



Quick Guide Module PMS

Core Facility Proteomics Mass Spectrometry

<https://www.dbmr-mare.ch/mare/>

Support

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The MARE system has been introduced in order to provide core facilities with a digitalized system for the management of projects. Please note the following:

- Every user of the core facility, as well as their PI, must have registered once with the MARE system before submitting samples (section 1 and 2).
- PIs are specifically requested to report their PI status (section 2) in order to be listed as such and get permission to oversee all the user projects associated with them.
- Every user must register specifically with PMS (section 3).
- Each registered user can then create a PMS project (section 4): this involves stating a PI and giving a few details about your project; you will notice that we suggest meeting with you and your PI, as we believe this improves the likelihood of success of your experiment.
- Once the project is accepted by PMS, all the necessary information about the experiment can be entered, such as the type of samples submitted, their names, the samples taxonomy etc., and for UniBe or Inselspital users the corresponding REF number or cost center, respectively (section 5).
- Once your samples are processed, both user and PI will be informed, and the result files will be available in the user project space for the next 30 days.

Workflow in a Nutshell



1 Sign Up

In the first step, each user must create a user account: Click «Sign Up». If you have already performed this step, click Sign In and jump to section 4.

Login

 Sign In [Password forgotten](#)

Don't have an account yet? [Sign Up!](#)



Sign Up

Firstname *

Lastname *

E-Mail Address (University, Hospital or Business) *

Password *

Repeat *

 I agree with [terms of use](#)

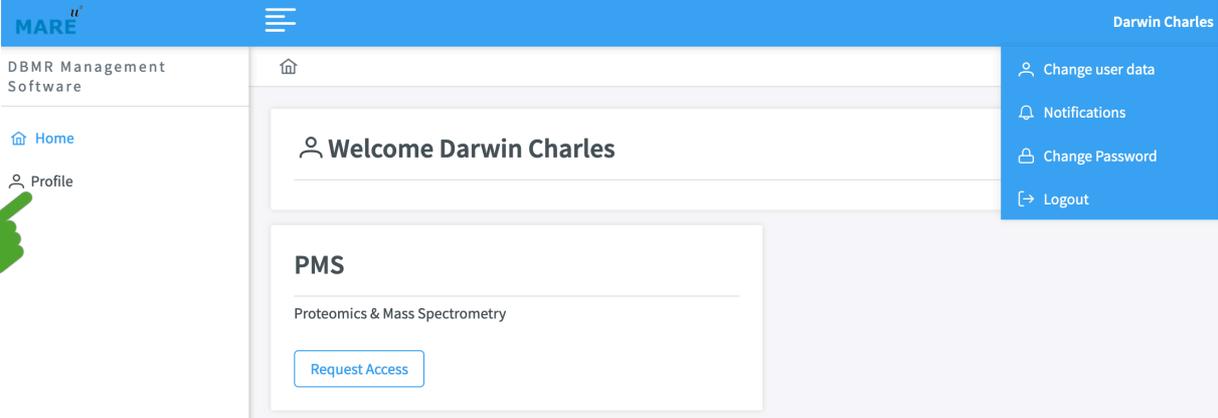
I'm not a robot 
reCAPTCHA
Privacy - Terms



Already have an account? [Sign In!](#)

