

User Manual OpenIRIS

OpenIRIS is an efficient way for researchers to learn about available research infrastructures such as equipment, laboratories, and more (referred to as resources in OpenIRIS) at HU. Below, you will find a compilation of key features in OpenIRIS. If you have suggestions or recommendations for features that you find missing in the user manual, please contact us open.iris@hu-berlin.de.

Note: Terms in bold in the user manual instructions refer to buttons in OpenIRIS that you can click on.

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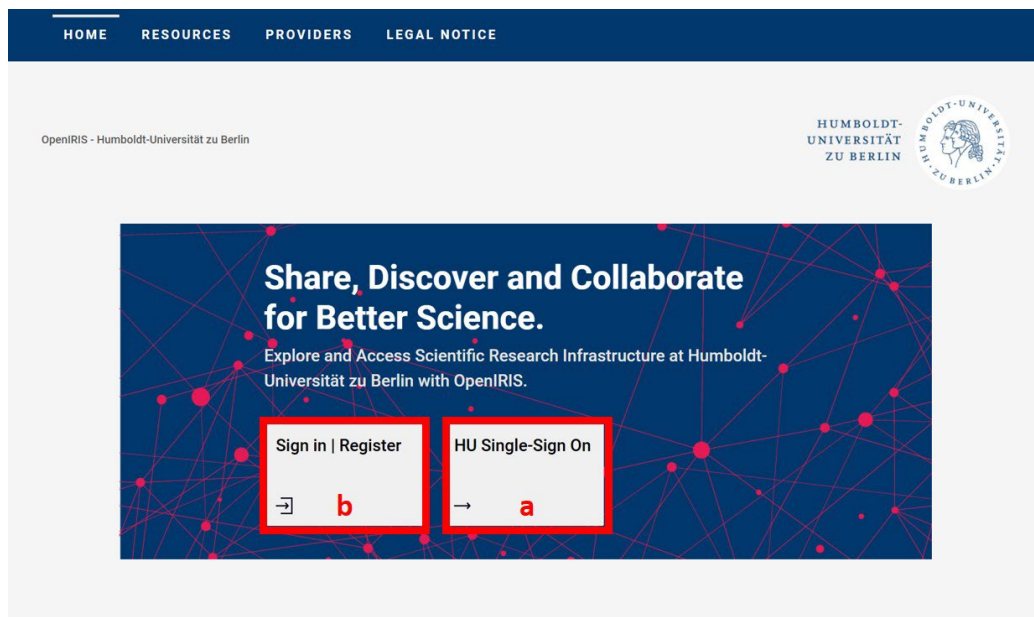
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1 Log in

For signing up with OpenIRIS, please visit the OpenIRIS portal of HU at the following link: <https://openiris.hu-berlin.de>. There are different login options available, depending on your affiliation with HU:

a.) As a HU member, you can directly access the HU Single Sign-On system and log in through it. No separate registration is required.

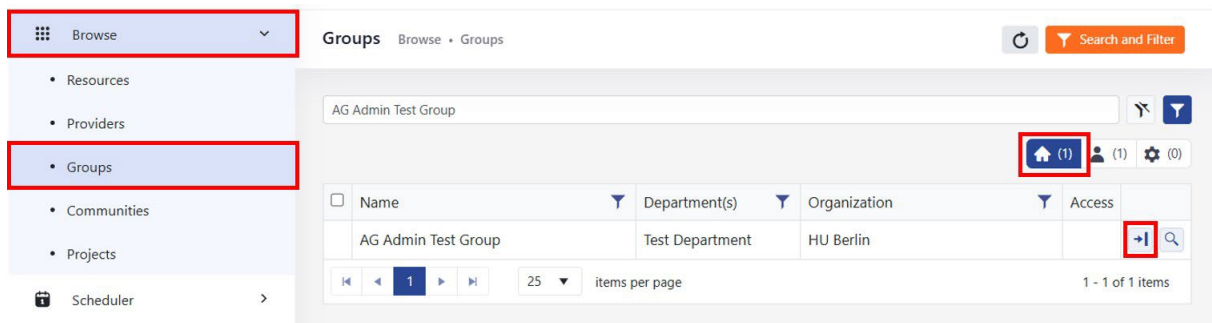
b.) HU-External users can create an OpenIRIS account or log in with an existing one. If your institution already uses OpenIRIS, you can simply use your existing OpenIRIS account.



