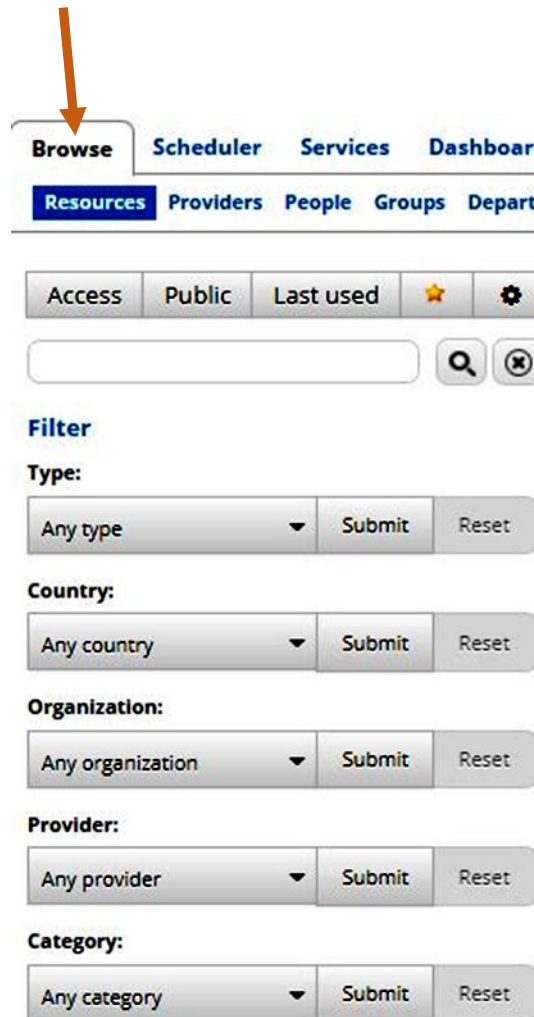


# How to make reservations and how to activate subscriptions in Open IRIS

# Requirements for the Cell Imaging Core

- You have to have an Open IRIS account
- You have to belong to a group
- You have to belong to an active project
- You need training for the instrument
- Note: Providers can have different access policies

