

User Guide for the Booking and Management Portal openIRIS

at the Department of Veterinary Medicine at the Freie Universität Berlin

(updated January 2023)

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General Notes

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

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.



Group registration

Before any bookings or inquiries can be made, the PI must apply to register the group for the openIRIS portal as follows:

(1) First you have to go to the tab **Services** and look for the entry *Add my group to FUB IRIS FU-Berlin* (**Figure 3**).

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Services	K		New service C Refresh
Administration	OpenIR Any resource type Filt	ter text	-• × ¢
BCP®FUB Q DETAILS	Add my group to FUB IRIS - FU-Berlin Provide: Administration OpenIRIS@FUB (BCP) Contact: Dr. Boris Schade (boris.schade@fzem.fu- berlin.de) Resource Type: Administration (BSM/SFAB - FU)	Status: Online Comments: This request addresses to group heads only. Adding your group to FUB IRIS by this request is restricted to groups of the department of Biology, Chemistry, and Pharmacy (BCP), the department of Physics and the department of Veterinary Medicine.	2

Figure 3. Group registration request via the 'Services' tab of the online booking tool openIRIS.

(2) Press SUBMIT REQUEST button and fill out the short form that pops up in a window (**Figure 4**). Please fill out the short form with all relevant information, accept the usage policies of the respective provider, and submit the form.

The application will be reviewed and the group prepared in the openIRIS portal accordingly.

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Request for:	benjamin.hempel@fu-berlin.de	Change user	
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		11.	
Attachments:	Select file(s)		
A group is necessary to a Groups that are installed Therefore, users assigned associated units.	nssign users to a real working ¿ l according to this request will d to a group are able to book I	group which can adopt the charges of bookings. be automatically registered with BioSupraMol. resources and services of BioSupraMol and	
Important note	With this request, installation of a departments of Physics and of Bi	a new group will only be excecuted for groups of the ology, Chemistry and Pharmacy.	
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	The requester must be the gro e-mail of the group head.	up head. If not, please provide Name, surname, and	
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Surname:*		///, max. 128 characters	
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should be the official institution	onal Email ending with @zedat.fu-berlin.de		
Group information			
Department		max. 128 characters	
Info	If you register a new group, the g this group and will be responsible	roup head will automatically become the group admin of a for the acceptance or rejection of group membership	
	✓SUBMIT	Int memoer(s) or your group as additional group admin(s).	

Figure 4. Short form to register a group to the FUB IRIS portal by the group admin.

Please note, the PI and admin of the group are responsible for any costs incurred by group members!



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.

Browse Scheduler Services Dashboard Admin		L benjamin.he >
Providers Resources People Groups Departments/Institutes Organizatio	ons Projects Communities	(C) Refresh
Name	Organization	T 2
AG Mustermann	FU Berlin	*] Q
AG Meier	FU Berlin	*) Q
AG Schulz	FU Berlin	*) Q
Service (TZR)	FU Berlin	4) Q

Figure 5. 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 (**Fig**ure 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).



Registration with FB Veterinärmedizin

FB Veterinärmedizin provide access to their resources based on the group. Thus, the **group's registration** with FB Veterinärmedizin is **mandatory** to provide group members with access to the resources. Members, of groups that are not registered with FB Veterinärmedizin, are not able to book their resources.

(1) Group's admin has to click on the tab **Services** and look for the entry *Register my group with FB Veterinärmedizin* (**Figure 6**).

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c) DETAILS	Register my group with FB Veterinärmedizin Provider: Fachbereich Veterinärmedizin Contact: Kristina.Dietert@fu-berlin.de, andreas.nerlich@fu-berlin.de, benjamin.hempel@fu-berlin.de Resource Type: Administration Location: FB Veterinärmedizin	☆	Status: Online Comments: Group access to FB Veterinärmedizin is nacessary to allow all group members to book resources of the core facility. Preferably, the request should be put by the group head.	2 SUBMIT REQUEST	

(2) Admins have to click on the SUBMIT REQUEST button and fill out the short form that pops up in a window (**Figure 7**). Please fill out the short form with all relevant information, accept the usage policies of the respective provider, and submit the form.

