



User Guide for the Booking and Management Portal openIRIS at the Department of Veterinary Medicine at the Freie Universität Berlin

(updated July 2024)

Overview

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General Notes

This part of the user guide is primarily dedicated to TAs, PhDs, and Postdocs assigning to an existing group.

The Department of Veterinary Medicine consists of various units (WE01-20) with diverse and subject-specific research projects. The bundling of specific resources, devices and services within the institute is accomplished via the booking and management system **openIRIS**.

The Veterinary Center for Resistance Research (TZR), as a national and international veterinary research center, combines basic research in infectious medicine, hygiene subjects and veterinary-clinical issues of resistance research affiliated to the **Department of Veterinary Medicine at the Free University of Berlin** (FUB). The TZR, with its service units mass spectrometry and microscopy, serve as central contact for the integration of devices and services within the department into the openIRIS portal and successively address other institutes. For any urgent questions or comments, please contact the lab manager of the respective service units.

In the following, we briefly introduce major aspects and give short introductions to the openIRIS portal. It is briefly explained how to **log into the openIRIS portal** and assign yourself to groups. For detailed information, we refer to the wiki documentation of the openIRIS portal (see link below).

Documentation: <https://wiki.helsinki.fi/display/openiris>

Step 1 Login

To access the online portal **openIRIS**, open your browser (Firefox, Chrome, Edge etc.) and enter the web address (<https://fub.openiris.io>) for direct access to the FU Berlin portal (**Figure 1**).

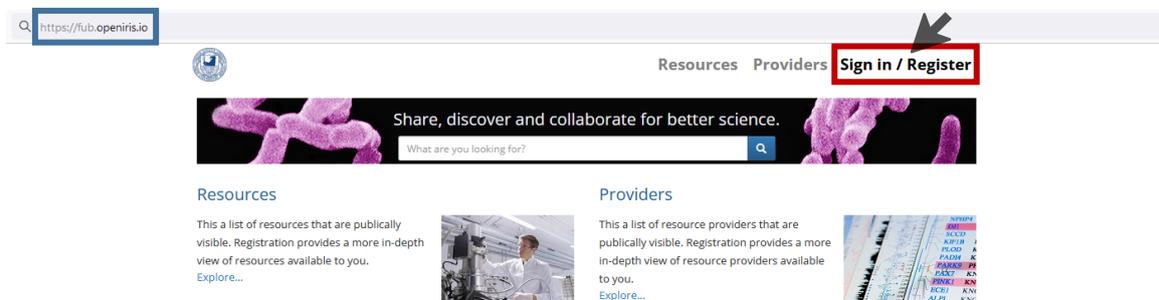


Figure 1. Login web address of the online booking and management system openIRIS via the FU Berlin portal.

Press on the **Sign In / Register** button and a new window pops up (**Figure 2**). You can only register with an **email address from the FU Berlin (@fu-berlin.de)**. After entering the email address and pressing the **Log in**-button, you will be forwarded to the *Zedat login page*, where the FUB-specific *login name* and *password* must be entered. After that you get directly access to the openIRIS portal.

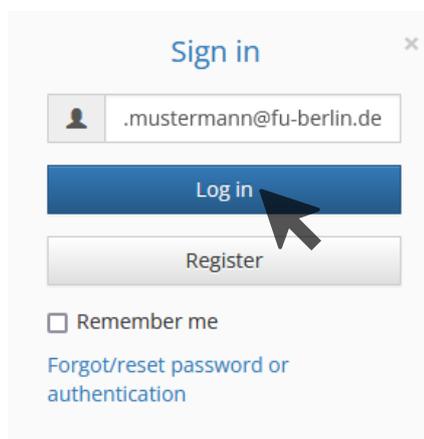


Figure 2. Login window for online portal openIRIS.

Now you have access to the openIRIS portal and can see all the devices and services of the different organizations. However, you have not yet been authorized to make bookings or inquiries as long as you do not belong to a group and have been assigned to any provider (department) (see next chapter).

If, after login, you arrive on a blank page with only the FU-Logo displayed on the upper left, maybe an advertise blocker prevents execution of the necessary Java Scripts. Disabling of the blocker for <https://fub.openiris.io> may help in this case.

Step 2 Group assignment

Any **new member** at the openIRIS portal must be assigned to a group, before making any bookings for services or devices.

- (1) First, users have to click on the tab **Browse** and look for the sub tab **Groups** (**Figure 5**). A list with all registered groups to a specific organization (FU Berlin) is shown.

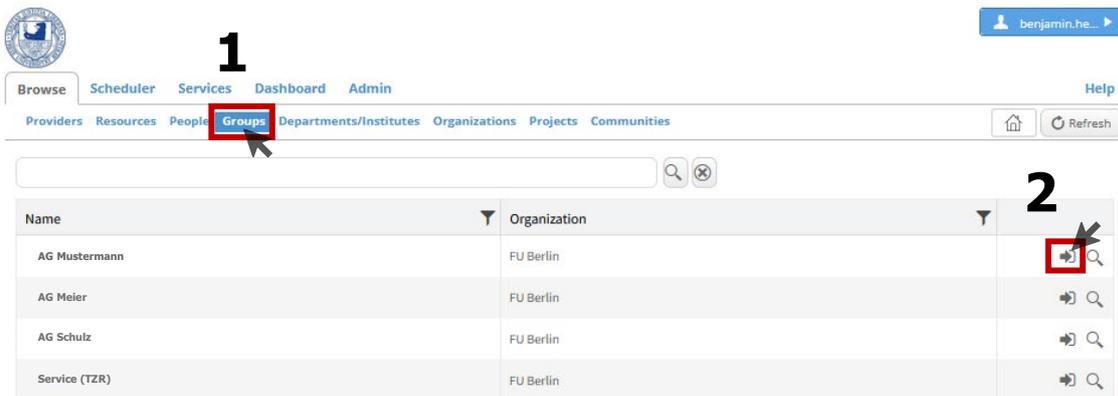


Figure 3. Group assignment by new user via the 'Browse' tab of the online booking tool openIRIS.

- (2) By clicking on the  symbol on the right you can request admission to the group (**Figure 5**). The corresponding admin (PI) of the group gets a notification and can **grant** or **deny** access. If your group is **not yet present**, join the group **'New User'** and inform your group head or group admin.

Once you have been accepted into a group, you can make requests to use devices and services according to the group's permission. If services or devices are outside the registered facility (FB Veterinärmedizin), the group have to submit a new request for entry in the respective facility (e.g. *BioSupraMol Core Facility*).