# How to find CIC instruments



**Browse** Scheduler Services Dashboard

**Resources** Providers People Groups Depart

Access Public Last used ⭐ ⚙

Filter

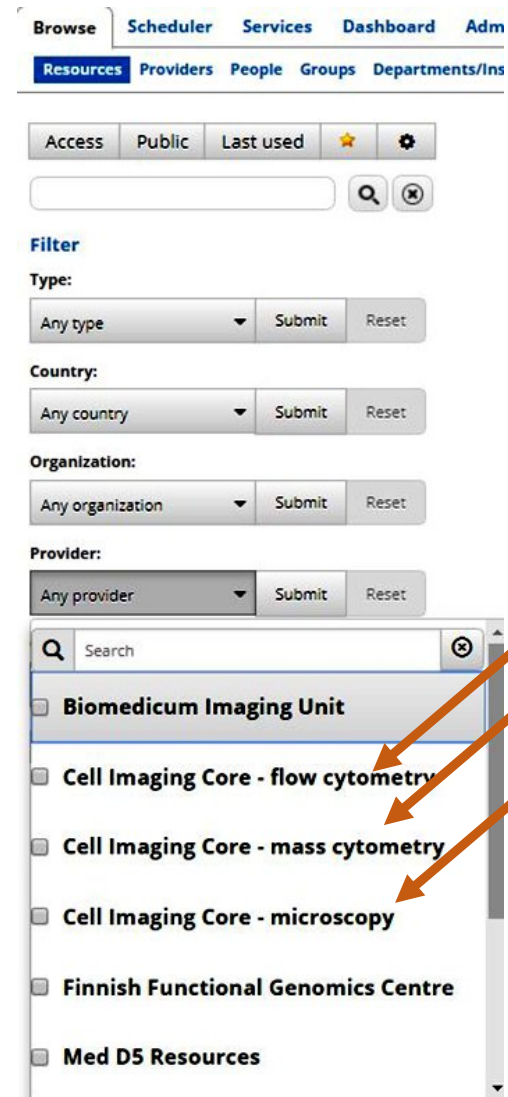
Type: Any type Submit Reset

Country: Any country Submit Reset

Organization: Any organization Submit Reset

Provider: Any provider Submit Reset

Category: Any category Submit Reset



**Browse** Scheduler Services Dashboard Adm

**Resources** Providers People Groups Departments/Inst

Access Public Last used ⭐ ⚙

Filter

Type: Any type Submit Reset

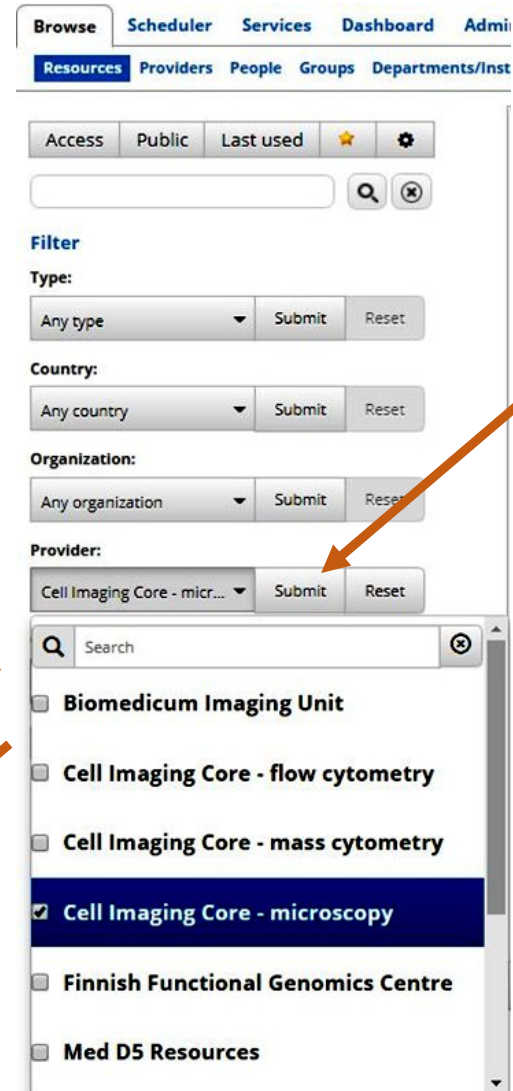
Country: Any country Submit Reset

Organization: Any organization Submit Reset

Provider: Any provider Submit Reset

Search

- Biomedicum Imaging Unit
- Cell Imaging Core - flow cytometry
- Cell Imaging Core - mass cytometry
- Cell Imaging Core - microscopy
- Finnish Functional Genomics Centre
- Med D5 Resources



**Browse** Scheduler Services Dashboard Admi

**Resources** Providers People Groups Departments/Inst

Access Public Last used ⭐ ⚙

Filter

Type: Any type Submit Reset

Country: Any country Submit Reset

Organization: Any organization Submit Reset

Provider: Cell Imaging Core - micr... Submit Reset

Search

- Biomedicum Imaging Unit
- Cell Imaging Core - flow cytometry
- Cell Imaging Core - mass cytometry
- Cell Imaging Core - microscopy
- Finnish Functional Genomics Centre
- Med D5 Resources

Choose the relevant provider  
Accept the selection  
You can choose several

# Making and cancelling reservations

- Go to the Scheduler view
- You can limit the view by organization, provider or resource type, or make a free-word search
- Choose between day, week or month view
- You can create favourites by clicking the star icons in the Browse view and the visualize them in Scheduler by clicking the star icon

The screenshot displays the Scheduler interface. At the top, there is a navigation bar with tabs for 'Browse', 'Scheduler', 'Services', 'Dashboard', and 'Admin', along with a 'Help' link. Below this is a secondary navigation bar with 'Timeline' selected, and options for 'List (Time)', 'List (Day)', and 'Bookings'. A toolbar contains icons for lock, home, '+ New scheduled resource', and 'Refresh'. The main interface features a filter bar with dropdown menus for 'UTU', 'Cell Imaging Core - mic...', and 'High Content Imager', followed by a 'Filter text' search box. Navigation buttons for 'Prev week', 'Prev day', 'Wednesday, February 13 2019', 'Next day', and 'Next week' are visible. The main content area shows a resource card for 'IncuCyte S3 front right' with a star icon and 'Status: Online'. The card includes a thumbnail, provider information ('Cell Imaging Core - microscopy (UTU, ÅAU)', contact 'microscopy@btk.fi'), resource type ('High Content Imager'), and location ('Turku Bioscience, BioCity 5th floor'). A 'DETAILS' link is shown below the thumbnail. On the right side of the card, there are icons for a calendar, search, settings, and clock, and buttons for 'Add-ons', 'List', 'Calendar', 'Day', 'Week', and 'Month'.

# Making a reservation

- Go to scheduler
- Choose the instrument and click to the timeline
- Day view, week view and month view are available

The screenshot shows a web-based reservation scheduler. At the top, there are navigation tabs: **Browse**, **Scheduler** (selected), **Services**, and **Dashboard**. Below these are sub-tabs: **Timeline** (selected), **List (Time)**, **List (Day)**, and **Bookings**. On the right side, there are icons for a lock, a home page, and a refresh button. Below the sub-tabs, there are filters: a dropdown menu for 'UTU', another for 'Any provider', and a third for 'Any type'. There is also a 'Filter text' input field with search and refresh icons. Navigation buttons include 'Prev week', 'Prev day', 'Tuesday, February 26 2019', 'Next day', and 'Next week'. The main content area features a card for the '3i spinning disk confocal microscope' with a star icon and 'Status: Online'. The card includes a provider name 'Cell Imaging Core - microscopy (UTU, ÅAU)', contact email 'microscopy@btk.fi', resource type 'Confocal Microscope', and location 'Turku Bioscience, BioCity 5th floor'. There are 'DETAILS', 'List', 'Calendar', 'Day', 'Week' (selected), and 'Month' buttons. At the bottom, a timeline shows a grid of days from Tuesday, February 26 to Monday, March 4, with time slots from 0:00 to 23:00. The timeline shows 'x' marks for availability on Tuesday and blue blocks for reservations on Wednesday.

