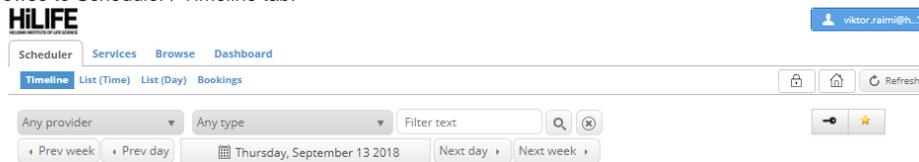


Training, reservations and login at the instrument

- [Requesting training](#)
- [Making a reservation](#)
- [Log in to Open IRIS at the instrument](#)

Requesting training

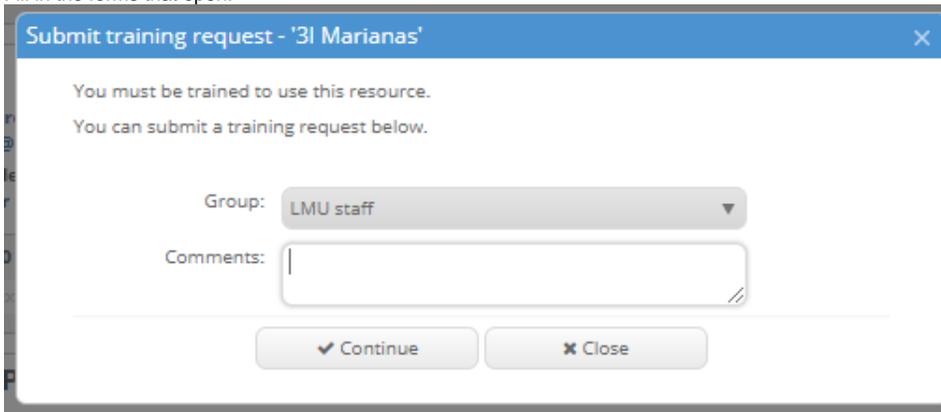
- Browse to Scheduler / Timeline tab.



- Find the instrument you want to be trained on.
- Click "add new training request icon"



- Fill in the forms that open.



Making a reservation

To see the resource you can reserve, select the "Scheduler" tab. Here you can also filter resources by provider, for example choose "Light Microscopy Unit" instead of "Any provider".

Click on the key symbol to only show resources you have access to. You can switch to a week or month to find the date when you want to book.

Video tutorial on how to make an reservation. NOTE it is an example:

Light Microscopy Unit

Any type

Filter text

Prev week Prev day

Thursday, November 02 2017

Next day

Next week



HeLMI 3D VM

Provider: **Light Microscopy Unit (UH)**
Contact: grp-helmi-staff@helsinki.fi
Resource Type: **Analysis Workstation**

Status: **Online**



List Calendar

Day Week Month



MolecularDevices Nano

Provider: **Light Microscopy Unit (UH)**
Contact: lm-staff@helsinki.fi
Resource Type: **Widefield Microscope**

Status: **Online**



List Calendar

Day Week Month



- You can also make a reservation for equipment in "Browse/ Resources" tab by clicking the green clock icon.
- Green clock icon means you have access to the equipment and gray means you need training for it.

Access Public Last used

Filter text

Filter

Type:

Any type Submit Reset

Country:

Any country Submit Reset

Name: **2D Workstation**
Provider: **Light Microscopy Unit**
Affiliations: **UH**
Resource Type: **Analysis Works...**

Name: **Book**
Provider: **Light Microscopy Unit**
Affiliations: **UH**
Resource Type: **Widefield Micr...**

- If the clock is gray you can request training training for the equipment by clicking the gray clock.
- Paint the time with the mouse or click on the start time.
- Check the date and time in the reservation dialog

- In "Request", select the project you want to bill this reservation to. ("Request" is a confusing term here and we have asked it to be changed).

- If all went well, the reservation should be visible in the calendar.

Log in to Open IRIS at the instrument

Service providers can install Open IRIS agent on instrument computers to check that a user really has a reservation before using the instrument. In practice this shows to the user as an additional log in screen.

Sign In

Remember me

IRIS User Agent Close

Authentication

There is booking for Harri Jaalimoja
 Start: 06.11.2017 11:06
 End: 06.11.2017 12:00
 Please authenticate yourself in RMS to proof that you are this user.

[Logout RMS](#)
[Logout from Windows](#)

Once logged in to IRIS, you can access your current reservation by clicking on the green clock icon in the taskbar.


harri.jaalimoja...

Scheduler **Services** Browse Dashboard Admin

Timeline List (Time) List (Day) Bookings

Any provider
Any type

Prev week
Prev day
Monday, November 06 2017
Next day
Next week



HeLMI 3D VM ★

Provider: **Light Microscopy Unit (UH)**

Contact: grp-helmi-staff@helsinki.fi

Resource Type: **Analysis Workstation**

Status: **Online** Agent status: ●

Day
0:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00

Mon 11/06
Har...

10 items per page
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