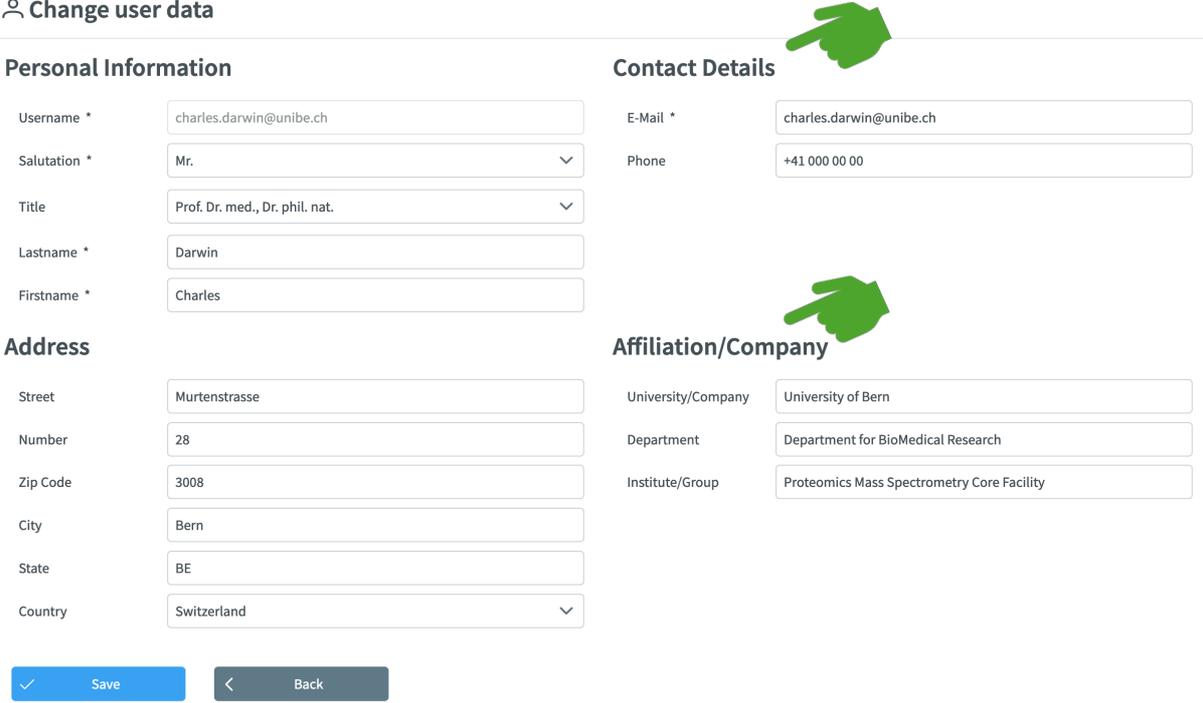
2 Complete User Data

Please fill in all fields of your personal data.



The screenshot shows the MARE user interface. The top navigation bar is blue and contains the MARE logo, a menu icon, and the user name 'Darwin Charles'. The left sidebar contains 'DBMR Management Software', 'Home', and 'Profile'. The main content area shows a welcome message 'Welcome Darwin Charles' and a 'PMS' section for 'Proteomics & Mass Spectrometry' with a 'Request Access' button. A user profile menu is open on the right, showing options: 'Change user data', 'Notifications', 'Change Password', and 'Logout'. Green hand icons point to the 'Profile' link in the sidebar and the 'Change user data' option in the profile menu.

If the personal data is incomplete, access to the module in step 3 will not be granted.



The 'Change user data' form is divided into four sections: Personal Information, Contact Details, Address, and Affiliation/Company. Each section contains several input fields. Green hand icons point to the 'Profile' link in the sidebar, the 'Change user data' header, the 'E-Mail' field, the 'Phone' field, the 'Save' button, and the 'Affiliation/Company' header.

Section	Field	Value
Personal Information	Username *	charles.darwin@unibe.ch
	Salutation *	Mr.
	Title	Prof. Dr. med., Dr. phil. nat.
	Lastname *	Darwin
	Firstname *	Charles
Address	Street	Murtenstrasse
	Number	28
	Zip Code	3008
	City	Bern
	State	BE
	Country	Switzerland
	Contact Details	E-Mail *
Phone		+41 000 00 00
Affiliation/Company		
University/Company	University of Bern	
Department	Department for BioMedical Research	
Institute/Group	Proteomics Mass Spectrometry Core Facility	

