Brief instruction to OpenIRIS for booking instruments and services of the BIH Core Unit pluripotent Stem Cells and Organoids (CUSCO)
-users from BIH/Charité-

1) Login for users from BIH/Charité

If you are working at the Charité with a valid email address, you can login to OpenIRIS with your Charité account.

- Open any browser, (do not use Internet Explorer because of incompatibility). Use a current version of your browser.
- Go to https://iris.charite.de
- Log in with internal sign in (upper right corner of the page, *see screenshot*)
  - o if you are logged into a Charité PC you will be automatically logged in (OpenIRIS uses your Charité credentials for login)
    Info: you cannot use your openIRIS account on a Charité PC with another person logged in – OpenIRIS will automatically login the person who is logged into Windows.
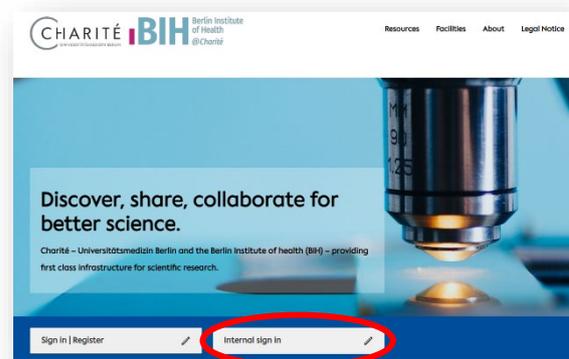
  - o if you are not using a Charité PC: type in your Charité email address and your password.
    Info: sometimes the browser is set to accept your username instead of the email address.

2) Join a group in OpenIRIS

In order to book instruments or request services in OpenIRIS you need to be a member of a group.

If your group is already registered, your group can be found by selecting "Browse" > "Groups" and select the button "All". A list of all registered groups is now displayed. You can search for your group by typing in the last name of the group leader. To join a group click on the arrow. An email is now send to the group leader (and/or the administrator of the group) to validate the request.

> *Info: Please inform your group leader that she/he will be notified from support@openiris.io and needs to approve your request by clicking on the link. You can see the status for your request in the group list.*
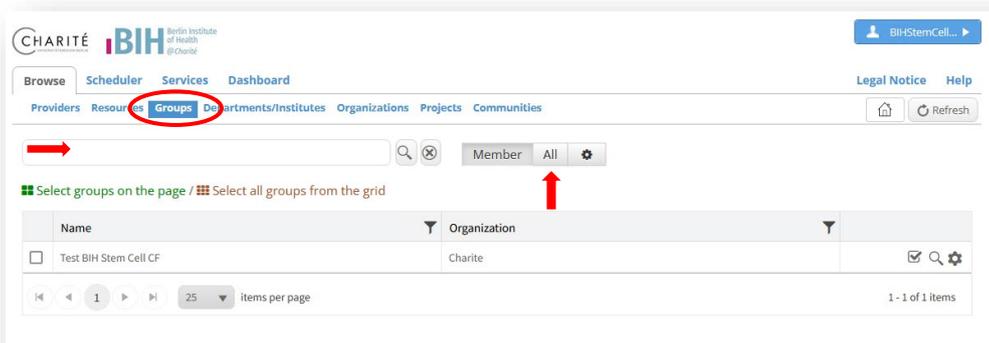
If your working group has not yet registered a group in OpenIRIS, your group leader or an authorized person on behalf of the group leader can create a group and add members as described below.

3) Create a group and/or add a cost center to a group

For any bookings you need to be member of a group and the group has to have associated to at least one valid cost center for reimbursement of the service costs. The cost center needs to be selected when booking and is used to apply the charges via ILV (interne Leistungsverrechnung). Make sure that the correct cost center is registered with your group. If the group has more than one cost center, make sure you select the right one when booking (verify this with your group leader!).

Groups and cost centers have to be requested by the group leader or an authorized person on behalf of the group leader!

Group and cost centers can be created by browsing to "Services" and selecting "Administration OpenIRIS Charite & BIH" as a provider from the dropdown list. First a group needs to be created. After the group has been validated by the openIRIS administration cost centers can be added to the group by selecting the respective service.
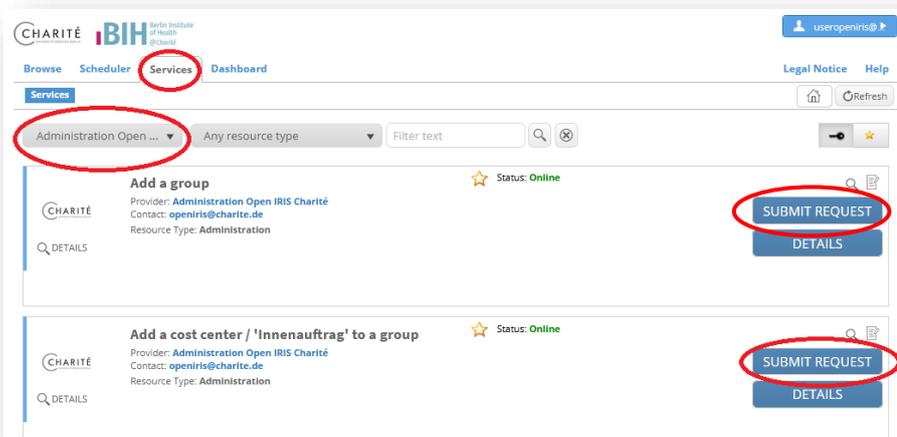
Note: If you experience any problems with group and cost center creation or have questions on this process, please contact the openIRIS administration using the following email openiris@charite.de.