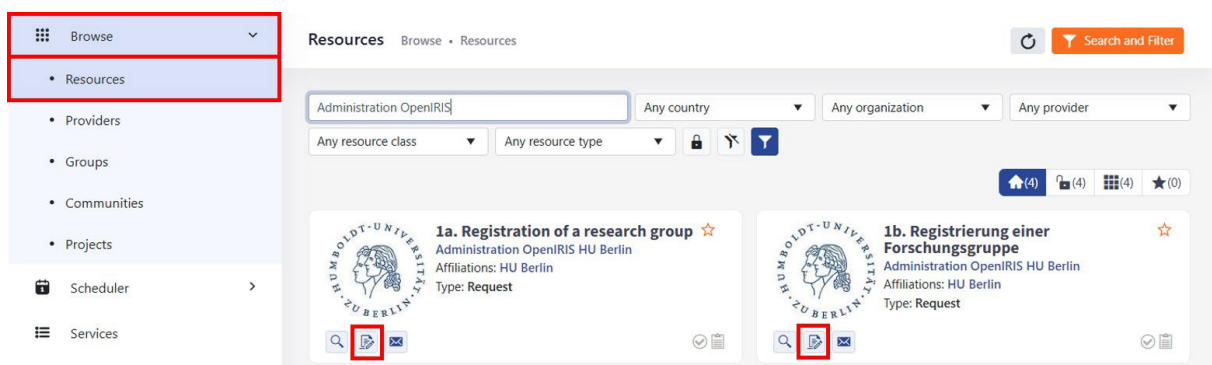
Note on using OpenIRIS: Many buttons and icons in OpenIRIS have a mouse-over effect that describes the function of the button/graphic. This description appears as soon as the mouse pointer hovers over the desired object.

2 Join a group

Some providers require that you are a member of a group before you can book equipment in OpenIRIS or request services. Additionally, the visibility and access to certain resources can be tied to a group membership. You can join your working group in OpenIRIS by navigating to **BROWSE > GROUPS**, setting the filter settings to **HOME**. Use the **arrow (join)** to send a join request to the group admin.



If your workgroup has not yet been registered in OpenIRIS, you can register the group via the services **1a. Registration of a research group / 1b. Registrierung einer Forschungsgruppe** provided by 'Administration OpenIRIS HU Berlin'. Please fill out the form only in German or English and submit it only after verifying that the group has not already been registered in OpenIRIS.



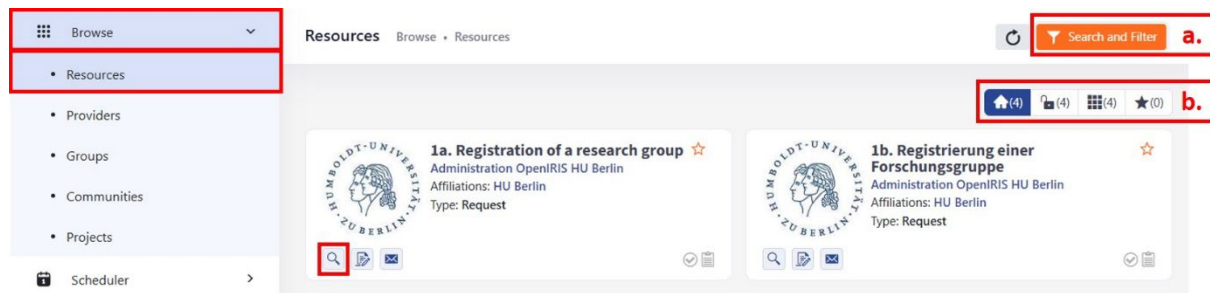
3 Search for Resources und Providers

Under the **BROWSE** menu item, you can search for resources, providers, groups, and more.

3.1 Search for resources

In **BROWSE > RESOURCES**, all devices/resources from all providers are listed. Please note that not all resources might be visible to you. To find the desired resource, there are various filtering functions:

- You can expand the **search and filter** option in order to search for the resource in the search bar or select filtering options, such as by resource type and provider.
- You can filter the displayed resources further by those explicitly visible to you (**Home**), which you have access to (**Access**), all (**All**), and your favourites (**Favourites**).



