

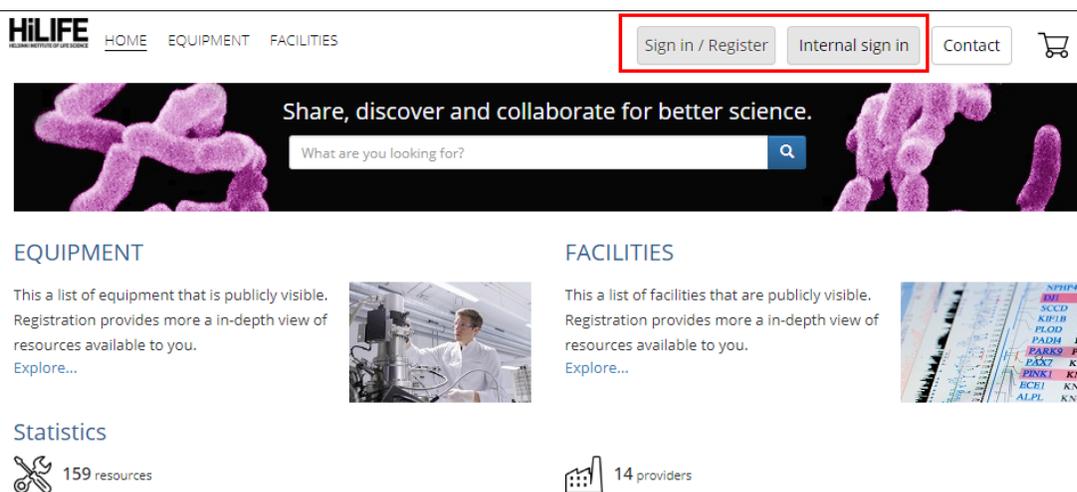
Open IRIS for Users

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Log in or Register as user in Open IRIS

The system is integrated with University of Helsinki authentication. Users from other institutes must first register as user.

- Browse to [HiLIFE Open IRIS portal](#).
- For the University of Helsinki users click  button to login.
- For external users press the  button to login and follow the registration [instructions for external users](#).



HiLIFE [HOME](#) [EQUIPMENT](#) [FACILITIES](#) [Sign in / Register](#) [Internal sign in](#) [Contact](#) 

Share, discover and collaborate for better science.

What are you looking for?

EQUIPMENT

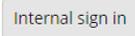
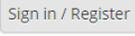
This a list of equipment that is publicly visible. Registration provides more a in-depth view of resources available to you. [Explore...](#)

FACILITIES

This a list of facilities that are publicly visible. Registration provides more a in-depth view of resources available to you. [Explore...](#)

Statistics

 159 resources  14 providers

- Upon the press of the  button you are directed to the Auth0 Open IRIS page, where you need to enter your university account name and the password, If you pressed the  button you need to enter you email first before getting directed to the Auth0 page.



Logging into the service Auth0 OpenIris Friedrich Miescher Institute for Biomedical Research

Username

Password

LOGIN

Remember the page on accepting the disclosure of your information

USE DESKTOP LOGIN

Enable automatic login for this browser

You can review your forgotten or expired password by using a designated [access tool](#)
[More information about login services](#)

If you are using a computer under the university's central administration, you can click on the Use desktop login, which will give you access to over 100 systems without logging in to all of them separately.

Internet Explorer is not Open IRIS compatible. This can lead to problems regarding login and using Open IRIS. We recommend using other browsers like Chrome, Fire/water Fox.

Access based on projects

In Open IRIS the access to resources (e.g. microscopes) is based on active research projects registered in the system. The HiLIFE Light Microscopy (HELM) and the Electron microscopy (EMBI) platforms implement this approach to make reservation of instruments and service possible with a single account. To be able to book a resource, a user must 1) be a participant in an active research project or have an active research project of her/his own; and 2) have the training for the instrument. Users can register new projects or join existing ones.

The idea of the projects is that the PI and the service provider could track the ongoing projects, ideally from the planning to the end. Therefore the project should not be just a container for multiple simultaneous research projects. Projects are also the basis for billing. To register a project, you will need to know which WBS the expenses will go to.

Register your project in Open IRIS

In order to register a new project, you need to fill in a project form.

