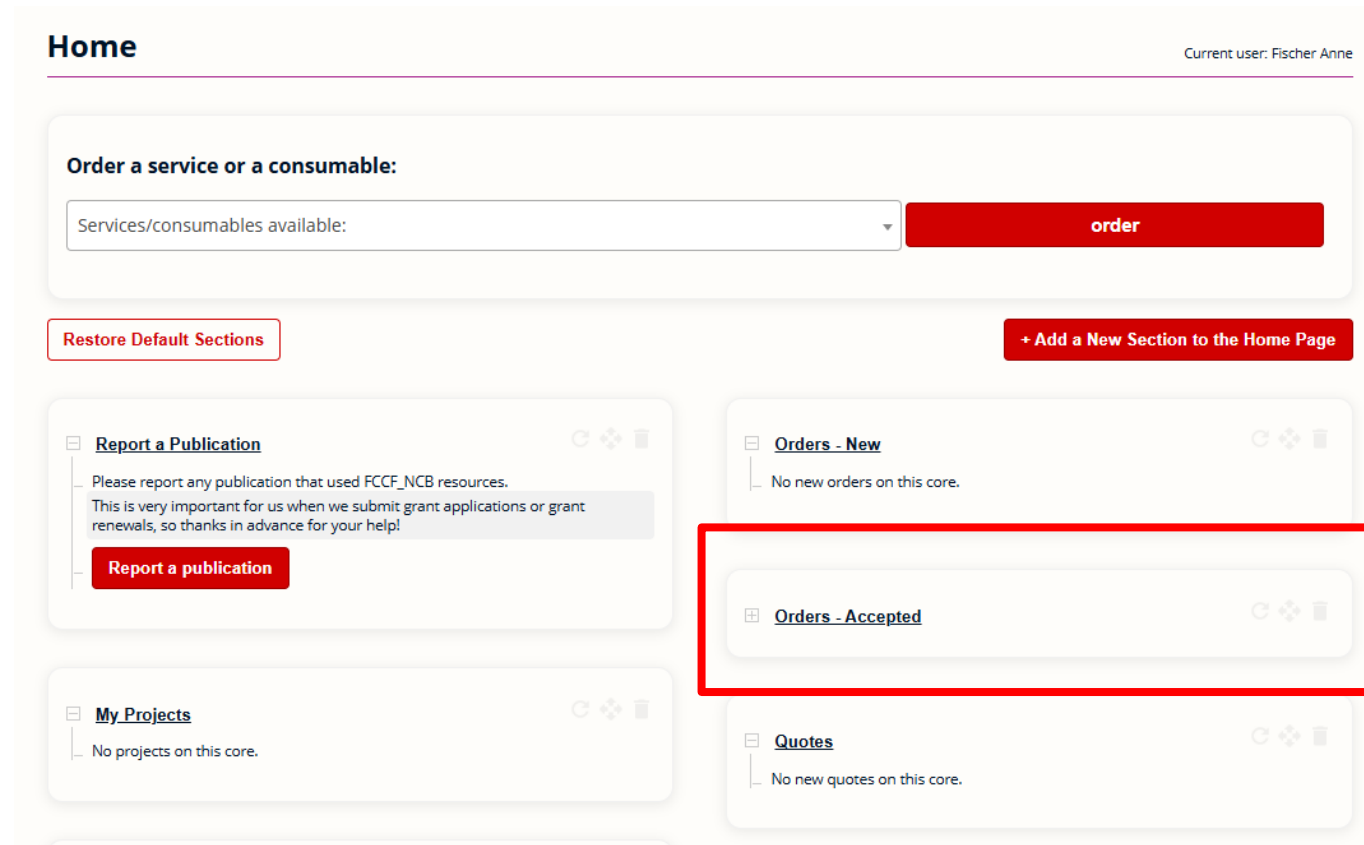
PDF with comments

If you disagree with any charges on a quote, please reach out to our facility at PMFhelp@unl.edu or directly with a team member.



Tracking Order Status

Navigate to the 'Orders - Accepted' section on your account dashboard and click on your order



The screenshot displays a user dashboard for 'Fischer Anne'. At the top, there is a 'Home' header and a 'Current user: Fischer Anne' indicator. Below the header, a section titled 'Order a service or a consumable:' contains a dropdown menu labeled 'Services/consumables available:' and a red 'order' button. Underneath this, there are two buttons: 'Restore Default Sections' and '+ Add a New Section to the Home Page'. The main content area is divided into several sections. On the left, there is a 'Report a Publication' section with a red 'Report a publication' button. Below it is a 'My Projects' section stating 'No projects on this core.' On the right, there is an 'Orders - New' section stating 'No new orders on this core.' Below it is an 'Orders - Accepted' section, which is highlighted with a red rectangular box. At the bottom right, there is a 'Quotes' section stating 'No new quotes on this core.'



Tracking Order Status

Review the order phase for a single line order as shown in red below OR

Order made on 06/15/2026 at 1:45pm by Loucks Lori [Change date](#)

Original quote made on 06/15/2026 at 1:38pm by Loucks Lori

Order accepted on 06/16/2026 at 8:35am by Loucks Lori

Account number to use: Test [Change account](#)

Affiliation: NU

This order is not attached to a project. [Change project](#)

Order phase: Sample Receipt [change](#)

Assigned to: nobody [change](#)

Full Service Flat Rate		Unit price	Quantity	Price	Completed
#140413 HPLC Targeted Assay oid:6002	show description add comment change phase change assignment	55.00	edit 18	990.00	☐
TOTALS			Quantity	Price	
			18.00	990.00	☐



Export as a spreadsheet

Print / create PDF

PDF with comments



 NEBRASKA CENTER FOR
BIOTECHNOLOGY

Tracking Order Status

Review the order phase for a multi-line order as shown in red below

Order ref. #7277

Order ref. #7277

Order for Fischer Anne, email: afischer@unl.edu, phone: 402-472-4575 (Center for Biotechnology)

Order made on 07/23/2026 at 9:55am by Fischer Anne [Change date](#)

Account number to use: 2212250010 [Change account](#)

Affiliation: NU

This order is not attached to a project. [Change project](#)

Assigned to: nobody [change](#)

Full Service Hourly Rate			Unit price	Quantity	Price	Phase
#140422 oid:7277	Instrument Time QTRAP	show description add comment change assignment	90.00	edit 3	270.00	Not Started change split
#140426 oid:7278	Sample Preparation	show description add comment change assignment	80.00	edit 4	320.00	In Progress change split
#140428 oid:7279	Data Analysis	show description add comment change assignment	80.00	edit 1	80.00	Not Started change split
TOTALS				Quantity	Price	
				8.00	670.00	



Tracking Order Status

The three order phases are listed below

- ☐ Not Started
- ☐ In Progress
- ☐ Completed

- Phases are assigned to each line item on an order (except fees and materials).
- Once orders are completed and reported, you will no longer see them in the 'Orders – Accepted' section of your dashboard.
- There will be no changes to how projects are reported to users.