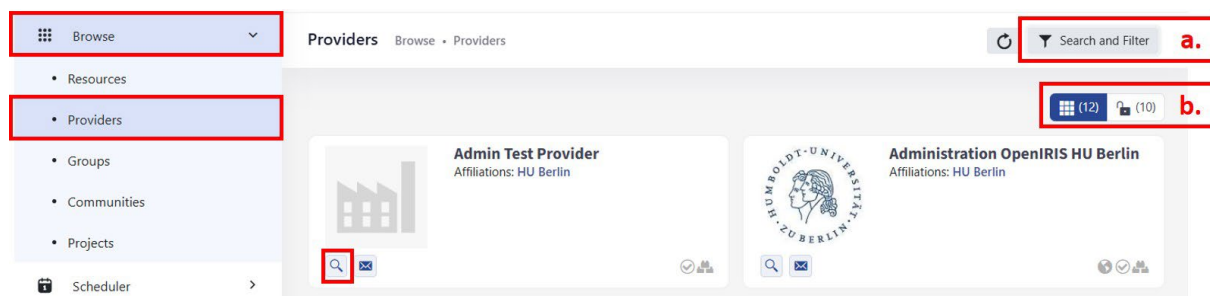
By clicking on the **magnifying glass** button below each resource, you can read the information about the device/service.

If you cannot find a resource, please make sure that you have removed all filters (**a – Reset filters**) and that all resources are displayed (**b – All**). If filters are active, the **Search and Filter** button is highlighted in orange.

3.2 Search for providers

In **BROWSE > PROVIDERS**, all providers are listed. To find the desired provider, there are various filtering functions:

- You can expand the **search and filter** options, allowing you search for providers and to select providers by resource type, affiliated organization, or community.
- Additionally, you can filter by providers to which you have access (**Access**) or that are public (**All**).



By clicking on the **magnifying glass** button below each provider, you can read the information about the provider as well as its devices and, if applicable, services.

4 Use of Devices

The use of devices/resources listed in OpenIRIS is often regulated, as the visibility of resources does not necessarily imply their availability. To book these resources, you must submit a request and/or complete training. Below are the most common access options and how to identify them.

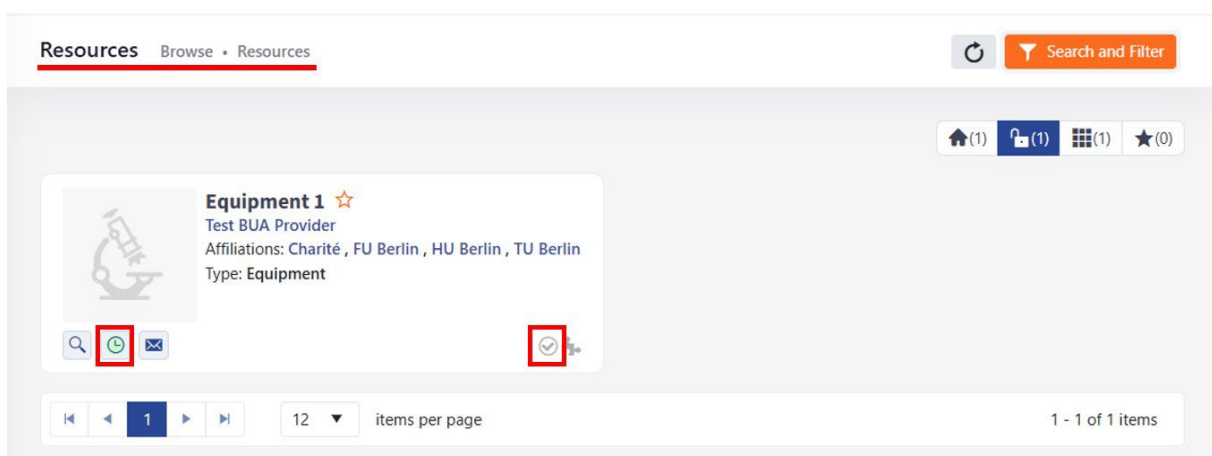
4.1 Access to Resources

4.1.1 Equipment catalogue

Many devices listed in OpenIRIS are part of the equipment catalogue and are not yet managed within the system. This is indicated in the resource details (**magnifying glass icon**). To request access to the resources, please contact the listed contact person.

