

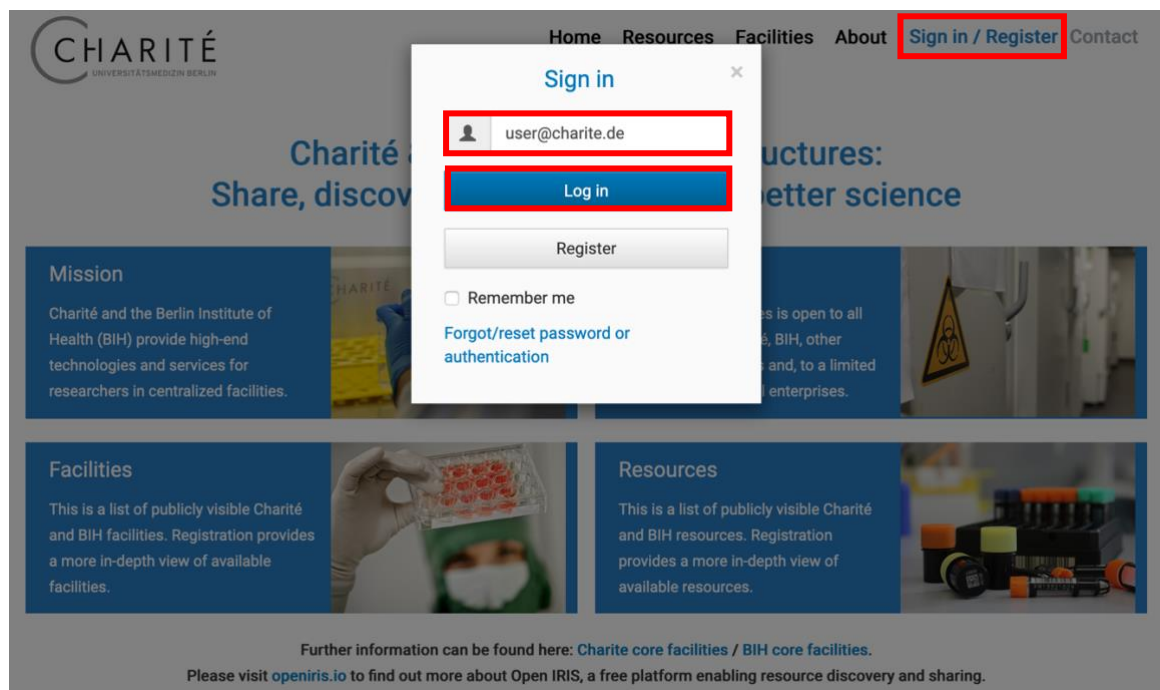
Advanced Medical Bioimaging (AMBIO) Booking System Open IRIS

