

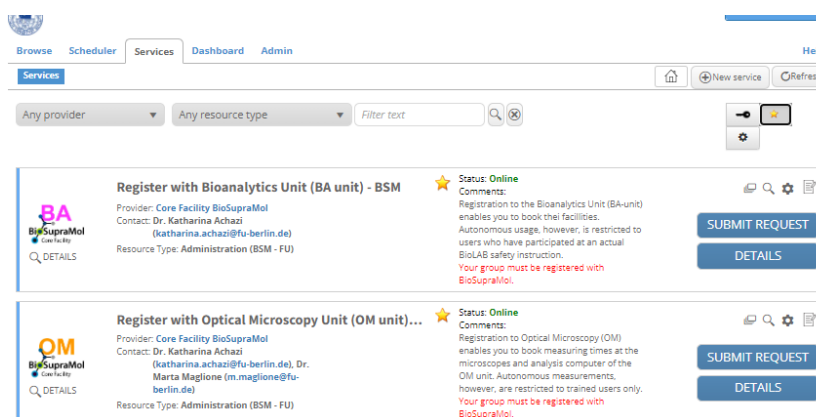
Using OpenIRIS as user

Preamble: *OpenIRIS is a browser based booking tool that provides the opportunity to book services and instruments of the department (Biology, Chemistry and Physics, BCP) and prospective of the Freie Universität Berlin (FUB).*

OpenIRIS by and by completely replaces the old booking tool of BioSupraMol to book paid services, measurements and usage of devices. Moreover, we implemented a lot of free equipment to ensure best possible usage by giving you the opportunity to early schedule experiments.

To use OpenIRIS, registration with the booking tool is mandatory. You may be already registered, so please try to login with your FUB credentials - institutional email (@zedat.fu-berlin.de or @fu-berlin.de) and password, first. If this fails, register at OpenIRIS using your FUB credentials (Single-Sign-On system will proof your membership at FUB). Read also “Getting access to FUB IRIS”.

Some of the measurements and the usage of appliances are not free. That’s why you need to be member of a group in OpenIRIS (that corresponds to your work group in real life); this group is responsible for the costs. Therefore, joining a group in OpenIRIS is mandatory before you can book or request. A specialized handout on this topic is “Getting access to a group in FUB IRIS”. Only after having performed both these steps you can start.



The screenshot shows the OpenIRIS interface with a navigation bar (Browse, Scheduler, Services, Dashboard, Admin) and a search bar. Two service cards are visible:

- Register with Bioanalytics Unit (BA unit) - BSM**: Status: Online. Comments: Registration to the Bioanalytics Unit (BA-unit) enables you to book the facilities. Autonomous usage, however, is restricted to users who have participated at an actual BioLAB safety instruction. Your group must be registered with BioSupraMol. Buttons: SUBMIT REQUEST, DETAILS.
- Register with Optical Microscopy Unit (OM unit)...**: Status: Online. Comments: Registration to Optical Microscopy (OM) enables you to book measuring times at the microscopes and analysis computer of the OM unit. Autonomous measurements, however, are restricted to trained users only. Your group must be registered with BioSupraMol. Buttons: SUBMIT REQUEST, DETAILS.

Accessing more sophisticated measurements and devices requires additional registration with the respective units: OM, TEM, BA, etc. Use the “Register with ...” requests under Services to get this access. You will find handouts like “Getting access to TEM measurements at FZEM”, etc. on this topic.

Some very important notes at the end!

- Use the URL **fub.openiris.io** only, because other internet addresses will not work!
- Log out after booking, otherwise system changes will not be applied to your account.
- Two people cannot login on the same browser at the same time. Best, you do not use shared resources at all.
- Do not play around and try to “explore” shortcuts or other operations! This will probably lead to problems and may cause a lot of extra work to the staff.
- If you miss something that you expect to see on your OpenIRIS user interface, clear all filters and try the *Refresh* button on the upper right of the page!
- Ask an experienced colleague for assistance.

Never forget to log out from Iris!