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Et Change user	
The registration is necessary to access to the instrumental infrastructure of the FB Veterinärmedizin. Usage of the infrastructure is based on the respective core facility user agreenents. Groupin OpenRIG are needed for the entitlement to book devices and services as well as for the obligation to adopt the costs for such bookings. Therefore, a group needs its own cost centre to be debied. The requester accepts the storage and usage of his/here email address, real name and bookings of the group members for the purpose of billing and measurement scheduling by the requestive acceptibility. If your groups in ont yet installed in the FUB (RIS) booking system this will be done concurrently. This can, however, only be done for groups of the Freie Universität Berlin. All other groups must be registered at their insbutton, attrinst.	
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My group is not yet registered in IRIS, so please install my group.	
My group is already registered with IRIS.	
max. 128 characters	
If you register a new group, you will automatically become the group admin of this group and will be responsible for the acceptance or rejection of group membership requests. You will be able to appoint another member of your group as additional group admin.	
	The registration is necessary to access to the instrumental infrastructure of the F8 Veterinärmedizin. Usage of the infrastructure is based on the respective core facility user agreements. Groups in OpenHRI are needed for the entidement to book devices and services as well as for the obligation to adopt the corts for such bookings. Therefore, a group needed is own cort centre to be debited! The requester accept the storage and usage of his/her enall address, real ranks and booking of the group, methods for the protege networks for the purpose of billing and devices, and ranks in the such as the protege networks for the purpose of billing and measurement scheduling by the respective core facility. If your group is not yet installed in the FVB (RIS) booking system this will be done concurrently. This can, however, only be done for groups of the Freie Universität Berlin. All other groups must be registered at their institution, at first. meas 128 characters max 128 cha

Figure 7. Short form to register a group to the FUB IRIS portal by the group admin.

Figure 6. Group registration with the FB Veterinärmedizin request via the 'Services' tab of the online booking tool openIRIS.

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 8. 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 \bigcirc 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.

Booking Trainings (0) User information: Booking for: max.mustermann@fu-berlin.de Corrup: NA Booking information: Email calendar entry booked for booked for Title: Project Acronym Start: 2023.01.06 11:30 Never Daily Weekly Monthly Maintenance	Resource booking for MALDI-T	oF/ToF ultrafleXtreme		×	
User information: Booking for: max.mustemann@fu-berlin.de Croup: N/A Booking information: Imail calendar entry booked for booked for <td>Booking Trainings (0)</td> <td></td> <td></td> <td>Submit training request</td> <td>×</td>	Booking Trainings (0)			Submit training request	×
Booking for: max.mustermann@fu-berlin.de Group: N/A Booking information: Email calendar entry booked for booked by Title: Project Acronym Start: 2023.01.06 11:30 to End: 2023.01.06 11:30 to All day event: Repeat: Never Daily Veekly Monthly Maintenance	User information:			You can submit a training	request below.
Group: NIA Booking information: Email calendar entry booked for booked by Title: Project Acronym Start: 2023.01.06 11:30 Comments: UD23.01.06 12:30 CD23.01.06 CD23.01.06 C	Booking for:	max.mustermann@fu-berlin.de	Change user		- select user - Please select a user search also non-affiliated organizations
Booking information: Email calendar entry booked for booked by Title: Project Acronym Start: 2023.01.06 11:30 Start: 2023.01.06 12:30 Go All day event: Repeat: Never Daily Weekly Monthly Maintenance	Group:	N/A 🔻)	Group:	
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Repeat: Never Comments:*	All day event:		Never		
Comments:*	Repeat:	Never v	Daily		
Maintenance	Comments: *		Monthly		
		li.			Maintenance
Additional information: Operator assisted	Additional information:				Operator assisted
Booking type: Regular usage Out of service	Booking type:	Regular usage 🔹 🔻			Out of service
Operator assisted:	Operator assisted:		Select operator		Regular usage Training
✓Book ×Close		✓Book ¥ Close	•		Unavailable

Figure 9. Booking and training request for respective machine with project title, time period and application.



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 10. 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.

equest for:	benjamin.hempel@fu-berlin.de	C1 Change user	
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ost center:	N/A	¥	
Attachments:	Select file(s)		
roject Meeting			
Project Title*		11.	max. 100 characters
bstract			max. 250 characters
		11.	

Figure 11. Short form to submit a request for a meeting with the service unit to discuss the applicaton of mass spectrometry for a specific project.

