Fachbereich Veterinärmedizin
der Freien Universität Berlin

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 dedicated to all users that would like to book resources and services.

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**, create a **new group**, assign yourself to groups, and how users can **book devices and services**. For detailed information, we refer to the wiki documentation of the openIRIS portal (see link below).

Documentation: *https://wiki.helsinki.fi/display/openiris*

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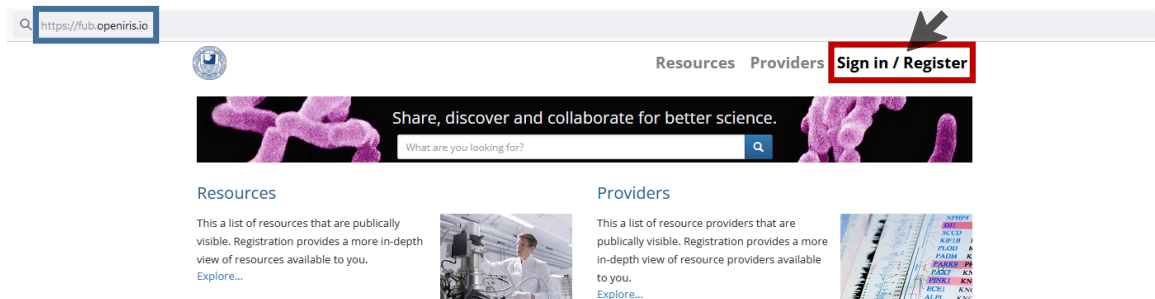
Figure 1. Login web address of the online booking and management system openIRIS via the FU Berlin portal.

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.
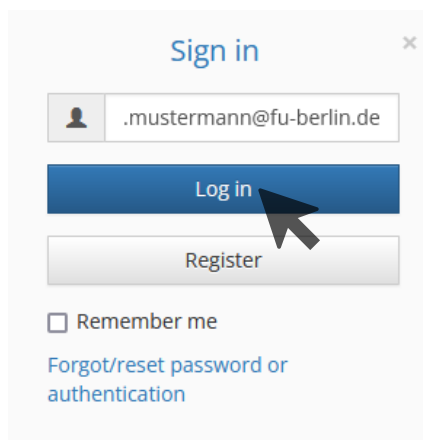
Figure 2. Login window for online portal openIRIS.

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.

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Step 2 Device booking

As soon as users belongs to a group and the group is assigned to the respective facility (FB Veterinärmedizin), users can make requests to book devices or trainings.

(1) First, user have to go to the tab **Scheduler** and a list is shown with all devices to which the respective user has access or can request (**Figure 8**).
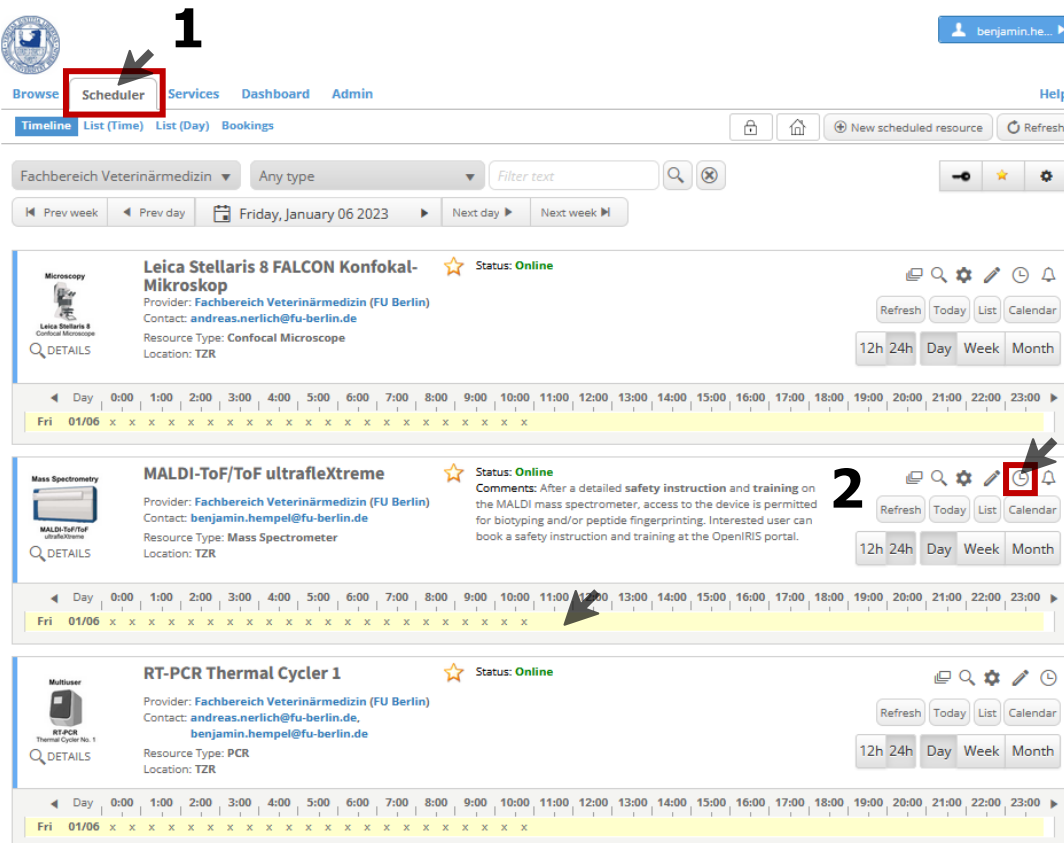