4.1.2 Immediately Bookable Resources

For some resources, you automatically have access to the booking calendar (checkmark icon). By clicking on the **clock** button, a booking window will appear, allowing you to book the resource. A guide on how to book resources can be found under the section [Booking of Devices](#).

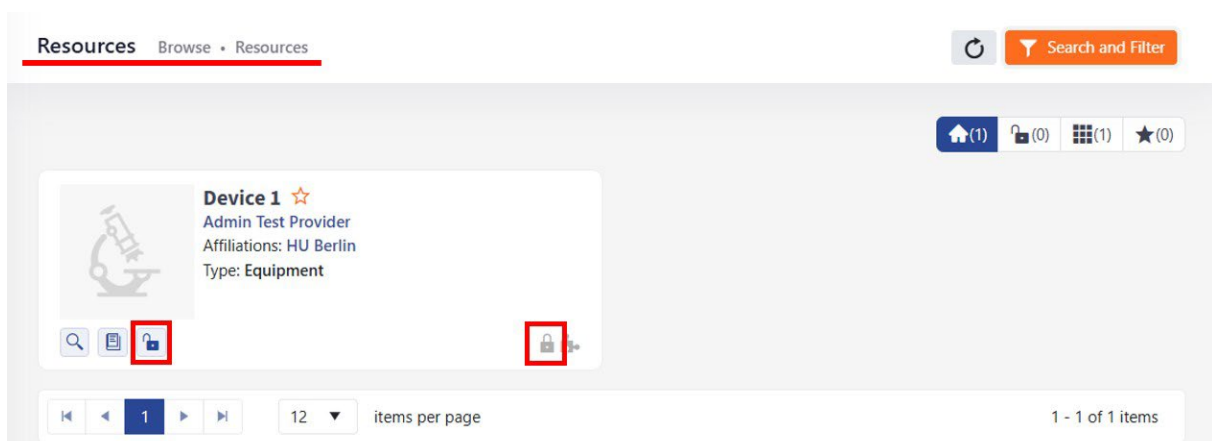


4.1.3 Access Request

Many providers require a project description and/or may want to hold a meeting before granting access to the booking calendar and the device. You can recognize that you do not have access to a resource's booking calendar by the lock icon.

4.1.3.1 Access request via Resource

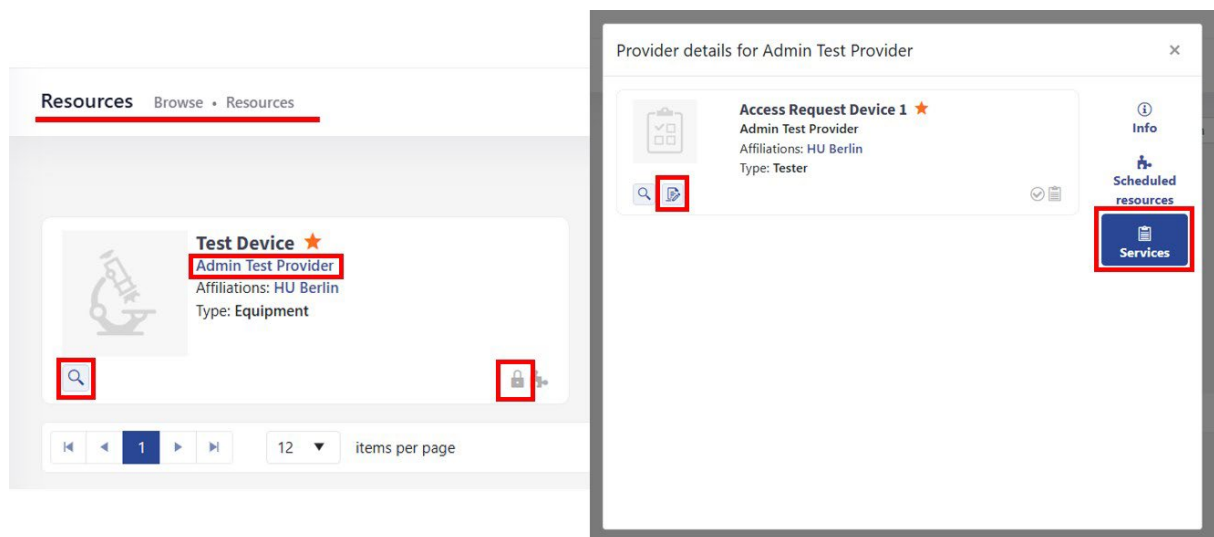
You can request access to the device by clicking the **open lock** button at the bottom left of the resource tile. The provider's administrator will be informed of your request.



