

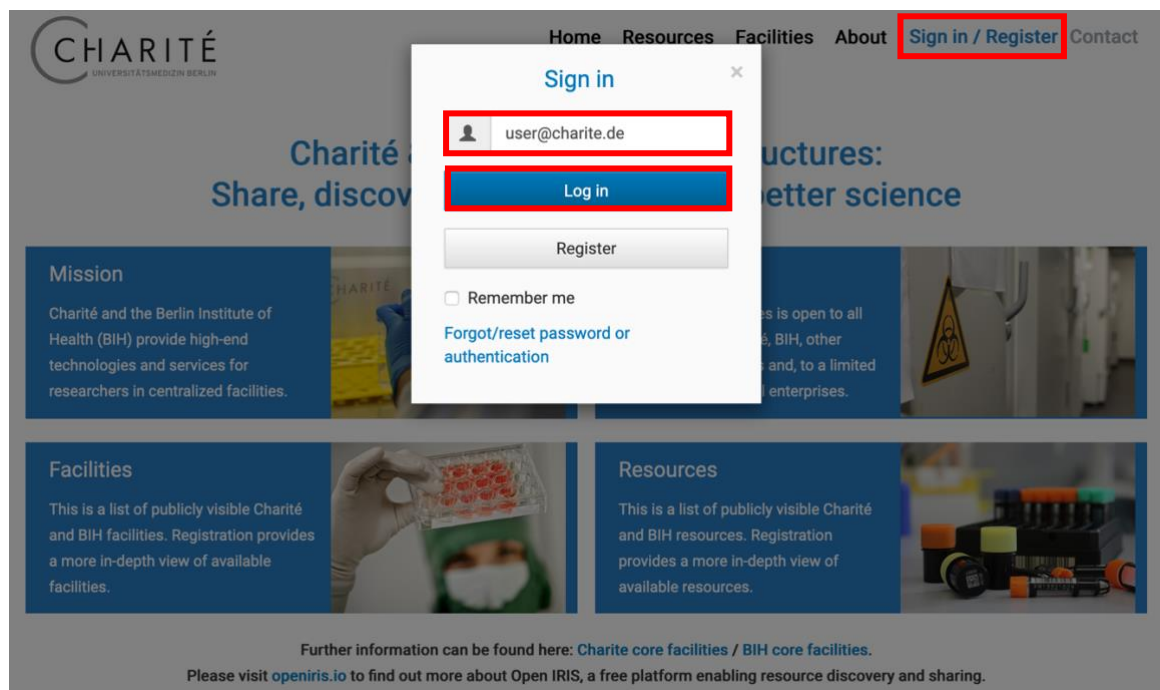
# Core Facility for Electron Microscopy Booking System Open IRIS

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

Open IRIS contact: [openiris@charite.de](mailto:openiris@charite.de)

## 1. Log in

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



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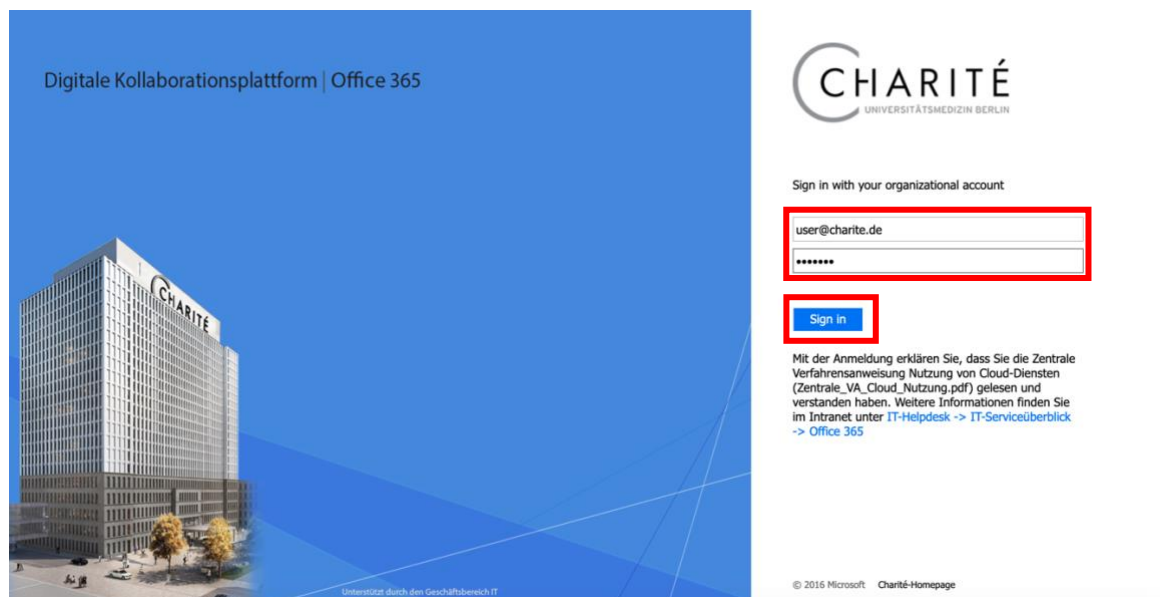
[Forgot/reset password or authentication](#)

**Mission**  
Charité and the Berlin Institute of Health (BIH) provide high-end technologies and services for researchers in centralized facilities.