4) User and project registration

For use of the services and/or access to the infrastructure of CUSCO you need to request a ***project consultation*** first.

Note: In case you already talked to Harald Stachelscheid about the Project plan, another appointment is not necessary.
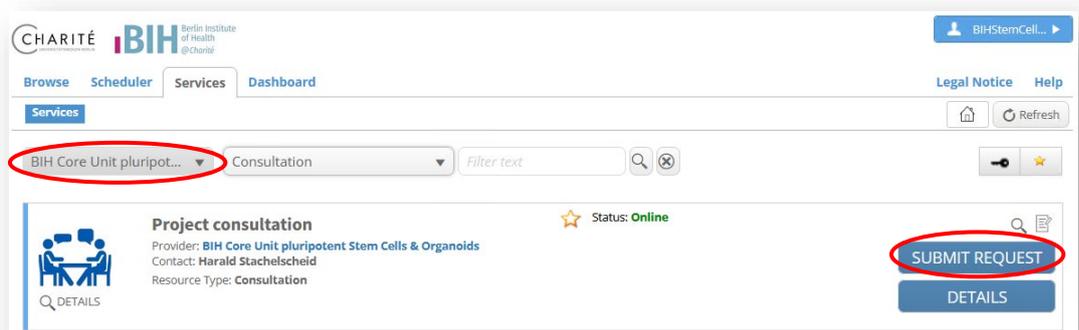
After a consultation, you need to ***register your project*** and if applicable ***register as a user*** to get access to the infrastructure of CUSCO. *Please note, that you need to be member of a group!*

The group leader has to confirm both the project AND user registration. She/he will get informed per email.

If a project from your group is already registered, please send us the project name and we add you as a participant of the project. The group leader or person who registered the project can also do it.
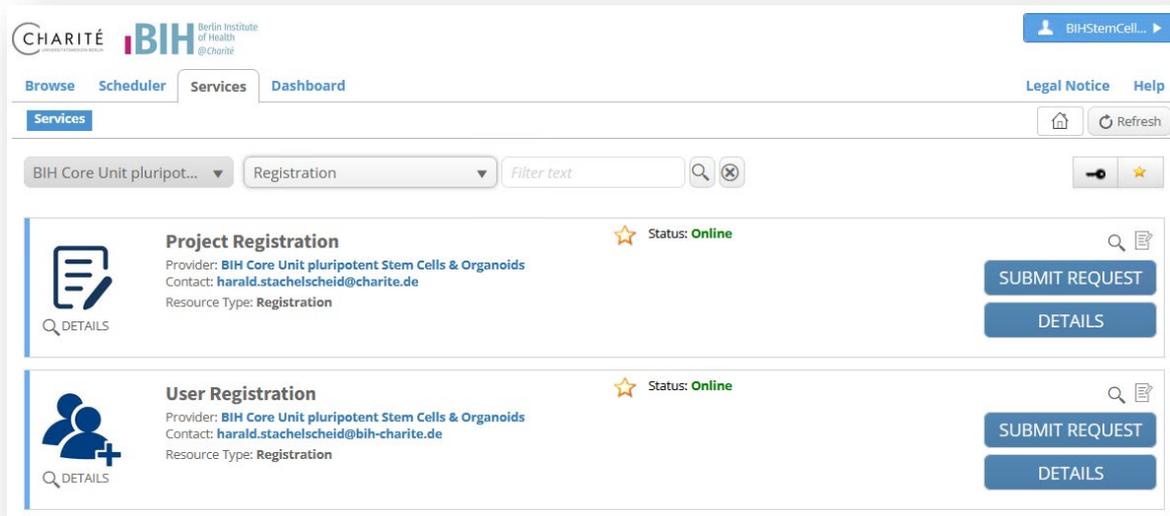
5) Booking Devices and Services

A list of scheduled resources (instruments that can be booked by time) can be found is in the tab *Scheduler*. Select "BIH Core Unit pluripotent Stem Cells & Organoids" from the drop down menu to narrow down your search.

A list of services (anything that cannot be booked in the scheduler) can be found in the tab *Services*. Again, select "BIH Core Unit pluripotent Stem Cells & Organoids" to narrow down the selection.

Note: Only after registration of a project and as a user of CUSCO all of the devices and services will be visible and/or accessible in the lists described above. See above how to register as a user and register a project.

To get access to devices go to the tab "Scheduler", choose the Provider "BIH Core Unit pluripotent Stem Cells & Organoids" and submit a training request by selecting the respective icon for the particular device. One of our team member will contact you for a training appointment. After training, you get access and can book the device.

Questions?

BIH CUSCO – contact Claudia Schaar (claudia.schaar@bih-charite.de)

Wiki of OpenIRIS can be found here.