4.1.3.2 Access via Service Request

If a project meeting is required in order to use the device and gain access to the booking calendar, you must first submit a service request. This information is listed in the details (**magnifying glass** button), including a link to the service request. If this link is not provided, you can access the corresponding service request by clicking on the provider's link and navigating to the "**Service**" section.

Please note that the service request must include a start and end date for the project. For further information, see [Services](#).






4.2 Booking of Devices

Resources can be booked under **SCHEDULER > TIMELINE**, given you have access to the booking calendar (see [Access to Resources](#)).

To do this, filter by the **provider** and select a time slot on the timeline of the respective resource. A booking window will appear, allowing you to modify date and time, as well as enter required information.

Please note that resource booking is subjected to rules. These rules vary between resources and providers. You will be notified by an alert box of any rule violations.

Funktion von Relevant Buttons

- | | | |
|------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Star |  | By clicking the star , you can save the selected resource as a favorite. You can filter by favorited resources. |
| Magnifying glass |  | Clicking the magnifying glass provides general information about the respective resource, including contact details. |
| Clock |  | Clicking the clock opens the booking window, given you have access to the resource. |

Pencil



By clicking the **pencil**, you can inform the provider about any issues that have occurred. Issues are visible to all users.

Bell



Clicking the **bell** allows you to subscribe to notifications about bookings. Please note that not all providers offer this option.

4.3 Modifying bookings

You can modify your booking by clicking on your booking, e.g. in the **SCHEDULER > Bookings** menu item. You can change the date and time of your booking, delete it, or end an ongoing booking early. Depending on any applicable booking rules, these options may vary.

4.4 Personal Overview of Bookings

In **DASHBOARD > PERSONAL OVERVIEW**, you will find a summary of your bookings – sorted by day, week, month or as agenda. Here you can modify your bookings as well. Additionally, you will also find a link that combines all your bookings into an iCal feed. You can subscribe to this feed in your calendar.

5 Services

Some providers offer services. You can view an overview of the available services in the **SERVICE** menu item. By clicking on Submit Request, a form will appear which you need to fill out. You can also access the request form by clicking the **form** button.



Additionally, through service requests such as project meetings, you can gain access to a device and its booking calendar. Please note that in these service requests, it is required to set the start and end date for the planned project, in which you need the device. Once the project period ends, access to the booking calendar will expire. You can request an extension at any time. You will be notified as the project end approaches.

6 Dashboard

Under **DASHBOARD**, you can find information about your activities in OpenIRIS.

6.1 Inbox

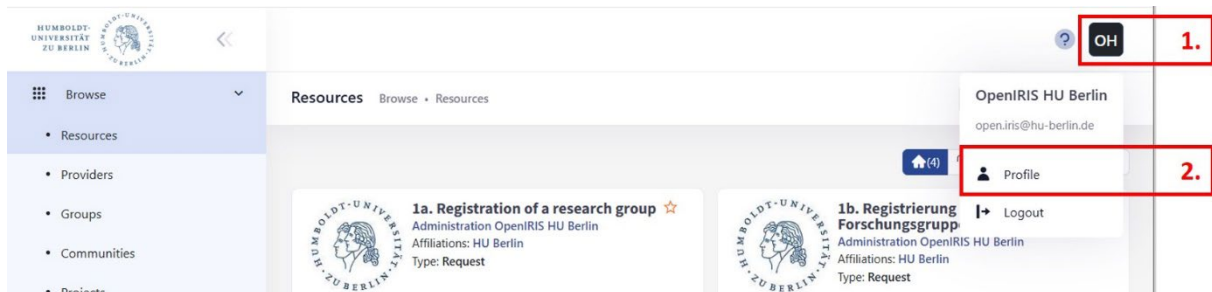
In **DASHBOARD > INBOX**, access requests, reported issues/defects, and service requests are listed.