**Facilities**  
This is a list of publicly visible Charité and BIH facilities. Registration provides a more in-depth view of available facilities.

**Resources**  
This is a list of publicly visible Charité and BIH resources. Registration provides a more in-depth view of available resources.

Further information can be found here: [Charite core facilities](#) / [BIH core facilities](#).  
Please visit [openiris.io](https://openiris.io) to find out more about Open IRIS, a free platform enabling resource discovery and sharing.



Digitale Kollaborationsplattform | Office 365

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Sign in with your organizational account

**Sign in**

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

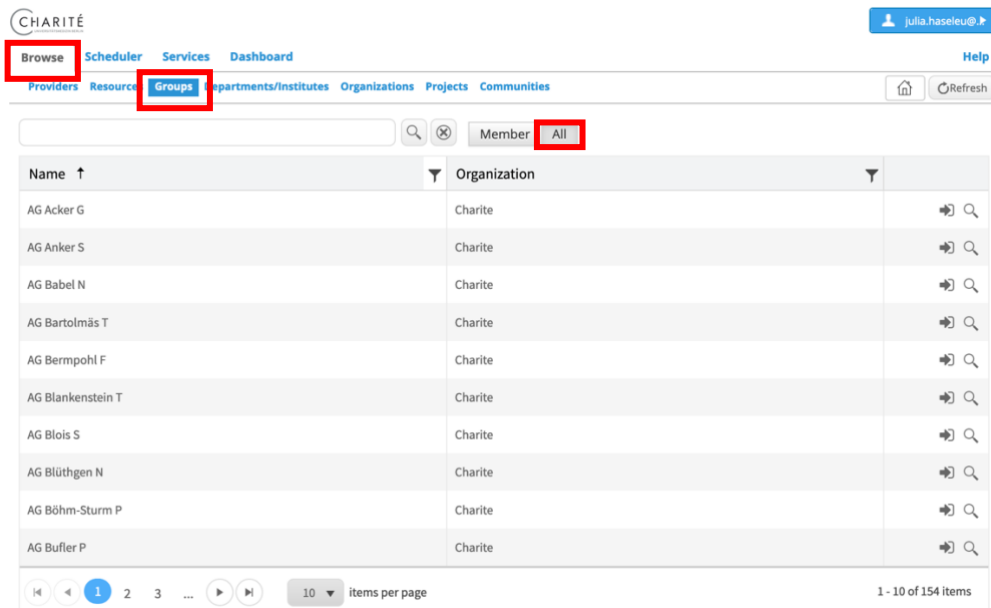
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## 2. Group membership and cost centers

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 expanded, showing 'Providers', 'Resources', 'Groups', 'Departments/Institutes', 'Organizations', 'Projects', and 'Communities'. The 'Groups' menu item is highlighted with a red box. Below the navigation bar, there is a search bar and a 'Member' dropdown menu set to 'All'. The main content area displays a table of research groups, all belonging to 'Charite'. The table has columns for 'Name' and 'Organization'. 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 screenshot shows the CHARITÉ system interface. The main menu includes 'Browse', 'Scheduler', 'Services', 'Dashboard', and 'Admin'. The 'Groups' tab is selected. A table lists groups, with the 'Admin' group highlighted. A gear icon (wheel button) is visible next to the 'Admin' group. The 'Edit Group 'Admin'' modal is open, showing the 'Cost center' tab. The 'Add cost center' button is highlighted. The table below shows the existing cost center for the 'Admin' group.

Date added	Cost center name	Code	Remit code	Creator	Origin	Status	Default
2019-03-04 18:44	Admin	12345678		openiris@charite.de	Group	Active	<input type="radio"/>

- 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 the Core Facility for Electron Microscopy

- **Project consultation:** <https://iris.charite.de/service/5f48bdf6-e9c9-4a28-80c3-afa05b532fd9>
- **Microscopes:** <https://iris.charite.de/timeline/?provider=p1496>

In order to get access to and be able to book a microscope, a “Project Consultation” request has to be submitted. You will be contacted by the facility regarding a project discussion meeting. Once you are trained, your request will be set to active and you are able to book the microscope in the Scheduler.