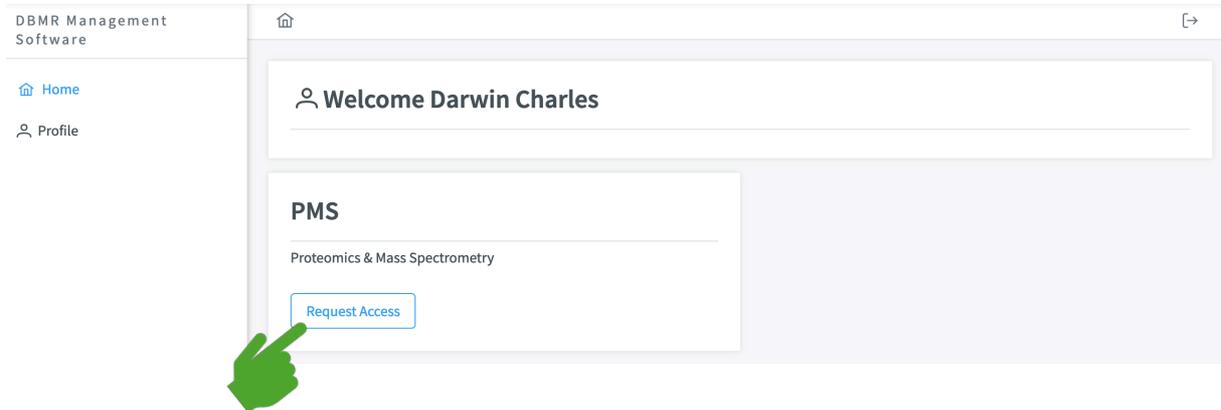
Buttons: Save, Back



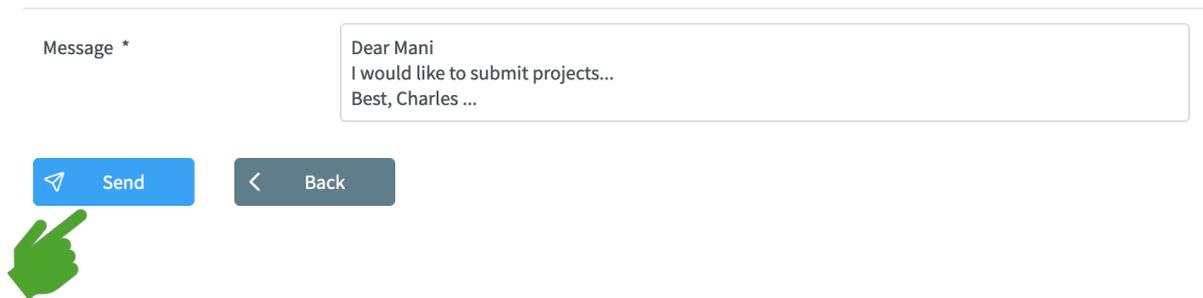
Important: If you are a PI, please send an email to ilker.romann@unibe.ch immediately after registering, stating that you are a PI requesting PI permission. This is very important, as otherwise your lab members will not be able to capture projects.

3 Request Access

In order to use PMS services, you need to specifically request it:



New request for access



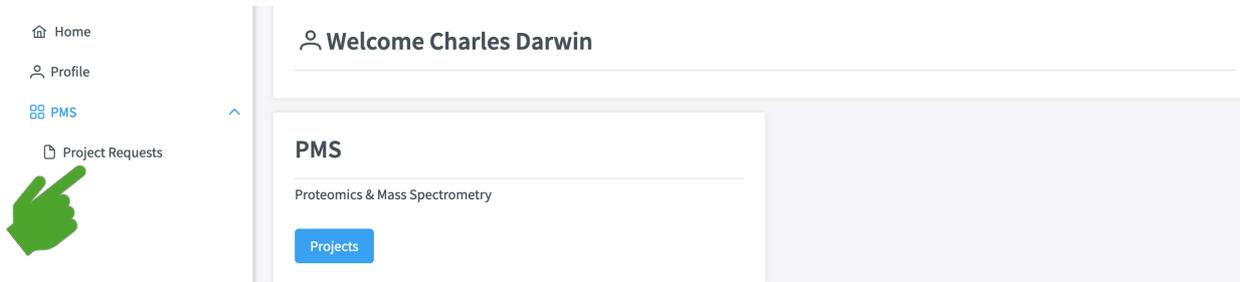
PMS is informed and activates access.



Steps 1 to 3 are performed only once.

