

4.0 SETUP AND TECHNICAL REQUIREMENTS

To use the PPM system, you'll need the following:

- Internet Explorer
- A PPM account and password

To view reports, you'll also need Crystal Reports.

Important: You must use Internet Explorer as the PPM browser, or the Crystal reports will not launch.

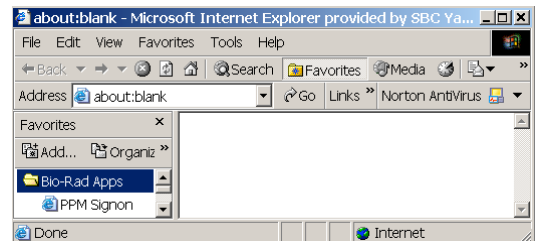
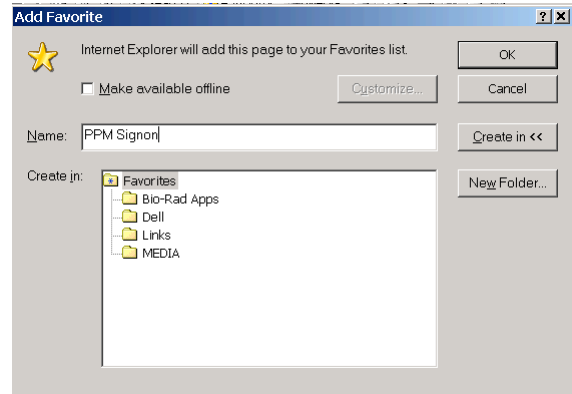
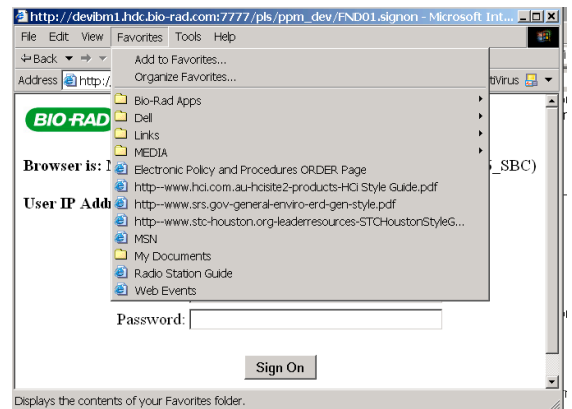
4.1. Saving the URL as a Favorite

Who wants to remember a URL? Browsers provide a means for storing a URL for future reference.

To add the PPM sign-on as a favorite:

1. In Internet Explorer, type the PPM URL in the Address field:
<http://ppm.app.companyname.com>
2. Select "Add to Favorites" from the Favorites menu.
3. Click the Name text box and provide a meaningful name for the URL.
4. Select the folder into which you want to place the URL. In the browser sample on the right, the URL appears in the Bio-Rad Apps folder.
5. Click OK.

When you click the Favorites icon and select the folder containing the URL, you will see the meaningful name you assigned to the application sign on form.



5.0 GETTING STARTED

5.1. Starting PPM

To sign on to the PPM application, start Internet Explorer and provide the URL to connect to the application.

Important: You must use Internet Explorer as the PPM browser, or the PPM Crystal reports will not launch.

1. Start Internet Explorer.
2. Enter the PPM URL. Click the Address field on the browser form and enter

<http://ppm.app.companyname.com>

5.2. Signing On

Once the browser has connected you to the sign-on page, enter your username and password.

Your user name is constructed from your first name, an underscore character “_” and your last name with the upper case of the first character for both first and last names.

If your name is Jane Doe, your user name is Jane_Doe

Your username and password are case sensitive.

5.3. Application Layout

In the browser window, the PPM application is made of 3 frames.

Page Header

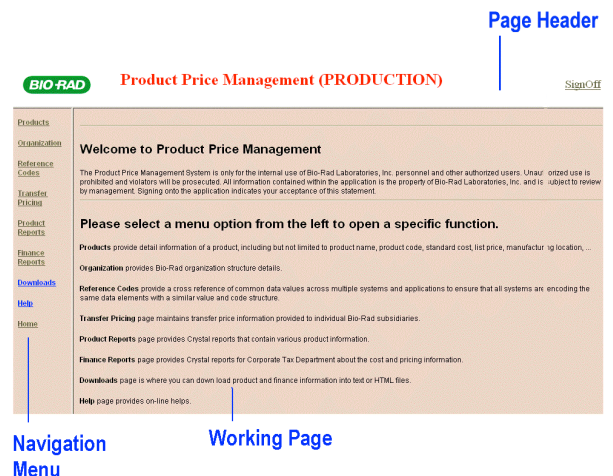
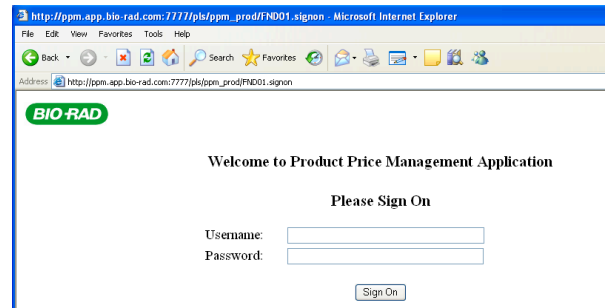
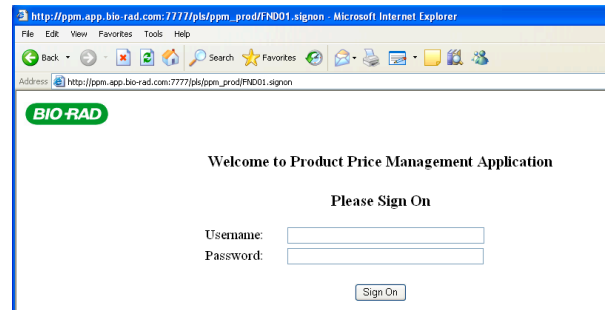
The page header frame identifies the application and provides a Sign Off link.

Navigation Menu

The vertical frame on the left side of the page, the Navigation Menu, links to application components. Clicking the Home link always returns you to the Welcome page.

Working Page

The vertical frame on the right is the application's working page. Here application activities are transacted and information is presented for review.



5.4. Help

All application pages contain a Help button. Clicking the Help button opens a new browser page with help on the application's functionality.

Click the Close Help Window button to close the help window.

