



# 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**.

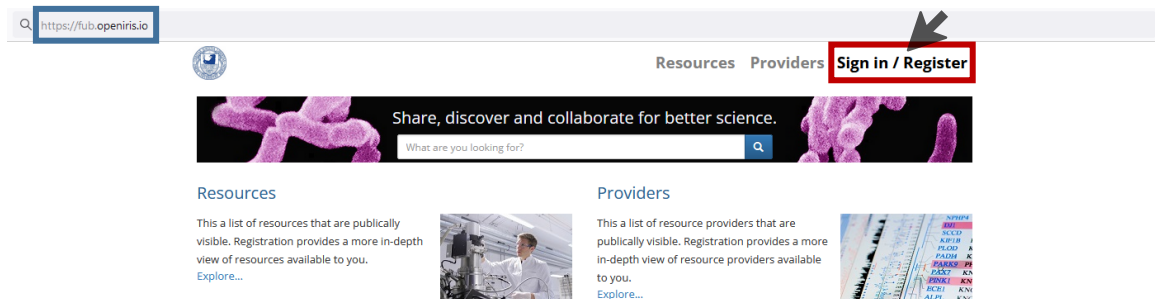
The Veterinary Center for Resistance Research (TZR), as a national and international veterinary research center, combines basic research in infectious medicine, hygiene subjects and veterinary-clinical issues of resistance research affiliated to the **Department of Veterinary Medicine at the Free University 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>

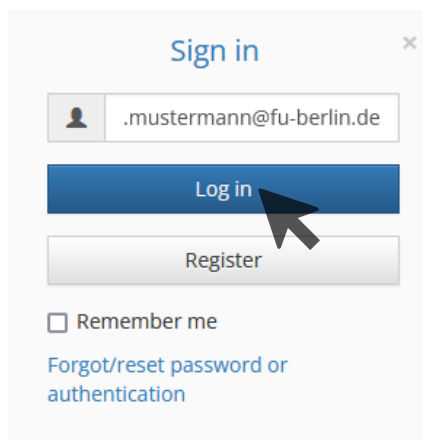
## Login

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**).

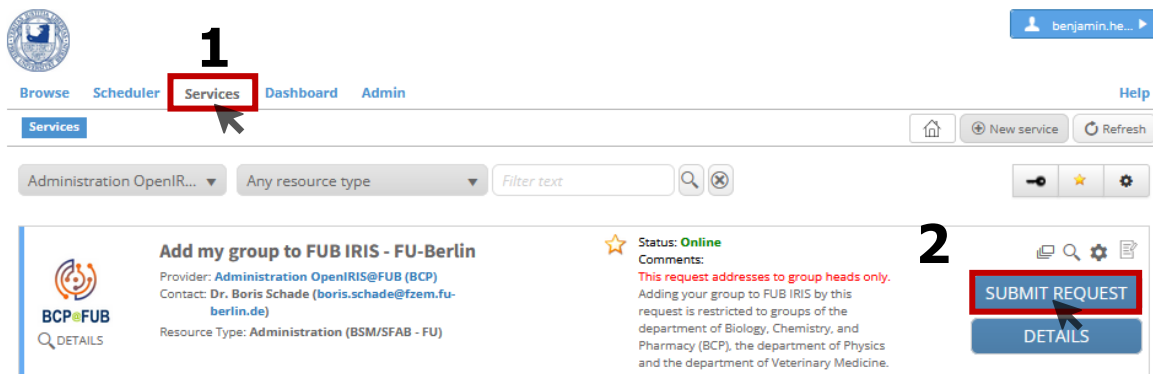


Figure 3. Group registration request via the 'Services' tab of the online booking tool openIRIS.

- (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.

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.

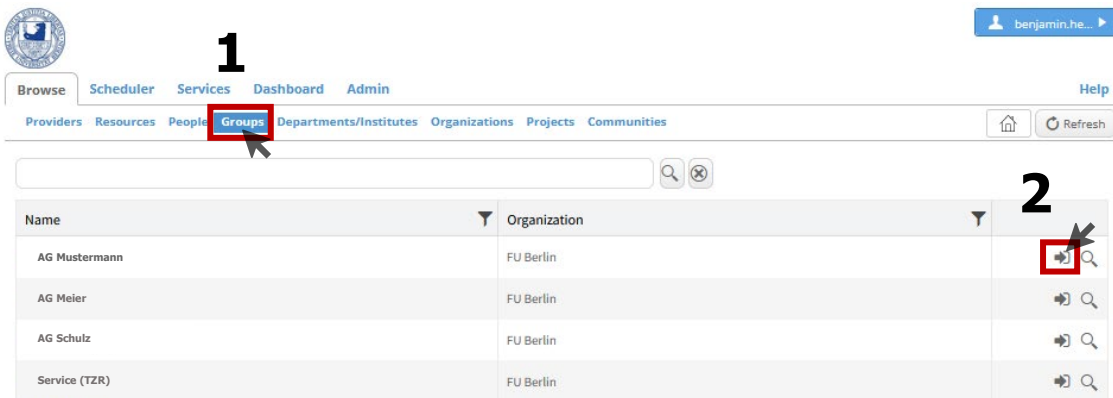



Figure 5. Group assignment by new user via the 'Browse' tab of the online booking tool openIRIS.

- (2) By clicking on the  symbol on the right you can request admission to the group (**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*).