Open IRIS URL: <https://iris.charite.de>

Open IRIS contact: openiris@charite.de

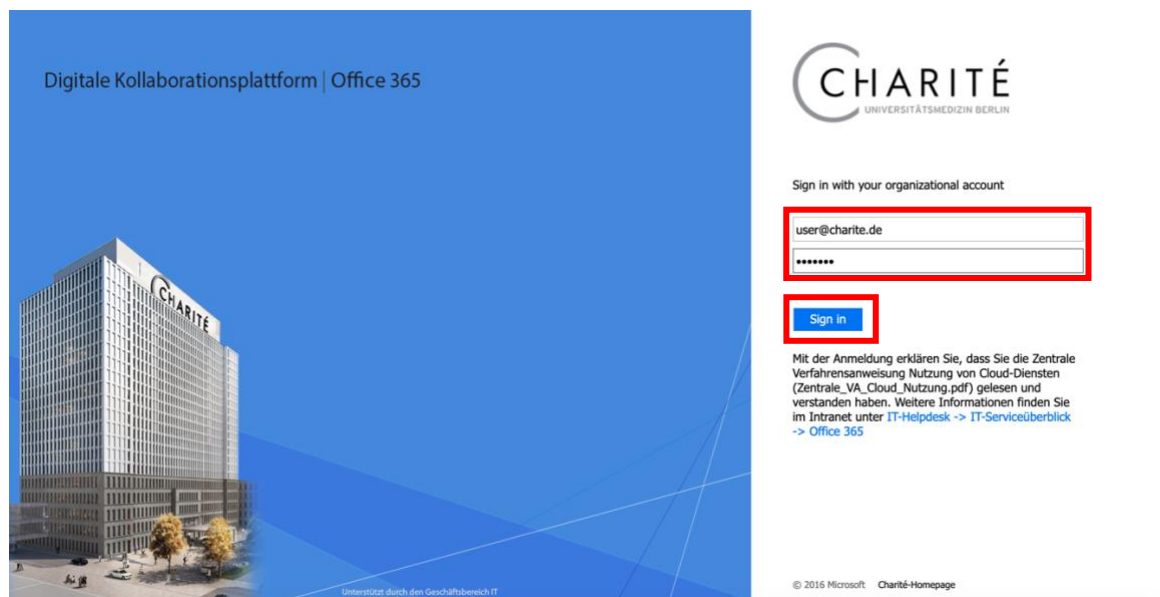
1. Log in

Log into Open IRIS via <https://iris.charite.de> using your Charité email address and Charité password.



The screenshot shows the Open IRIS sign-in modal on the Charité website. The modal is titled "Sign in" and contains the following elements:

- A navigation bar at the top with links for Home, Resources, Facilities, About, Sign in / Register (highlighted with a red box), and Contact.
- A sign-in form with a red box around the email input field containing "user@charite.de".
- A blue "Log in" button (highlighted with a red box) and a grey "Register" button.
- A checkbox for "Remember me" and a link for "Forgot/reset password or authentication".
- Background content on the website including the Charité logo, navigation menu, and sections for Mission, Facilities, and Resources.



The screenshot shows the Charité Office 365 sign-in page. The page features a blue background with a large image of the Charité building on the left. On the right, there is a sign-in form with the following elements:

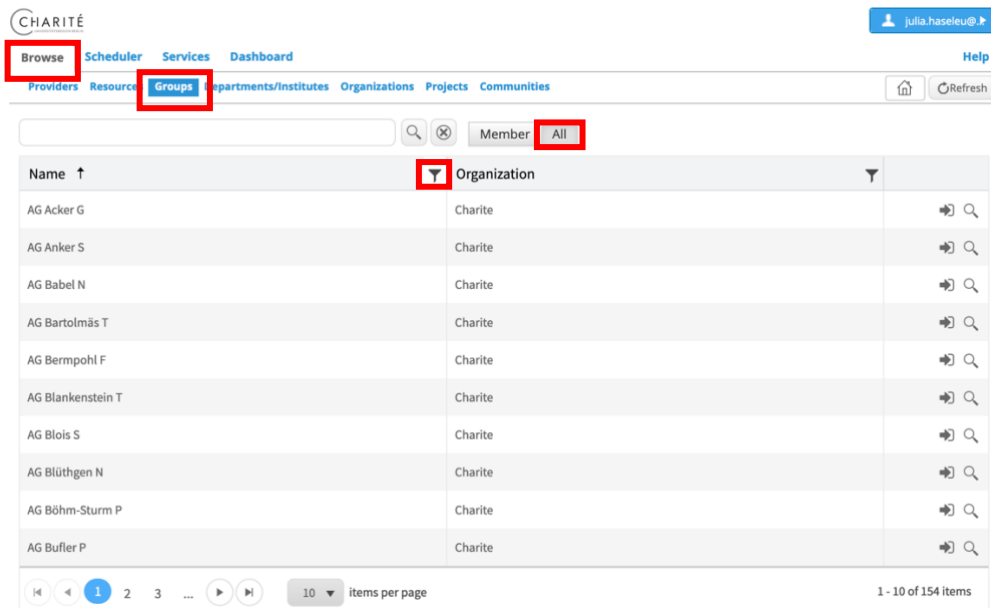
- The Charité logo and "UNIVERSITÄTSMEDIZIN BERLIN" text.
- The text "Sign in with your organizational account".
- A sign-in form with a red box around the email input field containing "user@charite.de" and a password field with masked characters "*****".
- A blue "Sign in" button (highlighted with a red box).
- A disclaimer in German: "Mit der Anmeldung erklären Sie, dass Sie die Zentrale Verfahrensanweisung Nutzung von Cloud-Diensten (Zentrale_VA_Cloud_Nutzung.pdf) gelesen und verstanden haben. Weitere Informationen finden Sie im Intranet unter IT-Helpdesk -> IT-Serviceüberblick -> Office 365".
- Copyright information at the bottom: "© 2016 Microsoft Charité-Homepage".