Figure 3. Booking of measurment time or training for respective machines via the 'Scheduler' tab of the online booking tool openIRIS.

(2) The User can start a booking request by either click into the **Timeline** or using the 🕐 symbol (**Figure 8**).

(3) Before booking any device is allowed, the user can only request for a detailed safety instruction and training to the respective device (**Figure 9**). These **instructions** are **mandatory** for every single instrument due to security related and instrument-specific regulations. In addition, an actual instruction in accordance with **BioStoffV** and **GenTSV** is mandatory**.**
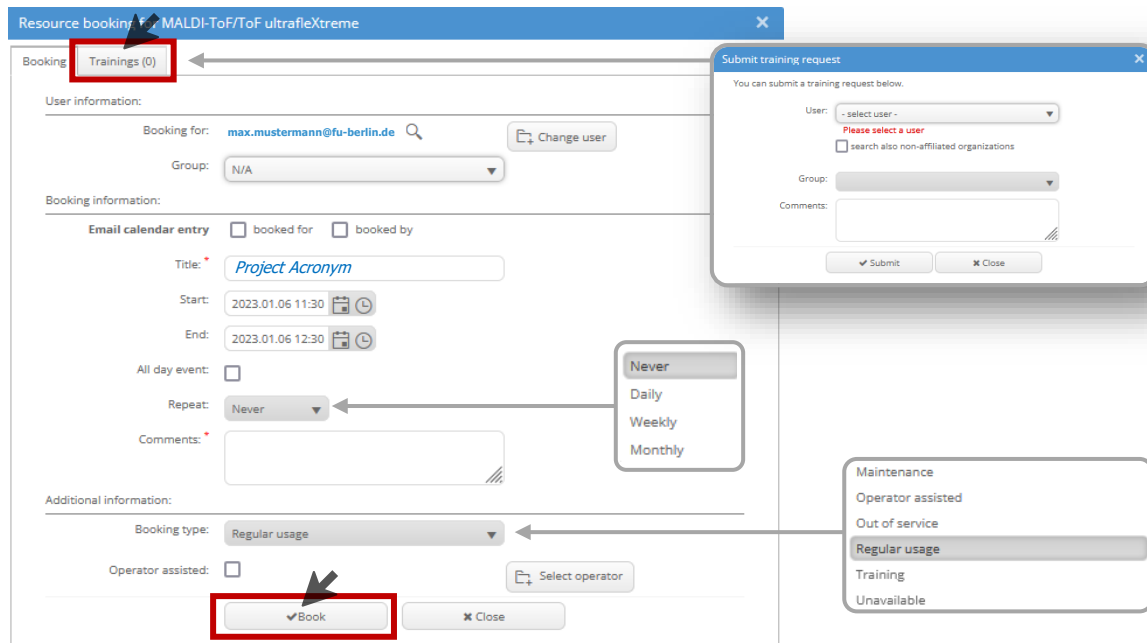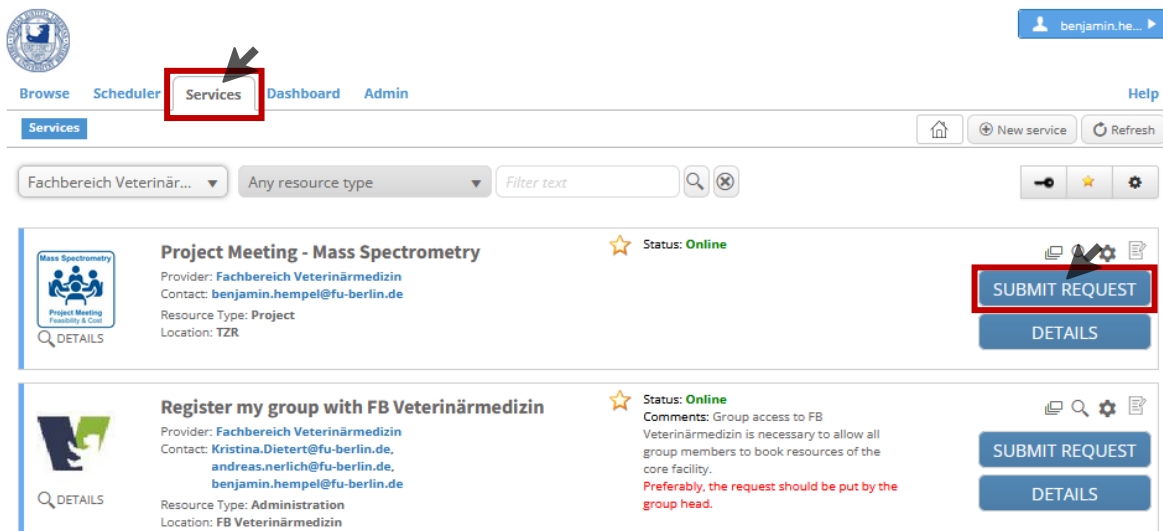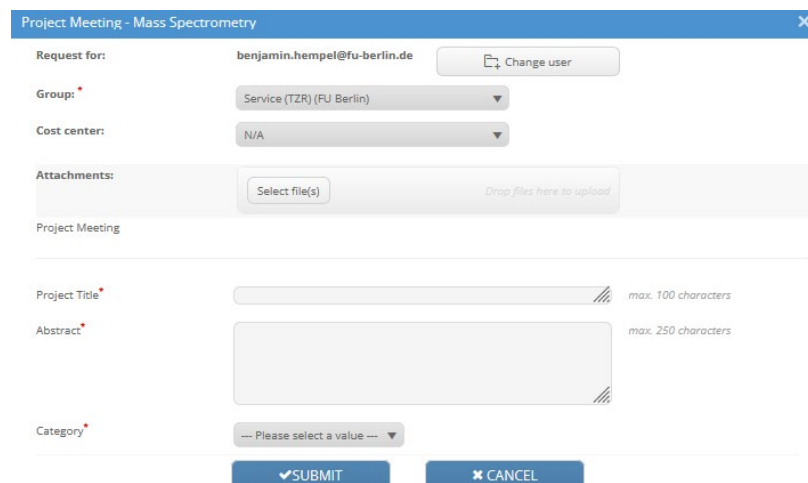

Figure 4. Booking and training request for respective machine with project title, time period and application.

Step 3   Service booking

As soon as users belongs to a group and the group is assigned to the respective facility (FB Veterinärmedizin), users can make requests to book devices or trainings.

(1) First, user have to go to the tab **Services** and a list is shown with all services to which the respective user has access or can request (**Figure 10**).

Figure 5. Services booking request via the 'Services' tab of the online booking tool openIRIS.

(2) User have to click on the SUBMIT REQUEST button and fill out the short form that pops up in a window (**Figure 11**). Please fill out the short form with all relevant information and submit the form.

Figure 6. Short form to submit a request for a meeting with the service unit to discuss the applicaton of mass spectrometry for a specific project.

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