Choose the request, if you have many

Choose your group

Activate if you want email confirmation

You can modify beginning and end dates and times

Price for the reservation

Make the reservation

Resource booking for 3i spinning disk confocal microscope

Booking Trainings (0)

User information:

Booking for: **Jouksand@utu.fi** Change user

Request: N/A

Group: Cell Imaging Core

Booking information:

Email calendar event:

Title:

Start: 2019/02/27 17:30 Calendar icon Clock icon

End: 2019/02/27 19:00 Calendar icon Clock icon

All day event:

Repeat: Never

Comments:

Additional information:

Booking type: Regular usage

Operator assisted:  Select operator

Projected price: **22.50 EUR**

# Cancelling the reservation

Click the reservation in the reservation timeline

Click Delete

Note: CIC instruments have cancellation  
Restrictions, time depending on the instrument

Resource booking for 3i spinning disk confocal microscope

Booking Record | Trainings (0)

User information:

User name: **Jouko Sandholm (jouksand@utu.fi)** ⓘ [Change user](#)

User's organization: **University of Turku**

Reservation made on: **2019-02-27 15:24**

Request: **Jouko Sandholm (jouksand@utu.fi) - ID: 5775** 5775

Group: **Cell Imaging Core** [Change group](#)

Cost center: **2609250 (Cell Imaging, group: Cell Imaging C...**

Booking information:

[Add to calendar](#)

Resource: **3i spinning disk confocal microscope**

Title:

Start: **2019/02/27 17:30** [Calendar](#) [Clock](#)

End: **2019/02/27 19:00** [Calendar](#) [Clock](#)

Comments:

Additional information:

Booking type: **Regular usage**

Operator assisted:  [Select operator](#)

Projected price: **22.50 EUR**

[Update](#) [Delete/Cancel](#) [Close](#)



# Subscriptions and Issues

- Subscriptions are instrument-specific notifications of cancellations, reservations and changes in bookings
- User can subscribe and unsubscribe subscriptions at will
- Issues are problems. By default, issues are sent to users who have reservations within 5 days after issue submission

# Open the subscriptions selection window

Submit an issue icon

Subscription icon

The screenshot shows a web interface for resource booking. At the top, a blue header bar reads "Resource booking for '3i spinning disk confocal microscope'". Below this, there are navigation buttons for "Prev week", "Prev day", "Tuesday, March 05 2019", "Next day", and "Next week". The main content area features a resource card for "3i spinning disk confocal microscope" with a status of "Online". The card includes details such as the provider "Cell Imaging Core - microscopy (UTU, ÅAU)", contact email "microscopy@btk.fi", resource type "Confocal Microscope", and location "Turku Bioscience, BioCity 5th floor". To the right of the card are several icons: a calendar icon, a magnifying glass, a gear, a pencil, a clock, and a bell. Below these icons are buttons for "List", "Calendar", "Day", "Week", and "Month". At the bottom of the card is a time slot grid for "Tue 03/05" with hourly slots from 0:00 to 23:00, each containing an 'x'. A "Close" button is located at the bottom center of the interface.

# Subscription options

Get notification on new bookings

Get notification on booking changes or deletions

Get notification on free slots

Activate issues for you

Subscription for resource 'Abberior STED'

- Notify me about new bookings
- Notify me about changed bookings
- Notify me about deleted bookings
- Notify me when slots become available that are:
  - more than:  hour(s) long
  - more than:  hour(s) in the future
  - less than:  hour(s) in the future
- Notify me about issues

✓ Save    ✕ Close

# Issues are activated in resource settings

Display:  Show title on booking  Display label  Hide pricing  Training request

Subscription:

Notify users of submitted issues:  send submitted issues to users with bookings  day(s) in the future

If the issue is urgent  
(if you are unsure, tick it)

Describe the issue

You can attach files, e.g.  
screenshots or bad pictures

Submit issue - 3i spinning disk confocal microscope (Cell Imaging Core - microscopy) ✕

Would you like to submit an issue on "3i spinning disk confocal microscope"?

User: **jouksand@utu.fi** Change user

Urgent:

Title:

Issue:

Attachments: Select file

✓ Submit ✕ Close