2. Group membership and cost centers

In order to request services or book resources in Open IRIS, you have to be a member of a group and have a cost center defined.

2.1. Group membership

- If you are not a member of a research group, please request access to a research group in BROWSE.GROUPS (set the filter to “all”). Groups are name “AG (Last name of group head) (Initial of group head)”. The group head will have to approve your group membership request.



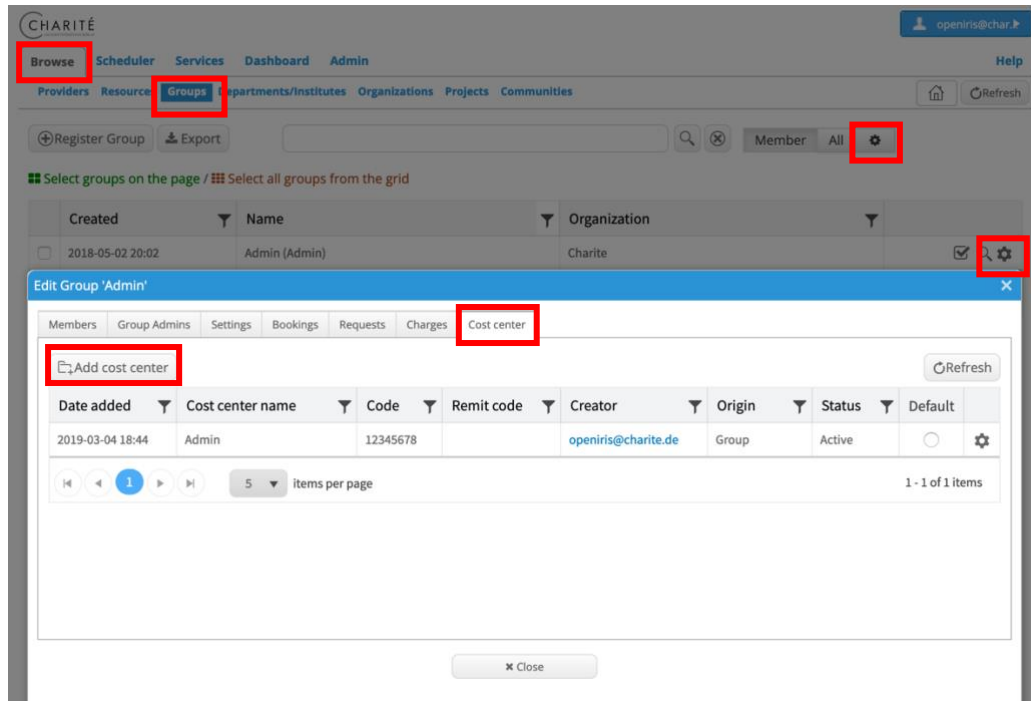
The screenshot shows the CHARITÉ Open IRIS interface. The top navigation bar includes 'Browse', 'Scheduler', 'Services', and 'Dashboard'. The 'Browse' menu is highlighted with a red box. Below it, the 'Groups' menu item is also highlighted with a red box. The 'Member' dropdown is set to 'All', which is also highlighted with a red box. The main content area displays a table of research groups. The table has columns for 'Name', 'Organization', and a search icon. The 'Organization' column is highlighted with a red box. The table lists 11 groups, all belonging to 'Charite'. The bottom of the page shows a pagination control with '10 items per page' and '1 - 10 of 154 items'.

