

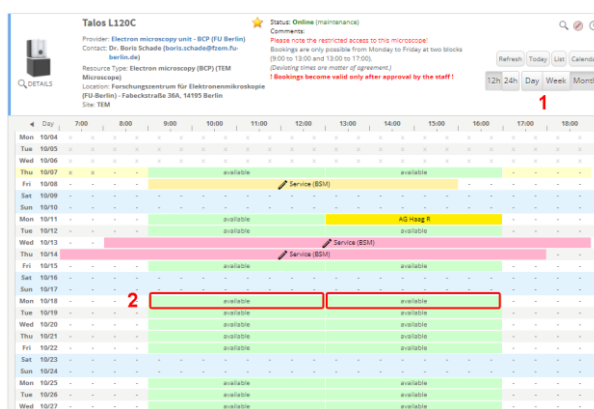
Booking the Talos L120C transmission electron microscope (TEM)

Preamble. Booking of the transmission electron microscope is only possible if you have an account in OpenIRIS and if you are registered for TEM. Use the Service 'Register with Transmission Electron Microscopy (EM unit) - BSM' to register for TEM measurements. 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 L120C scheduler. In case, the staff of the FZEM will contact you.

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

In the following, we will briefly explain the booking procedure for the *Talos L120C* transmission electron microscope. Please note, that bookings become valid only after approval by the FZEM staff.

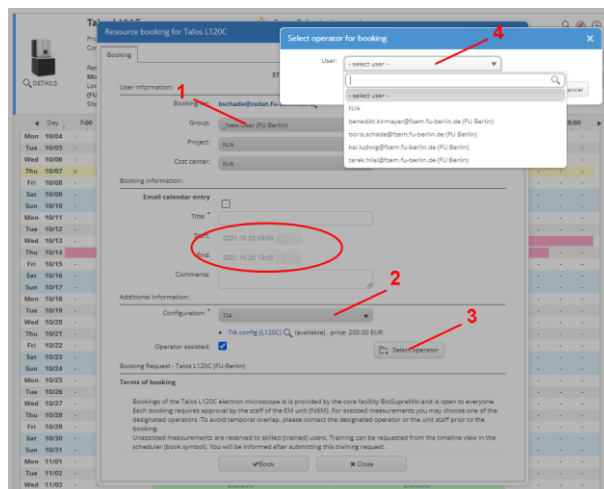
- Log in to FUB-IRIS at <http://fub.openiris.io> using you institutional email (...@zedat.fu-berlin.de).
- Find the Scheduler tab and scroll to *Talos L120C*. You may also use the search field to get only the *Talos L120C* scheduler displayed. Choose between a daily, weekly, or monthly display of the booking calendar (1). Green fields depict available 4 hours booking slots, different-coloured fields depict already booked time slots.
If crosses block all fields, you are not registered with TEM – please use the 'Register to TEM (BSM)' request to get access to booking the *Talos L120C*.



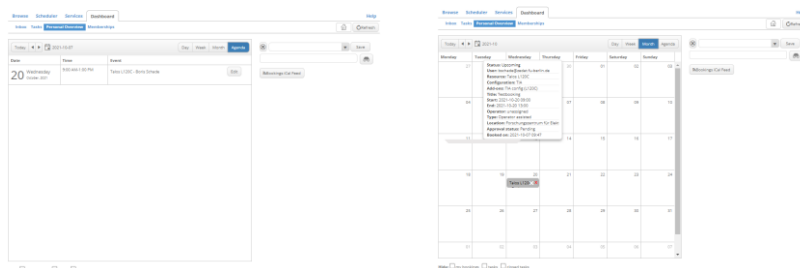
- To book a certain time slot, just click the desired block (2). If you like to book more than 4 hours, you must book the second slot of the day separately.
Do not use the clock icon for Talos L120C bookings to avoid time slot violations.

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- After clicking an available slot, 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. If not correct, close booking window and choose the right block.
- There are two configurations (2), which are accessible for autonomous bookings of the Talos L120C, *TIA* and *TIA cryo*. Check the right one is assigned or correct.
- In case you are a trained user, you can leave the *Operator assisted* option unticked, otherwise it will be 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). *Please make an appointment before booking operator assisted measurements.* 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.
- Once your booking is completed, it will appear on the scheduler. Please note, that the booking becomes valid only after approval by the REM 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!