

Book instruments/request services in openIris Charité

If you are working at the Charité with a valid charité email address you can login to openIris Charite with your charité account. In order to book instruments or request services in openIris you need to be a member of a research group that is registered in openIris. Some bookings will also require a cost center (Kostenstelle/ Innenauftrag), that needs to be attached to your group in openIris.

Login

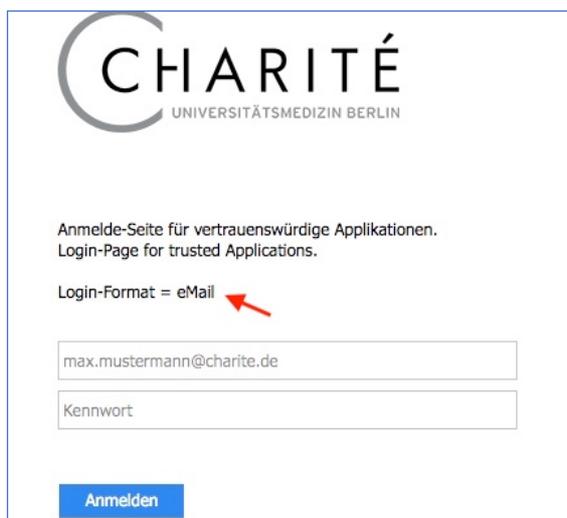
- Open any browser, except for internet explorer. Use a current version of your browser
- Go to <https://iris.charite.de>
- Log in with **internal sign in** (upper right corner of the page, *image 1*)
 - if you are using a Charité PC in your account you are directly logged in (openIris uses your Charité credentials for login)
 - if you are not using a Charité PC: type in your Charité email address and your password (*image 2*)

Image 1



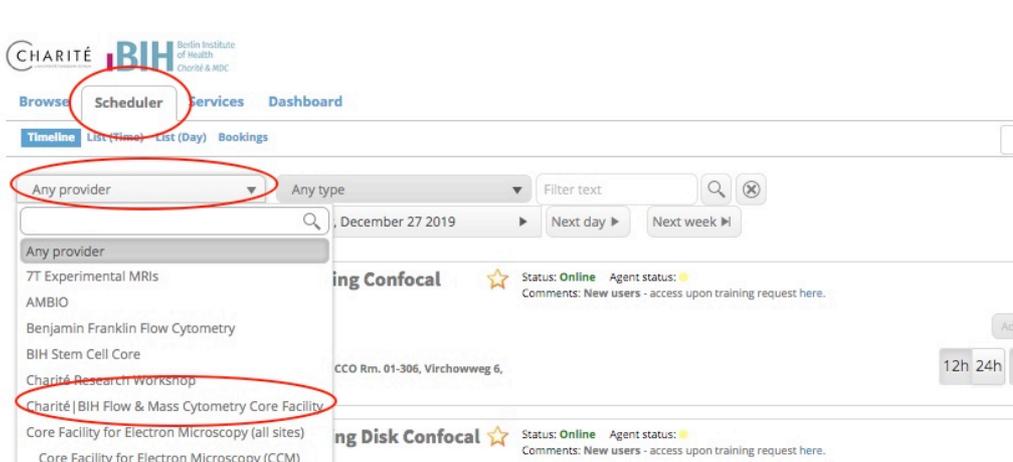
Charité & BIH Research Infrastructures:
Share. discover and collaborate for better science

Image 2

The image shows a login page for Charité. At the top is the Charité logo (UNIVERSITÄTSMEDIZIN BERLIN). Below it is the text 'Anmelde-Seite für vertrauenswürdige Applikationen. Login-Page for trusted Applications.' and 'Login-Format = eMail' with a red arrow pointing to the 'eMail' text. There are two input fields: the first contains 'max.mustermann@charite.de' and the second is labeled 'Kennwort'. A blue 'Anmelden' button is at the bottom.