Name ↑	Organization	
AG Acker G	Charite	🔍
AG Anker S	Charite	🔍
AG Babel N	Charite	🔍
AG Bartolmäs T	Charite	🔍
AG Berrpohl F	Charite	🔍
AG Blankenstein T	Charite	🔍
AG Blois S	Charite	🔍
AG Blüthgen N	Charite	🔍
AG Böhm-Sturm P	Charite	🔍
AG Buffer P	Charite	🔍

- If your research group is not yet listed in Open IRIS, you can request the addition of your research group including cost centers here: <https://iris.charite.de/service/?provider=p1503>.

2.2. Cost centers

- The group administrator / group head can add cost center to their research group in BROWSE.GROUPS by clicking the wheel button behind their group.



- The addition of cost centers to an existing group can also be requested here: <https://iris.charite.de/service/?provider=p1503>.

3. Services and resources of AMBIO

- **Training request:** <https://iris.charite.de/service/?provider=p1497>
- **Microscopes and workstations:** <https://iris.charite.de/timeline/?provider=p1497>

In order to get access to and be able to book a microscope/workstation, a training request has to be submitted and approved by AMBIO. You will be contacted by AMBIO regarding a project discussion meeting and a training session. Once you are trained, your request will be set to active and you are able to book the microscope/workstation in the Scheduler.

3.1. Submitting a training request

CHARITÉ

openiris@char. »

Browse Scheduler **Services** Dashboard Admin Help

Services

AMBIO Any resource type Filter text

AMBIO Training Request Status: **Online** Comments: All new users are required to

AMBIO Training Request **SUBMIT REQUEST**

AMBIO Project Registration and Training Request

Project title:*

Request for: openiris@charite.de Change user

Group: - Please select -

Cost center: N/A

Start: 2019.06.12

End: 2020.06.12 default duration is 12 month(s)

Dear AMBIO user, All new users are required to register their imaging project and arrange a meeting to discuss the project with AMBIO before being trained on the specific microscope system. Please contact the AMBIO team at ambio@charite.de (or 030 450 636 331) to make an appointment to discuss your imaging needs.

IRIS account In order to register your project and request a training, you have to be a member of a research group in IRIS and have a cost center (Kostenstelle) defined. You can request the creation of a group and/or cost centers [here](#). You will receive an email once the group/cost center(s) is/are created. This may take up to 48 hours.

Important! Please read the AMBIO User Guidelines and Rules and the AMBIO Safety Rules documents linked below and return the signed declarations to the AMBIO facility.

[AMBIO User Guidelines and Rules](#)

[AMBIO Safety Rules](#)

Signed user guidelines and rules: Select file(s)

Signed safety rules: Select file(s)

Project description: max. 1023 characters

SUBMIT CANCEL

3.2. Booking a microscope / workstation

The screenshot displays the CHARITÉ resource booking interface. The main window shows a list of resources with a calendar view. Two resources are visible: "AMBIO Nikon Scanning Confocal A1Rsi" and "AMBIO Nikon Widefield T12". The "AMBIO Nikon Widefield T12" resource is selected, and its booking details are shown in a modal window titled "Resource booking for AMBIO Nikon Widefield T12".

The booking form includes the following fields and options:

- User information:**
 - Booking for:
 - Group:
 - Cost center:
- Booking information:**
 - Email calendar entry:
 - Start:
 - End:
 - Repeat:
 - Comments:
- Additional information:**
 - Setup:
 - Operator assisted:
 - Projected price: 0.00 EUR

At the bottom of the modal window, there are two buttons: "Book" and "Close". The "Book" button is highlighted with a red box.