- Select tab "Services"

The screenshot shows the 'Services' tab selected in the Open IRIS interface. The user 'mika.molin@h...' is logged in. The page displays a list of services with filters for provider and resource type. The following table summarizes the visible services:

Service Name	Provider	Contact	Resource Type	Status
EMBI Project Request Form	Electron Microscopy Unit	embi-staff@helsinki.fi	Project	Online
LMU key activation request (for users outside In...)	Light Microscopy Unit	lmu-staff@helsinki.fi	Service	Online
LMU microscopy training form	Light Microscopy Unit	lmu-staff@helsinki.fi	Training	Online
LMU project form	Light Microscopy Unit	lmu-staff@helsinki.fi	Project	Online

- Click "Submit request" on Core facility form whos services you are going to use. The following instructions are for the LMU, BIU and EMBI forms.
- **NOTE: LMU and EMBI are located in Viikki and BIU is located in Meilahti**
- Give your project a descriptive title.
- If the "Group" selector is empty, specify your research group under "New billing information".
- If the proper Invoice reference/WBS is not available in the corresponding dropdown, specify it and the profit center under "New billing information".

- Please give a realistic estimate for the project end date (LMU, BIU).

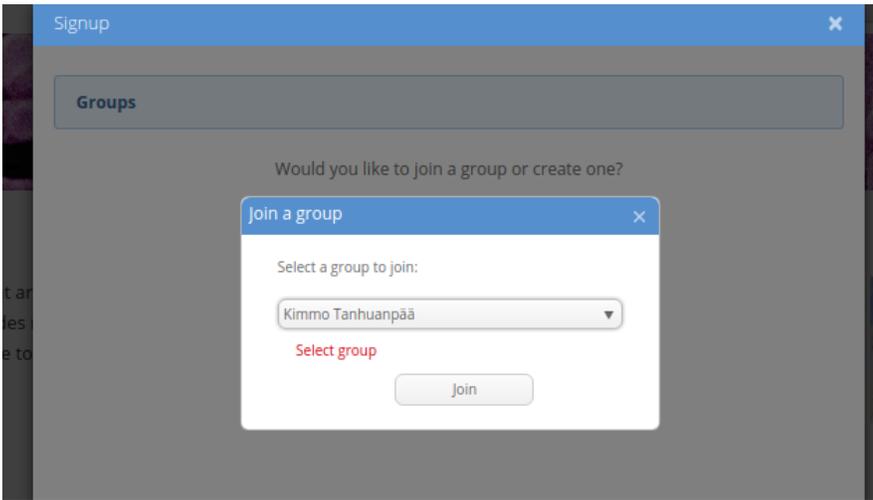
- Once you have submitted the form, the service provider staff will review it. Once it has been accepted, the project registration is complete and the project will be granted access to resources. You will receive an email regarding your forms status. If the status is "Active" the form has been accepted.

Joining a group

To join a group you will need to click on the "Browse" tab and from there select "Groups" and "all" in order to see all groups available. Once this is done use the search function to find your group and apply to it.

Name	Organization
Kimmo Tanhuanpää (Kimmo Tanhuanpää)	UH

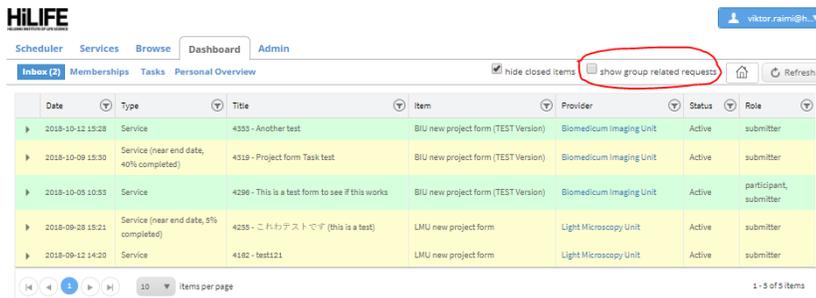
Click on the arrow icon to join group.



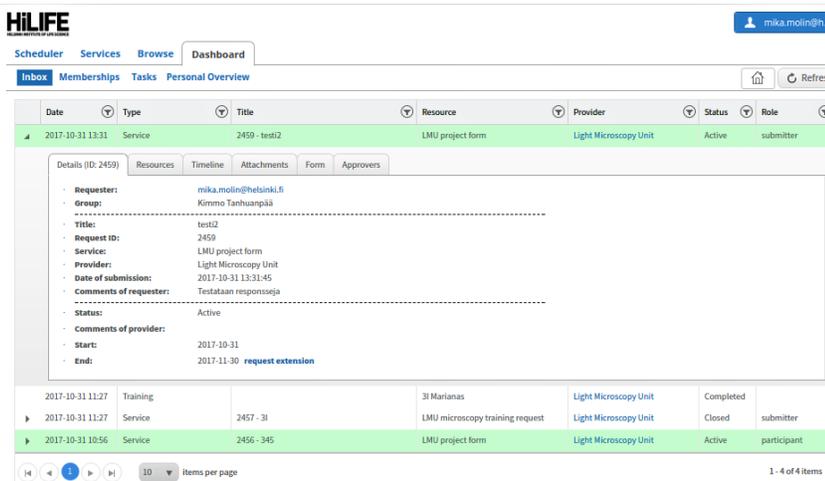
IRIS will prompt you to confirm that you want to join the selected group.