- Info: sometimes the browser is set to accept your username instead of the email address (login format)
- Info: you cannot use a Charité PC with another person logged in - openIris will automatically login as this person (because it uses the Charité credentials for login)

- A list of all **Providers** (core facilities) at the Charité is found in the tab *Browse*. To find out more about the core facility, click on the name or the logo.
- A list of **scheduled resources** (instruments or services that you can book by the hour) is found in the tab *Scheduler*. Select a specific provider (core facility) to narrow down your search.
- A list of **services** (anything that cannot be booked in the scheduler) is found in the tab *Services*. Again, select a specific provider to narrow down the selection.



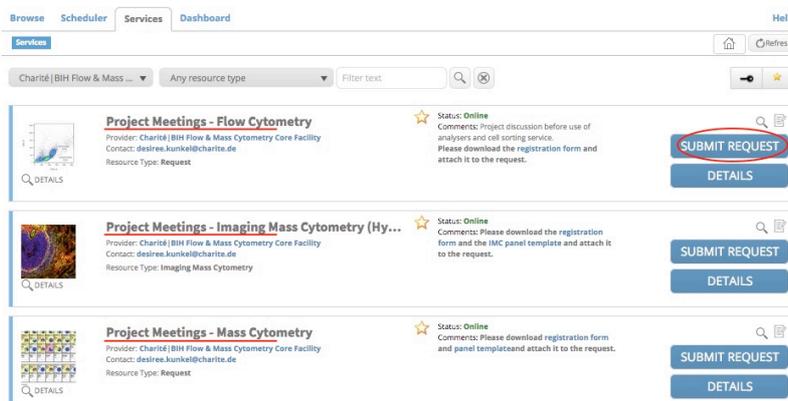
Charité | BIH Flow & Mass Cytometry Core Facility

For use of the instruments and services of the Flow & mass cytometry core facility you need to **request a project meeting first**. (Service: Project Meetings - select the appropriate technology).

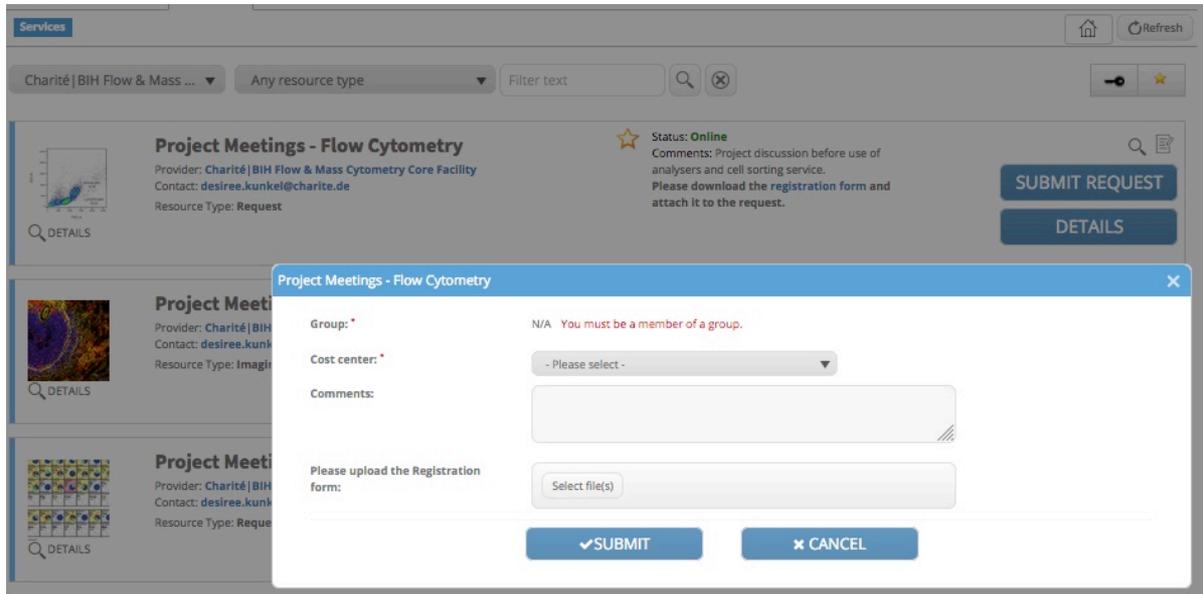
You need to be member of a group and a cost center needs to be selected when requesting the project meeting. Make sure you select the appropriate one. The initial meeting is free of charges.