6.2 Memberships

In **DASHBOARD > MEMBERSHIPS**, all organizations, groups, projects, etc., in which you are a member are listed. You should be a member of Humboldt University of Berlin, as well as your scientific research group and your institute.

7 Profile Settings

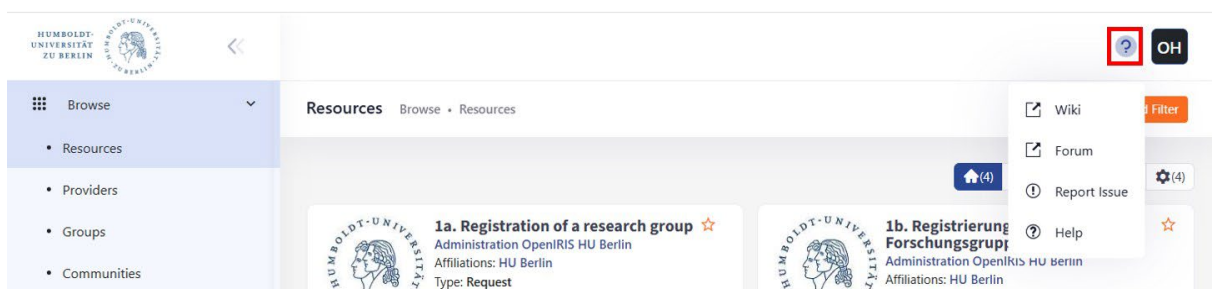
Settings such as your name or cookie preferences can be changed under profile settings. Cookie settings can be adjusted by navigating to **Profile > Privacy policy**



8 Help

OpenIRIS offers a variety of filtering options and customization features to suit your needs. If you cannot find a resource that you should be able to see, please make sure that all filters have been removed.

Under **HELP**, you will find links to the OpenIRIS **WIKI** and a forum platform, where many common questions are already answered. If the information provided does not help, please contact open.iris@hu-berlin.de.



9 Legend

Below are the most important symbols you will need for navigation within OpenIRIS.

Bell






















Clicking the **"bell"** icon allows you to subscribe to notifications via email for new bookings, changed booking times, or cancellations by other users.

Chain Link



Clicking the **"chain link"** button provides you with a permanent link that you can copy.

Checkmark		The " checkmark " icon indicates that you have access to the corresponding resource.
Clipboard		The "clipboard" symbol indicates that this is a service that needs to be requested.
Clock (green)		The " green clock " button indicates that the resource is currently not booked. Clicking the clock will open the booking window.
Clock (red)		The " red clock " button indicates that a resource is currently booked by another user. Clicking the clock will open the booking calendar.
Crossed Filter		By clicking the " crossed filter " button, you can remove all active filter.
Envelope		By clicking the " envelope " button, you can directly contact the provider's administrator.
Filter		By clicking the " filter " button, you can activate the selected filters. If filters are active, the "Search and Filter" button is highlighted in orange.
Filter bar (b) - Home		Clicking the 'Home' button, all the resources/groups you have access to, as well as those that have been explicitly made visible to you are displayed. Publicly visible resources are not displayed.
Filter bar (b) - Open Lock		Clicking the " open lock " button will show only resources that you have access to.
Filter bar (b) - Star		Clicking the " star " button in the filter settings will show only resources marked as favourites.
Filter bar (b) - Tiles		Clicking the " Tiles "-button will show all resources, independent if you have access or not.
Form		By clicking the " form " button, you can submit a service/project request. You will be asked to fill out a form describing your project.
Lock (Resources)		The "lock" symbol marks resources that you do not have access to.
Lock (Search and Filter panel)		Clicking the " lock " button in the search and filter panel saves the current filter settings.

Magnifying glass		Clicking the " magnifying glass " button opens a window with information about the respective resource, the provider, etc., as well as contact information.
Open Lock		The " open lock " indicates that you need to request access to the resource. Clicking the button will inform the provider's administrator of your request.
Pencil		By clicking the " pencil " button, you can inform the provider's administrator about issues with or defects in a resource.
Puzzle Piece		The "puzzle piece" symbolizes that the resource has a booking calendar.
Star (Resources)		By clicking the " star " icon, you can mark a resource as a favourite.

Many thanks to Julia Haseleu, whose user manual for OpenIRIS served as the foundation for this handbook.