Viewing projects

To view projects in your research group, select the "Dashboard" tab and "Inbox". Toggle on the option "show group related requests" (marked with red circle on the figure below). After doing this you should be able to see all group related projects. You can also see your role in the project (submitter, participant or group member).



You can check the project details (for example the available resources and the project form) by expanding the project line.

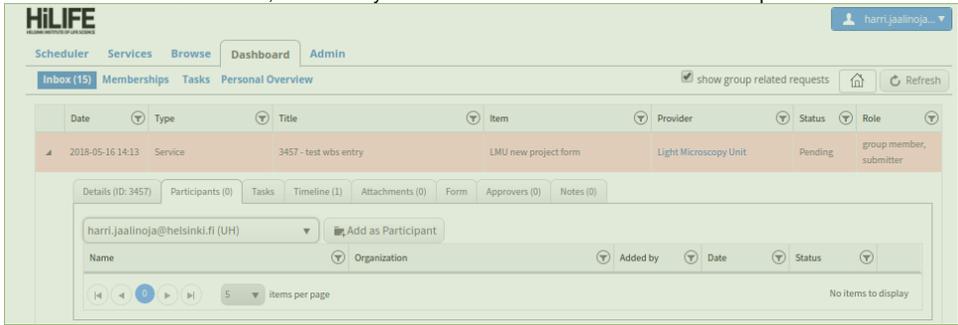


Joining a project

Members of a group can see the group's projects, and can request to be added as participant.

- To find your group's projects, see "Viewing projects" above.
- Expand the project line and select "Participants" tab.

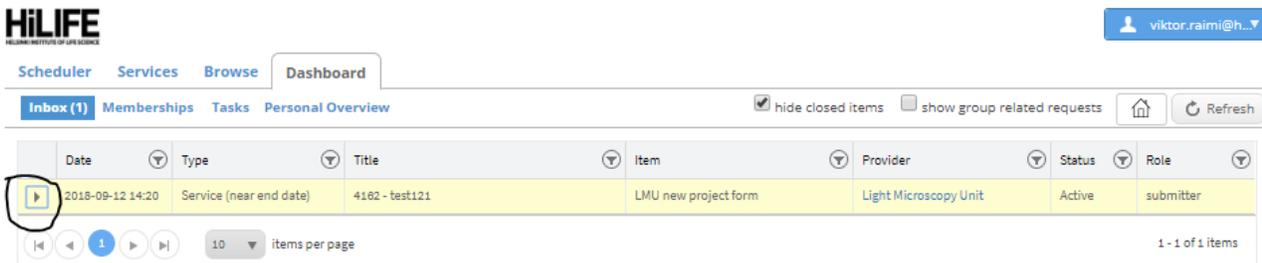
- With the "Add user..." selector, search for your email address and click "Add as Participant".



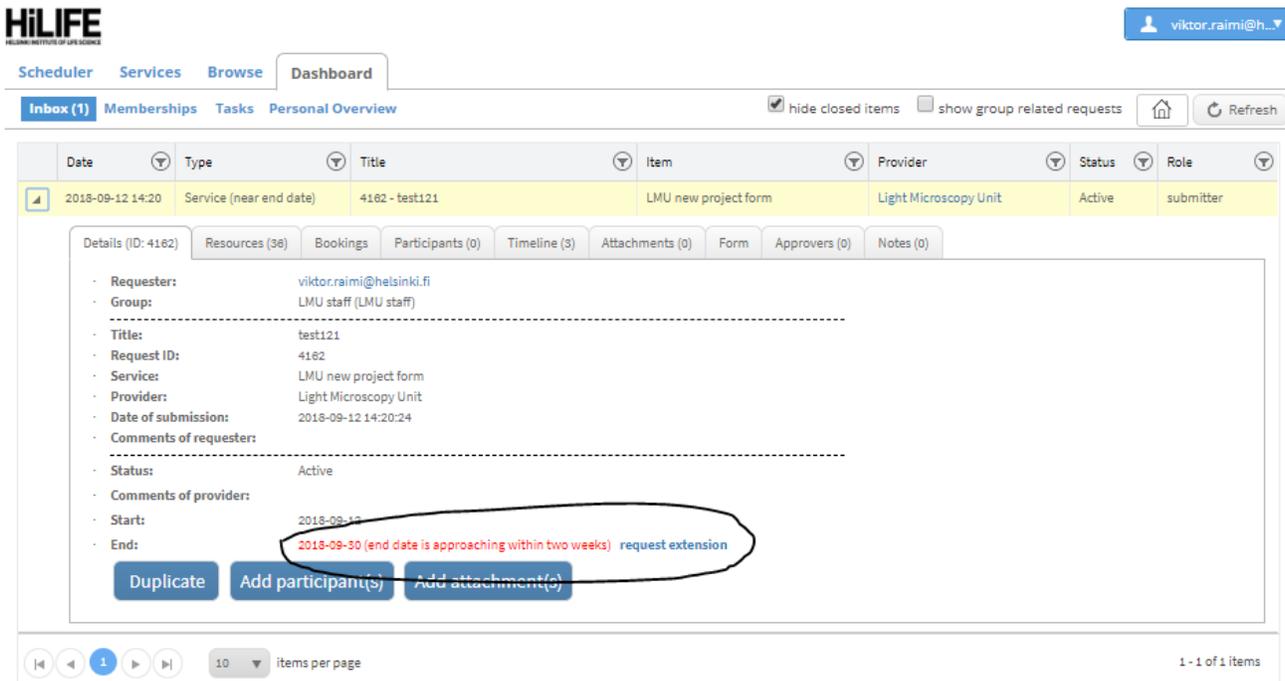
The project owner will get an email noting your request to join a project.