Attach the required documents to your service request. See also

website and userguidelines. We will contact you if we have additional questions or if the documents are not complete and send you the next available dates for a project meeting (Flow: 45-60min, Mass: 90-120min).



If you cannot submit a request, you might not yet be a member of a group, or a cost center still needs to be defined.



Join a group, if you are not yet member of a group in openIris

- In the tab Browse, select **Groups** (see *image 3*)
 - Info: if you are already a member of a group in openIris, you will see the respective group, if you are not yet a member of a group, the list will be empty.
- Select the button **All**. A list of all registered groups is now shown. You can search for your group by typing in the last name of the group leader. (see *image 4*)
- To join a group click on the arrow (see *image 4*). An email is now send to the group leader (and/or the administrator of the group) to validate your request (see *image 5*).
- info: Please let your group leader know, that he/she will get an email from openiris@charite.de and needs to approve your request by clicking on the link. You can see the status of your page request in the group list.

Image 3

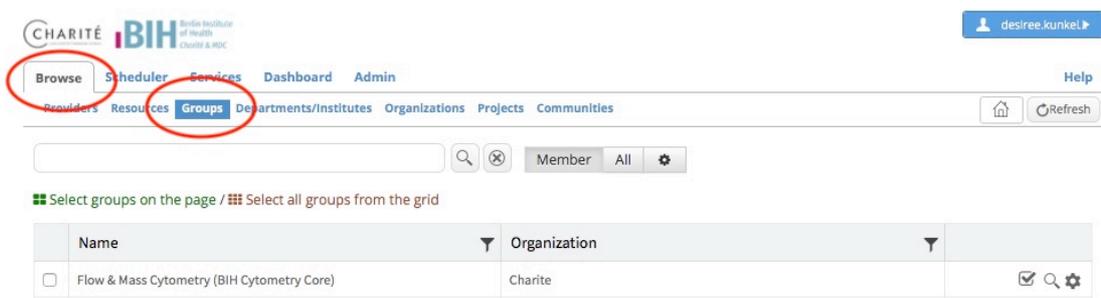


Image 4

