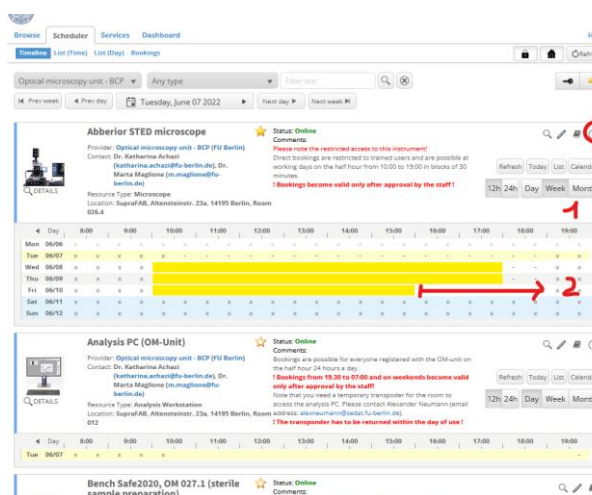# Booking of instruments

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

Booking of instruments is possible only if you have an account in OpenIRIS and if you are registered with a group; you may need to be registered for measurements with the respective unit, also. Often, only trained users can book unassisted 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 instruments scheduler. In case you do, the staff will contact you.

Please note, that bookings of some instruments become valid only after approval by the staff. Sometimes this will be only for off-time (night and weekend) bookings. All other bookings become valid without approval.

As an example, we will briefly explain the booking procedure of the *Abberior STED microscope* from Optical Microscopy Unit.

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o   Log into your account at https://fub.openiris.io.

o   Find the Scheduler tab and scroll to the instrument you like to book, here the *Abberior STED microscope*. You may also use the search field to get the right scheduler displayed. If you cannot find the desired device, check your filter settings.

o   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, this normally means that you are not registered with the providing unit – you may then use the respective '*Register with …*' request to get access.


o   For bookings of a certain time slot, you can either use the clock icon in the upper right (red circle), or click on the starting time block and drag to the end of the favoured slot while holding down the left mouse button (2). Some bookings are set to fixed time blocks; here, best you just click on the desired one to book.

o   No matter which way you chose, a new window pops up, where you can define and adjust your booking details.
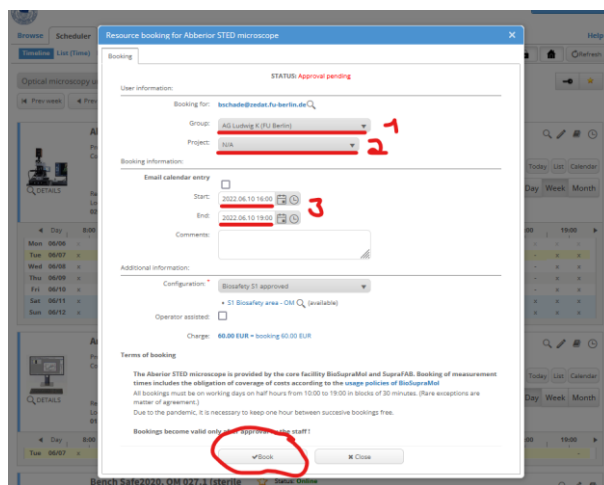
- Make sure the appropriate group is displayed (1), especially if you belong to more than one group, otherwise correct.

- If desired, select the right project (2) – you must be registered for this project before

- If necessary, correct date and time (3); of cause not, if fixed blocks are stipulated.

- 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.

o   Once your booking is completed, it will appear on the scheduler.
    In case the booking becomes valid only after approval, mail will inform you on this.
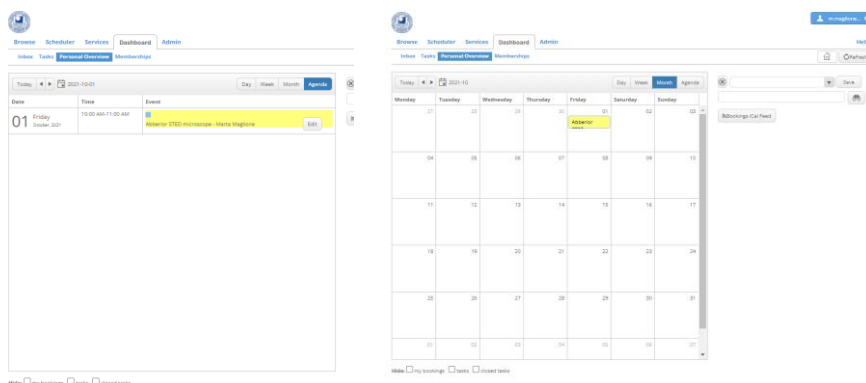
o   You can survey all your bookings on your dashboard tab, as either an agenda (left) or a daily, weekly, or monthly calendar (right). Hovering over your entry will raise a tooltip with all information of your booking. In case approval is pending, it will show this as well.

Do not forget to log off from IRIS after usage!