

Booking of Optical Microscopy (OM) Instruments

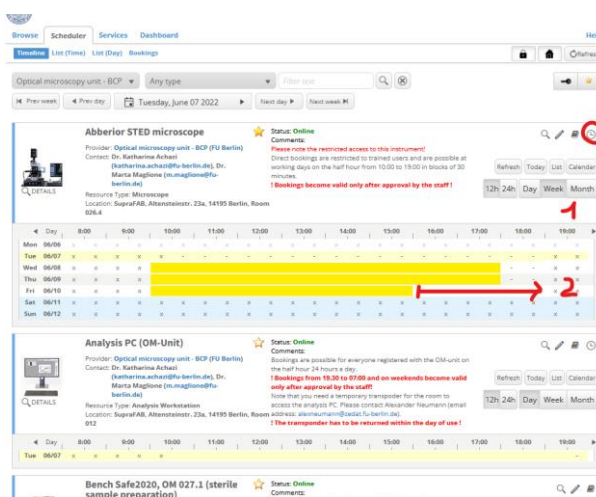
Preamble. Booking of the OM Instruments is only possible if you have an account in OpenIRIS and if you are registered for measurements at the Optical microscopy (OM-unit). Use the Service 'Register with Optical microscopy Unit (OM unit) - BSM' to register for OM measurements. Only trained users can book 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 OM scheduler. In case, the staff of the OM 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 OM Instruments using the *Abberior STED microscope* as example.

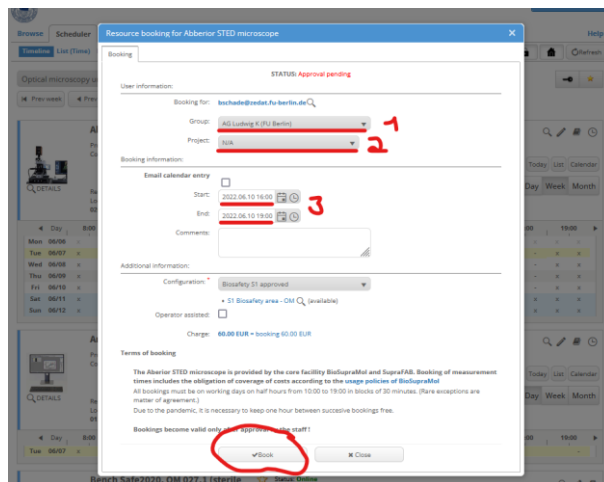
Please note, that bookings for the *Abberior STED microscope* become valid only after approval by the OM staff. All other bookings of OM Instruments become valid without approval by the OM staff if booked from trained users. Exceptions are night and weekend bookings, which need to be approved always.

- Go to <http://fub.openiris.io> and log into your account.
- On the scheduler, scroll to the instrument, here the *Abberior STED microscope*. You may also use the filters and search field to get the microscope 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 crosses block all fields, you are not registered with OM – please use the 'Register with Optical microscopy Unit (OM unit) - BSM' request to get access to booking the OM equipment.

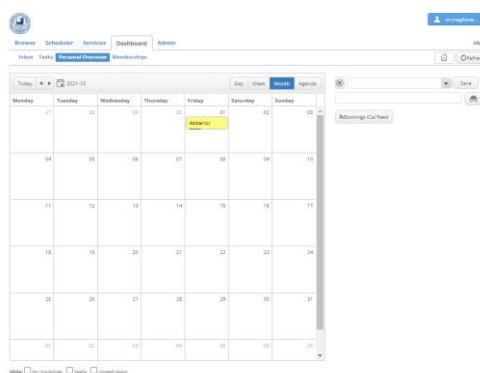
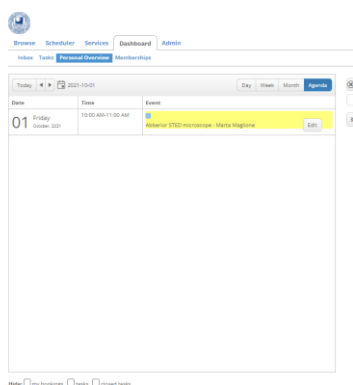


- To book a certain time slot, you can either click the clock icon in the upper right (red circle), or click on the starting time and drag to the end slot while holding the left mouse button (2).

- 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.
 - If desired, select the right project (2)
 - If necessary, correct date and time (3).
 - In case you are a trained user, you can leave the *Operator assisted* option unticked, otherwise it is ticked by default.
 - Check your entries and press the *Book* button.
- Once your booking is completed, it will appear on the scheduler. Please note, for the *Abberior STED microscope* the booking becomes valid only after approval by the OM 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. In case the approval is still pending, it will show this as well.

Do not forget to log off from IRIS after usage!