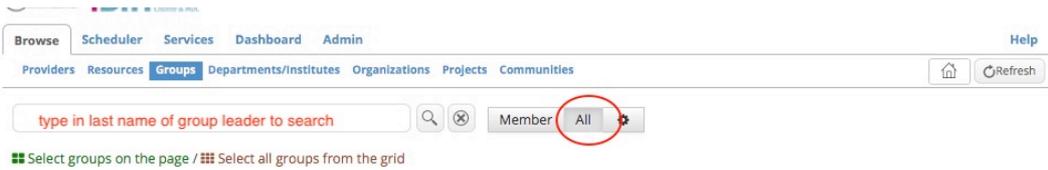
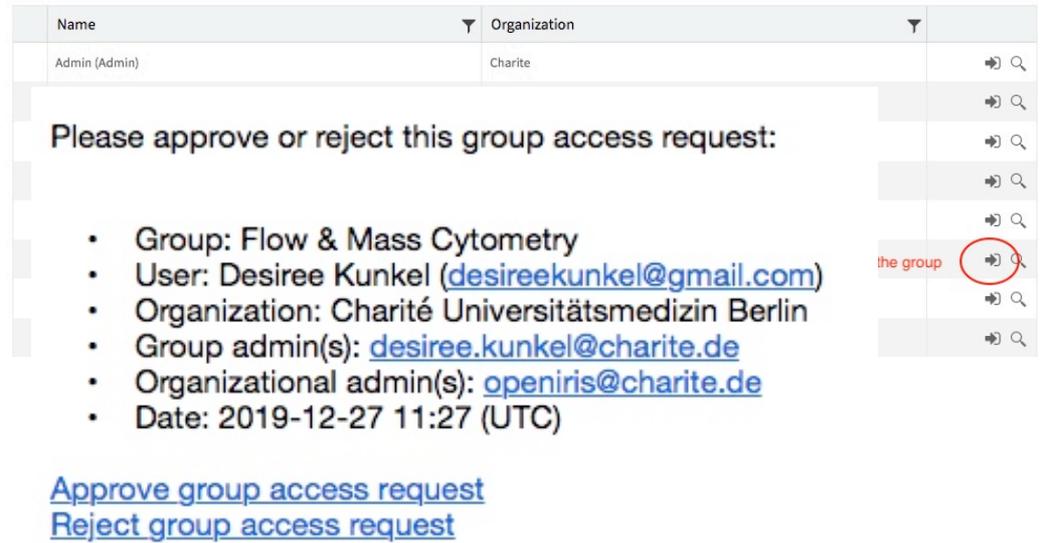


Image 5



Register a group

If your group is not yet registered in openIris (see *image 6*):

- go to Services
- select Administration OpenIRIS as a provider
- submit a request to add a group

Image 6



Add cost centers (Kostenstelle/Innenauftrag)

Info: in order to book instruments or request services in openIris you need to be a member of a research group and, in some cases, have a cost center defined.

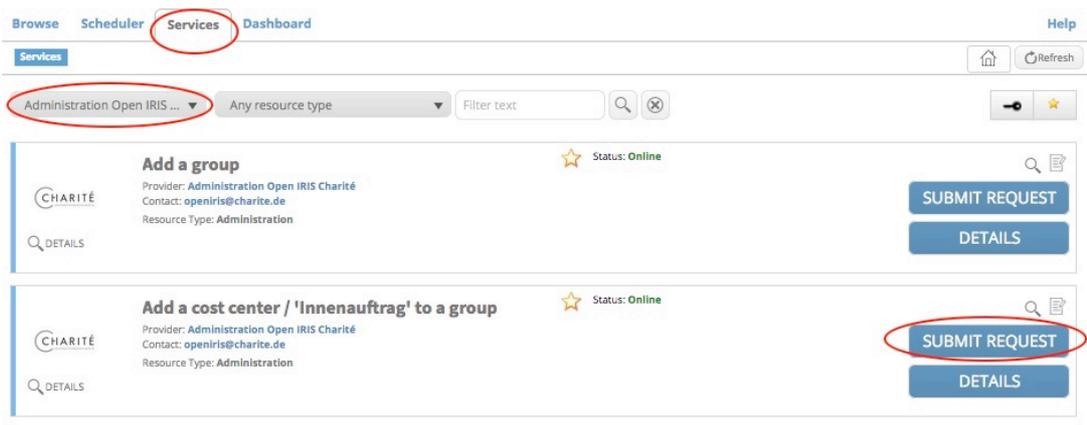
The cost center needs to be selected when booking and is used to apply the charges via ILV (interne Leistungsverrechnung). Make sure that the correct cost center is registered with your group. If the group has more than one cost center, make sure you select the right one when booking (verify this with your group leader!).

Add a cost center to the group if the appropriate cost center is not yet defined (see *image 7*)

- go to Services
- select Administration OpenIRIS as a provider
- submit a request to add a cost center

If you have any questions on this process, please contact openiris@charite.de.

Image 7



Questions?

Charité | BIH Cytometry Core - contact Desiree Kunkel (desiree.kunkel@charite.de)

openIris Charité in general: contact the administrator (openiris@charite.de)