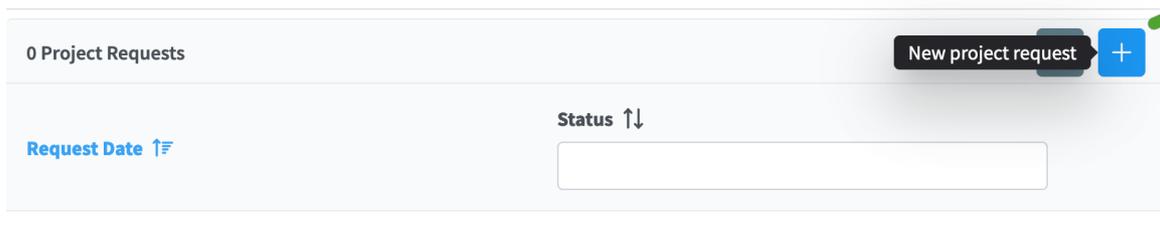
4 Project Request

Select Project Request in the menu:



Create a new project application.

Project Requests



Please select the responsible PI from the list. The PI must already be registered in the system and requires special authorization (steps 1 and 2).

New project request

The screenshot shows the 'New project request' form with three tabs: 'Basedata', 'Consulting', and 'Overview'. The 'Basedata' tab is active. The form includes a dropdown menu for 'Principle Investigator / Group' with 'Albert Einstein' selected, a 'Leader *' field, a text area for 'Please give us a short description of your project: *' with the placeholder text 'Please enter only a short description of the project.', and a 'Next →' button. Green hand icons point to the dropdown menu, the description text area, and the 'Next' button.

Please specify 3 possible dates for a consultation.
Tip: Copying and pasting from the first appointment is helpful.

New project request

Basedata **Consulting** Overview

Please choose 3 dates/times for a meeting:

First meeting date/time *	15.07.2024 09:00	
Second meeting date/time *	16.07.2024 10:00	
Third meeting date/time *	17.07.2024 11:00	
Please choose an option *	Online (Teams, Zoom, Slack etc.)	<input checked="" type="checkbox"/>

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New project request

Basedata Consulting **Overview**

Basedata

Principle Investigator / Group Leader	Albert Einstein
Customer Name	Darwin Charles
Customer Email Address	charles.darwin@unibe.ch
Customer Phone	+41 000 00 00
Project description	Please enter only a short description of the project.

Consulting

First meeting date/time	15.07.2024 09.00
Second meeting date/time	16.07.2024 10.00
Third meeting date/time	17.07.2024 11.00
Meeting type	Online (Teams, Zoom, Slack etc.)

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[Send](#)

Project Requests

1 Project Requests			
Request Date ↑	Status ↑↓	<input type="text"/>	
10.07.2024 16:37:18	Request Sent		

You will be contacted by PMS for a consultation.

Project Requests

1 Project Requests			
Request Date ↑	Status ↑↓	<input type="text"/>	
10.07.2024 16:37:18	Consulting Pending		

After the consultation, a project is generated.

Project Requests

1 Project Requests			
Request Date ↑	Status ↑↓	<input type="text"/>	
10.07.2024 16:37:18	Request Accepted		

Once all the above is completed, you will see it as “accepted” under PMS-Project Requests.

5 Project Details

Now click on Home, then Projects under PMS. You should see your created project:

Project overview

0 / 1 Project 

Project Id  3	UNI REF  1	PI / PL  2	Status  4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20240710_12	Einstein Albert	Created	

Note the Project id that has been automatically generated: it will be useful for reference in future communications.

You are first in the “Basedata” widget. Fill in everything, then click next:

Project Details

Basedata | Samples | Sample Groups | Result files | Overview

Affiliate *

Project Category *

Uni REF Number

Type of request analysis

- Protein identification, short gradient, per sample
- Protein identification with PTM analysis, per sample
- Comparative proteomics, shot gun, per sample
- Comparative proteomics, in gel, per gel bande
- MW determination (Infusion or LCMS) / intact mass determination
- Phosphoproteomics with phosphopeptide enrichment

Note:

If affiliate is University of Bern

- Select University of Bern
- Important! Enter correct **REF** number!

If affiliate is Inselspital

- Select University Hospital - Inselspital
- Important! Enter correct **Cost Center** number!