## 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).

The screenshot shows the 'Services' tab in the openIRIS interface. The 'Services' tab is highlighted with a red box and a '1'. Below the navigation bar, there are search filters and a list of services. The second service, 'Register my group with FB Veterinärmedizin', is highlighted with a red box around its 'SUBMIT REQUEST' button, which is also labeled with a '2'. The service details include the provider 'Fachbereich Veterinärmedizin', contact information, and a note that group access is necessary for booking resources.

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

- (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.

The screenshot shows a form titled 'Register my group with FB Veterinärmedizin'. The form is for a user named 'benjamin.hempel@fu-berlin.de'. It includes a note about the registration process, followed by sections for 'Personal information', 'Group information', and 'Groupname'. The 'SUBMIT' button at the bottom is highlighted with a red box.

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

## 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**).

The screenshot displays the 'Scheduler' tab of the openIRIS booking tool. At the top, the 'Scheduler' tab is highlighted with a red box and a large number '1' above it. Below the navigation bar, there are filters for 'Fachbereich Veterinärmedizin' and 'Any type'. The main content area shows three device booking cards, each with a timeline for 'Fri 01/06'. The first card is for 'Leica Stellaris 8 FALCON Konfokal-Mikroskop', the second for 'MALDI-ToF/ToF ultrafleXtreme', and the third for 'RT-PCR Thermal Cycler 1'. The MALDI-ToF card has a red box around the clock icon and a large number '2' next to it. Each card includes details like provider, contact, resource type, and location, along with a 'Status: Online' indicator and a 'Calendar' icon.

**Figure 8.** Booking of measurement 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.**

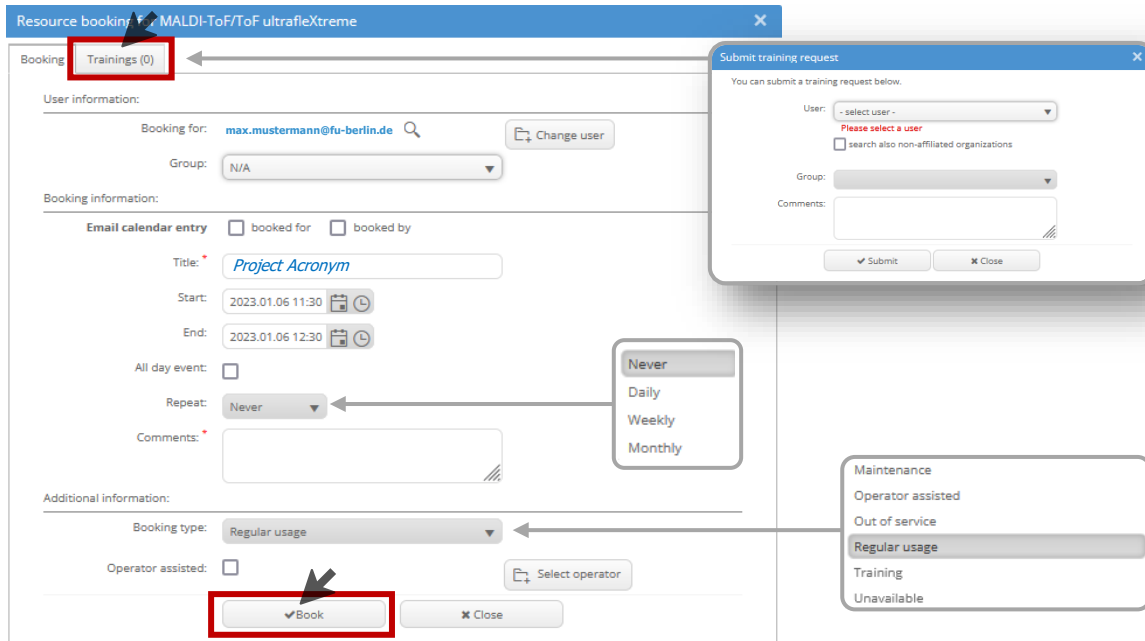


Figure 9. Booking and training request for respective machine with project title, time period and application.

## 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**).

The screenshot shows the 'Services' tab in the openIRIS interface. At the top, there are navigation tabs: 'Browse', 'Scheduler', 'Services' (highlighted with a red box and an arrow), 'Dashboard', and 'Admin'. Below the tabs, there are filters for 'Fachbereich Veterinär...', 'Any resource type', and a 'Filter text' search bar. Two service cards are displayed:

- Project Meeting - Mass Spectrometry**: Status: Online. Provider: Fachbereich Veterinärmedizin. Contact: benjamin.hempel@fu-berlin.de. Resource Type: Project. Location: TZR. A red box highlights the 'SUBMIT REQUEST' button.
- Register my group with FB Veterinärmedizin**: Status: Online. Comments: Group access to FB Veterinärmedizin is necessary to allow all group members to book resources of the core facility. Preferably, the request should be put by the group head. A red box highlights the 'SUBMIT REQUEST' button.

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.

The screenshot shows a modal window titled 'Project Meeting - Mass Spectrometry'. The form contains the following fields:

- Request for:** benjamin.hempel@fu-berlin.de (with a 'Change user' button)
- Group:** Service (TZR) (FU Berlin)
- Cost center:** N/A
- Attachments:** Select file(s) (with a 'Drop files here to upload' area)
- Project Meeting** (text label)
- Project Title:** (text input, max. 100 characters)
- Abstract:** (text area, max. 250 characters)
- Category:** --- Please select a value ---

At the bottom, there are two buttons: 'SUBMIT' (highlighted with a blue box) and 'CANCEL'.

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.