

Booking of the Bioanalytics (BA) Instruments

Preamble. Booking of BA Instruments is only possible if you have an account in OpenIRIS and if you are registered for measurements at the Bioanalytics Unit (BA-unit). Use the Service 'Register with Bioanalytics Unit (BA unit) - SFAB' to register for BA 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 desired devices scheduler. In case, the staff of the BA Unit will contact you.

OpenIRIS is a browser based booking system. To avoid problems, please use the Chrome or Edge browser (Mozilla Firefox can cause unexpected problems).

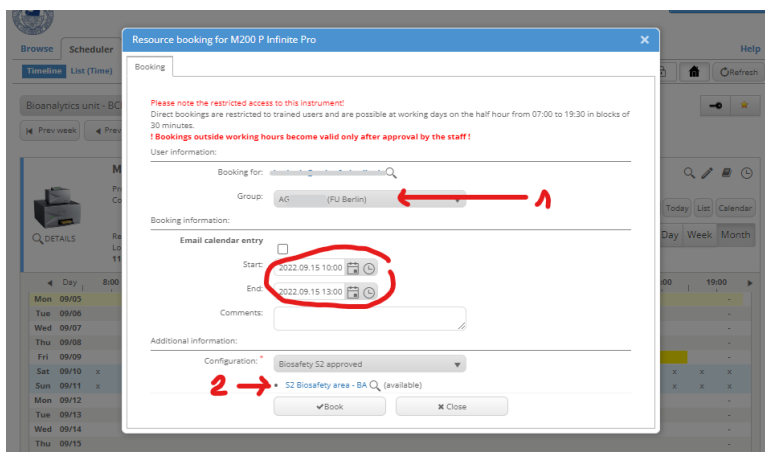
In the following, we will briefly explain the booking procedure for BA Instruments using the *M200 P Infinite Pro* as example.

Please note, that some bookings become valid only after approval by the BA staff while other bookings may become valid without approval. Exceptions are night and weekend bookings, which need to be approved always.

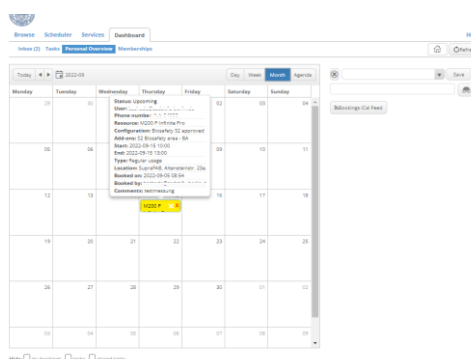
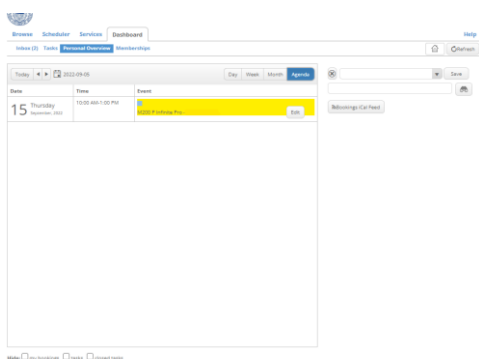
- Go to <http://fub.openiris.io> and log into your account.
- On the scheduler, scroll to the instrument, here the *M200 P Infinite Pro*. You may also use the filters and search field to get the right scheduler displayed. If you cannot find the desired instrument check your filter settings. Choose between 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 the crosses block all fields, you are not registered with BA – please use the 'Register with Bioanalytics Unit (BA unit) - SFAB' request to get access to the BA equipment.

The screenshot displays the OpenIRIS booking interface for the *M200 P Infinite Pro* instrument. The interface includes a search bar at the top with the following text: "Bioanalytics unit - BCP" and "M200 P Infinite Pro". Below the search bar, there are navigation buttons for "Prev week", "Prev day", "Monday, September 05 2022", "Next day", and "Next week". The main content area shows the instrument details, including the provider "Bioanalytics unit - BCP (FU Berlin)", contact information for Ling-Fang Wei and Stefanie Wedepohl, and the resource type "Plate Reader" located at "SupraFAB, Altensteinstr. 23a, 14195 Berlin, Room 114". The status is "Online" with a note about restricted access. The interface also features a calendar view for September 2022, showing time slots from 8:00 to 19:00. A red circle highlights the search bar, and another red circle highlights the "M200 P Infinite Pro" instrument name. A red arrow points to the "12h 24h Day Week Month" view selector, and another red arrow points to the "Details" button. The calendar shows various time slots with crosses (non-bookable) and colored bars (booked).

- To book a certain time slot, you can either click the clock icon in the upper right, or click on the starting time and drag to the end slot while holding the left mouse button (2).
- 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.
 - BA instruments are located in the S2 Biosafety area of SupraFAB (2) so make sure your biosafety certification is up-to-date.
 - Check your entries and press the *Book* button.
- Once your booking is completed, it will appear on the scheduler. Please note that for some devices bookings become valid only after approval by the BA staff. Mail will inform you.



- You can survey all your bookings on the 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 (right). In case the approval is still pending, it will show this as well.

Do not forget to log off from IRIS after usage!