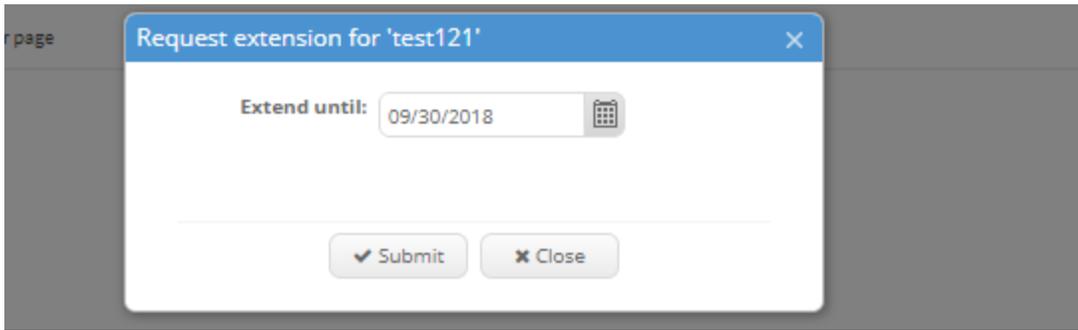
Extending existing projects time

All projects registered in Open IRIS have an end date. To extend projects activity time, you need to click on the arrow icon on your expiring project in the "Inbox" tab. This can only be done by the submitter of the project. Project members can't request more time for projects.



If your project is to expire, the end date will have a red text warning about this. Clicking the "request extension" text will open up the calendar where you can choose a new expire date for your project.





If all went well you should have an additional text informing that the extension has been requested for your project.

Comments of provider:

Start:

2018-09-12

End:

2018-09-30 (and date is approaching within two weeks) request extension (extension requested on 2018-09-18 08:55 until 2018-09-30)

Duplicate

Add participant(s)

Add attachment(s)

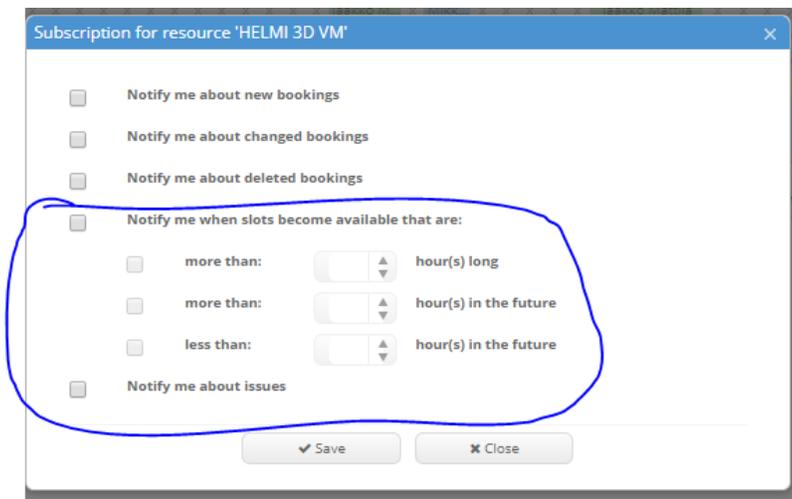
Subscribing to instrument availability notifications

Subscribing to instrument notifications allows you to get notifications of freed reservation slots when someone cancels their own reservations. You can set your preferred time slot parameters, for example: I want to know if there will be 1h slot or longer available that will start in 3 hours or more. If all the conditions are met, you will be notified.

- In the Scheduler view click the bell icon to subscribe to the instrument availability notifications:



- Set the parameters for your preferred notifications:



Adjusting the parameters on the circled area is what you want to do and should do when subscribing. Toggling on the 3 other boxes will result you getting spammed with unnecessary details and pointless notifications.