#### 3.1. Submitting a “Project Consultation” Request

The screenshot displays the CHARITÉ web interface. The top navigation bar includes 'Browse', 'Scheduler', 'Services', 'Dashboard', and 'Admin'. The 'Services' tab is highlighted. Below the navigation bar, there are filters for 'Core Facility for Electr...', 'Any resource type', and a search box. The main content area shows a 'Project Consultation' form. The form is titled 'Project Consultation' and includes the following fields: 'Title' (with a red border and error message 'A request title is required.'), 'Request for:' (openiris@charite.de), 'Group:' (- Please select -), 'Kostenstelle:' (N/A), 'Comments:' (text area), 'Attachments:' (Select file(s)), 'Start:' (2019.09.26), and 'End:' (2020.09.26, default duration is 12 month(s)). The 'SUBMIT REQUEST' button in the top right and the 'SUBMIT' button at the bottom of the form are highlighted with red boxes.

- You will find your request in dashboard.inbox.

### 3.2. Booking a microscope

The screenshot displays the CHARITÉ booking system interface. The main navigation bar includes 'Browse', 'Scheduler', 'Services', 'Dashboard', and 'Admin'. The 'Scheduler' tab is active, showing a 'Timeline' view. A modal window titled 'Resource booking for Gemini SEM 300' is open, containing the following fields:

- User information:** Booking for: `openiris@charite.de` (with a 'Change user' button), Group: `Admin` (dropdown).
- Booking information:** Email calendar entry: ; Start: 2019.09.27 13:00 (with calendar and clock icons); End: 2019.09.27 14:30 (with calendar and clock icons); Repeat: `Never` (dropdown); Comments: (text area).
- Additional information:** Booking type: `Regular usage` (dropdown); Operator assisted:  (with a 'Select operator' button).

At the bottom of the modal, there are two buttons: 'Book' (highlighted with a red box) and 'Close'. The background shows a calendar grid for 'Gemini SEM 300' with 'x' marks indicating unavailable slots and '-' marks indicating slots requiring approval. A red box highlights the 'Sat 09/28' slot in the calendar.

- Unavailable time slots are indicated with an 'x'.
- Time slots during which your booking needs to be approved by the facility staff are indicated with a '-'. You will receive an email once your booking is approved.
- You are able to book an operator assisted session which has to be approved by facility staff. You will receive an email once your booking is approved.

### 3.3. Updating and deleting/cancelling a booking

Bookings can be updated and deleted/canceled in the booking window. The booking window can be reopened by clicking on the booking slot in scheduler.timeline or by clicking the gear symbol in scheduler.bookings.

The screenshot displays the CHARITÉ booking system interface. The main window shows a scheduler with a timeline view. The 'Timeline' tab is selected, and a booking for 'Gemini SEM 300' is visible on Friday, 09/27, from 8:00 to 10:00. The booking is assigned to 'openiris openiris'. A modal window titled 'Resource booking for Gemini SEM 300' is open, showing the booking details. The modal is divided into sections: 'User information', 'Booking information', and 'Additional information'. The 'User information' section shows the user name 'openiris openiris (openiris@charite.de)', organization 'Charité Universitätsmedizin Berlin', and group 'Admin'. The 'Booking information' section shows the resource 'Gemini SEM 300', start time '2019.09.27 09:30', and end time '2019.09.27 11:00'. The 'Additional information' section shows the booking type 'Regular usage' and the operator 'openiris openiris (openiris@charite.de)'. At the bottom of the modal, there are three buttons: 'Update', 'Delete/Cancel', and 'Close'. The 'Update' and 'Delete/Cancel' buttons are highlighted with a red box.

CHARITÉ

openiris@char.it

Browse Scheduler Services Dashboard Admin Help

Timeline (Time) List (Day) Bookings

Core Facility for Electron M... Any type

Prev week Prev day Wednesday

**Gemini SEM 300**

Provider: Core Facility for Electron M...  
Contact: sara.timm@charite.de  
Resource Type: Electron Microscope  
Location: Campus Virchow-Klinikum, room 01.0509, Augustenburger Platz, Germany  
Site: CVK

Day 8:00 9:00 10:00

Wed 09/25 x x x x x x x x

Thu 09/26 x x x x x x x x

Fri 09/27 openiris openiris

Sat 09/28

Sun 09/29

Mon 09/30

Tue 10/01

**Leo TEM 906**

Provider: Core Facility for Electron M...  
Contact: sara.timm@charite.de  
Resource Type: Electron Microscope  
Location: Campus Virchow-Klinikum, room 01.0512, Augustenburger Platz, Germany  
Site: CVK

Day 8:00 9:00 10:00

Wed 09/25 x x x x x x x x

Resource booking for Gemini SEM 300

Booking Record

User information:

User name: openiris openiris (openiris@charite.de) Change user

User's organization: Charité Universitätsmedizin Berlin

Request: N/A

Group: Admin Change group

Booking information:

Add to calendar

Resource: Gemini SEM 300

Start: 2019.09.27 09:30

End: 2019.09.27 11:00

Comments:

Additional information:

Booking type: Regular usage

Operator assisted:  Select operator

Booked by: openiris openiris (openiris@charite.de) 2019-09-26 19:09

Update Delete/Cancel Close