- Enter Insel Advisor

☰ Project Details

Basedata	Samples	Sample Groups	Result files	Overview
Affiliate *	University Hospital Berne - Inselspital 			
Project Category *	Customer Project 			
Cost center	Important! Enter correct Cost Center number! 			
Insel advisor	firstname.name@insel.ch 			
Type of request analysis	<input type="checkbox"/> Protein identification, short gradient, per sample <input type="checkbox"/> Protein identification with PTM analysis, per sample <input type="checkbox"/> Comparative proteomics, shot gun, per sample <input type="checkbox"/> Comparative proteomics, in gel, per gel bande <input type="checkbox"/> MW determination (Infusion or LCMS) / intact mass determination <input type="checkbox"/> Phosphoproteomics with phosphopeptide enrichment			
				Next →

Fill in next details about the samples you will submit:

☰ Project Details

Basedata	Samples	Sample Groups	Result files	Overview
<input checked="" type="checkbox"/> Gel bands	<input type="checkbox"/> Membrane pieces		<input type="checkbox"/> Pull-down on beads	
<input type="checkbox"/> In solution			<input type="checkbox"/> Cell Lysate pellet	
			<input type="checkbox"/> Other	
Taxonomy *	Taxonomy 			
Sample description	Sample description 			
Processing Request	Optional informations 			
← Back				Next →

Please note that it is essential for us to know the taxonomy or the organism  corresponding to your samples; examples are Human, Mouse, Rat, Toxoplasma gondii (strain ATCC 50611 / Me49), etc. We will use this information to find the appropriate protein database which we will use to search your samples.

You must tell us in the next widget (“Sample Groups”) the names of the samples as they appear on your vial labels. In order to facilitate the listing of samples, we ask you first how many conditions (“Number of Experiment Groups”) you have. Ex: if you have 3 replicates of 2 different conditions, put 2 here. If you have 4 different samples, put 4 here. The replicates will be given automatic names which you can change. See below an example if you have 3 control samples called CTRL_1, CTRL_2, CTRL_3, and 4 treated samples called Treat_1, Treat_2, Treat_3, and Treat_D.

The number of conditions is 2, so enter 2 and click update:

☰ Project Details

Basedata Samples **Sample Groups** Result files Overview

Number of Experiment Groups Update

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The number of replicates is 3 and 4; click update and modify each sample name individually as needed:

☰ Project Details

Basedata Samples **Sample Groups** Result files Overview

Number of Experiment Groups Update

Group Name # of replicas Update

Replicate/Sample Name	Protein Amount	Buffer Composition	Number of Fractions/Sample *
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

Group Name # of replicas Update

Replicate/Sample Name	Protein Amount	Buffer Composition	Number of Fractions/Sample *
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
<input type="text" value="D"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

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If the buffer composition or protein amount is known and relevant, fill in the fields.

Important: press Next to register your input.

The next widget is “Result files”.

☰ Project Details

Basedata Samples Sample Groups **Result files** Overview

Document Name ↑↓	Document Size ↑↓	Upload Date ↑↓	Expired Date ↑↓
No records found.			

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After completion of the project, you can download the results here, within 30 days.

☰ Project Details

Basedata Samples Sample Groups Result files **Overview**

Basedata

PI/GL	Albert Einstein
Customer name	Charles Darwin
Customer Email	charles.darwin@unibe.ch
Customer Phone	+41 000 00 00
Id	20240710_12
Affiliate	University Hospital Berne - Inselspital
Uni REF Number	
Company Ordering Number	
Funding	
Project Category	Customer Project
Type of request analysis	

Samples

<input checked="" type="checkbox"/> Gel bands	<input type="checkbox"/> Pull-down on beads
<input type="checkbox"/> Membrane pieces	<input type="checkbox"/> Cell Lysate pellet
<input type="checkbox"/> In solution	<input type="checkbox"/> Other
Taxonomy	Taxonomy
Sample description	Sample description
Processing Request	Optional informations

Sample Groups

20240710_12_Gr 1_R 1_1

20240710_12_Gr 2_R 1_1

I agree to the [Terms and Conditions](#)

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Important: Your input won't be saved until you press the "Send" button. So don't forget that you need to click to the last widget and press "Send" in order to save your input or changes.

Do you really want to submit the project information?



Done.

For easy navigation, use the arrow keys on the keyboard.

