

## Booking the scanning electron microscope (SEM)

**Preamble.** *OpenIRIS is a browser based booking system. To avoid problems, please use the Chrome or Edge browser (Firefox sometimes causes unexpected problems).*

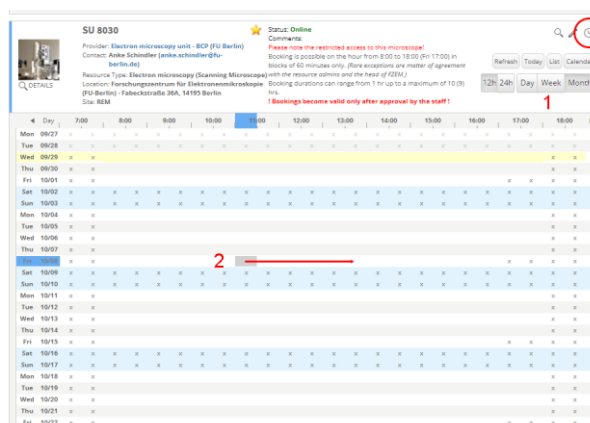
Booking of the scanning electron microscope is only possible if you have an account in OpenIRIS, if you are registered with a group, and if you are registered for SEM. Use the Service 'Register with Scanning Electron Microscopy (EM unit) - BSM' to register for SEM measurements. Only trained users can book unaided measurements, all others need assistance by any of the assigned operators. You can request training using the booklet icon on the right side of the SEM scheduler. In case, the staff of the SEM will contact you.

Please note, that bookings of of the *SU 8030* microscope becomes valid only after approval by the SEM staff

In the following, we will briefly explain the booking procedure for the *SU 8030* scanning electron microscope. Please note, that bookings become valid only after approval by the SEM staff.

- Log in to FUB-IRIS at <http://fub.openiris.io>. If you are already logged to any of the FUB services, for instance your web-mail account, you will be directly led to the main portal of FUB-IRIS. Otherwise, you approach the *Single-Sign-On* page of FUB, where you can log in using your institutional credentials. After successful login, you are forwarded to FUB-IRIS.
- Find the Scheduler tab and scroll to *SU 8030*. You may also use the search field to get only the *SU 8030* scheduler displayed. Choose between a daily, weekly, or monthly display of the booking calendar (1). Crosses depict non-bookable time slots, coloured fields depict already booked time slots.

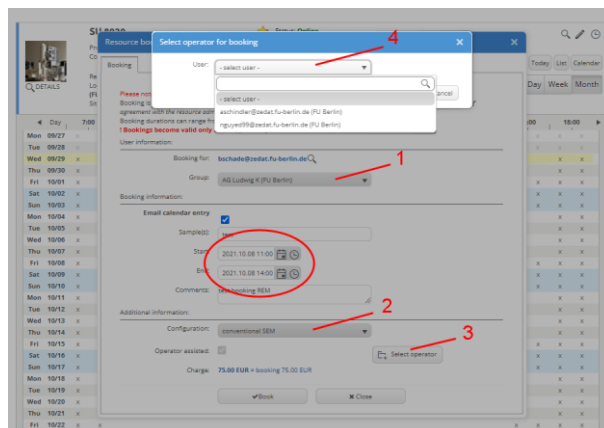
If crosses block all fields, you are not registered with SEM – please use the 'Register to SEM (BSM)' request to get access to booking the *SU 8030*.



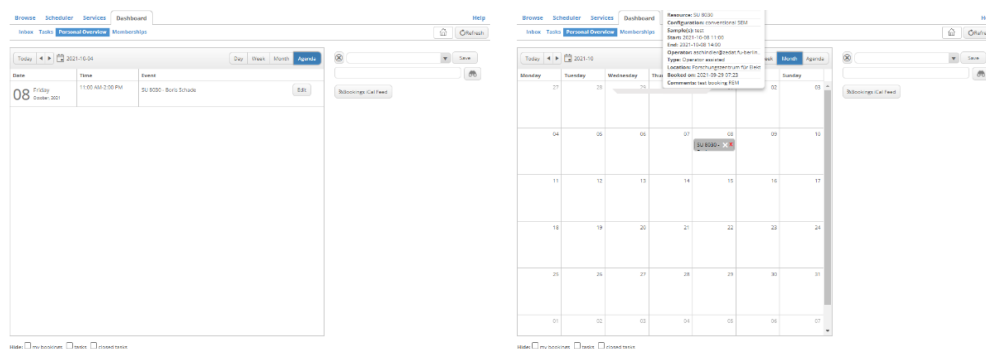
- To book a certain time slot, you can either click the clock icon in the upper right (red circle), or click on the starting time and drag to the end slot while holding the left mouse button (2).

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- o No matter which way you chose, a new window pops up, where you can define and adjust your booking details.



- Make sure the correct group is displayed (1), especially if you belong to more than one group, otherwise correct.
  - Check time, date carefully and correct if necessary.
  - *Conventional SEM* (2) is the only configuration, which is accessible for autonomous bookings of the SEM. *Cryo* as well as *EDX configuration* are only possible on enquiry at the SEM staff.
  - In case you are a trained user, you can leave the *Operator assisted* option unticked, otherwise it is ticked by default and you can choose an operator (3).
  - In the latter case, a new window will pop up where you can select one of the predefined operators (4). If a so-called key user does your measurements, he/she has to book the measuring times to get the non-assisted option and price.
  - Check your entries and press the *Book* button.
- o Once your booking is completed, it will immediately appear on the scheduler as to-be-approved booking. Mail will inform you on the approval.



- o You can survey all your bookings on your dashboard tab, as either an Agenda (left) or a daily, weekly, or monthly calendar (right). Hovering over your entry will raise a tooltip with all information for your booking. In case the approval is still pending, it will show this as well.

Do not forget to log off from IRIS after usage!