

How to get started with IRIS

Login

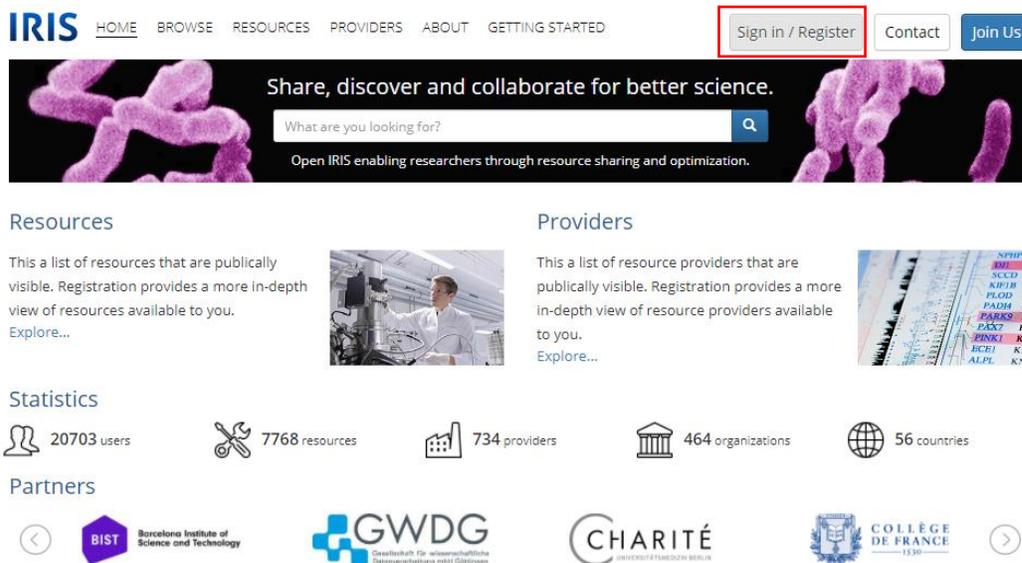
Open any browser, except for internet explorer. Use Google Chrome or Firefox

Go to <https://iris.science-it.ch/>

Click on **Sign in**

A window will open, where you have to enter your **registered email address** and afterwards your **password** (use your University Bern/Insel account). At the first sign in, you will have to agree on the information.

After completing, the sign in you will be directed to the Open IRIS portal.



Getting acquainted:

There are 3 main tabs at the top of IRIS homepage titled **Browse**, **Scheduler**, and **Services**.

Below is a description of how they can be used.

Address: INO-F608A, Inselspital, CH-3010 Bern

Contact: info.imc@dbmr.unibe.ch

Tel.: +41 31 632 88 95 or +41 31 632 22 94

Website: www.imc.unibe.ch

- In the tab **Browse**, a list of all Providers (core facilities) using IRIS booking system is found. To find our instruments, go to **Browse > Resources > All** and enter “DBMR” to the search field, click on “apply filter”.

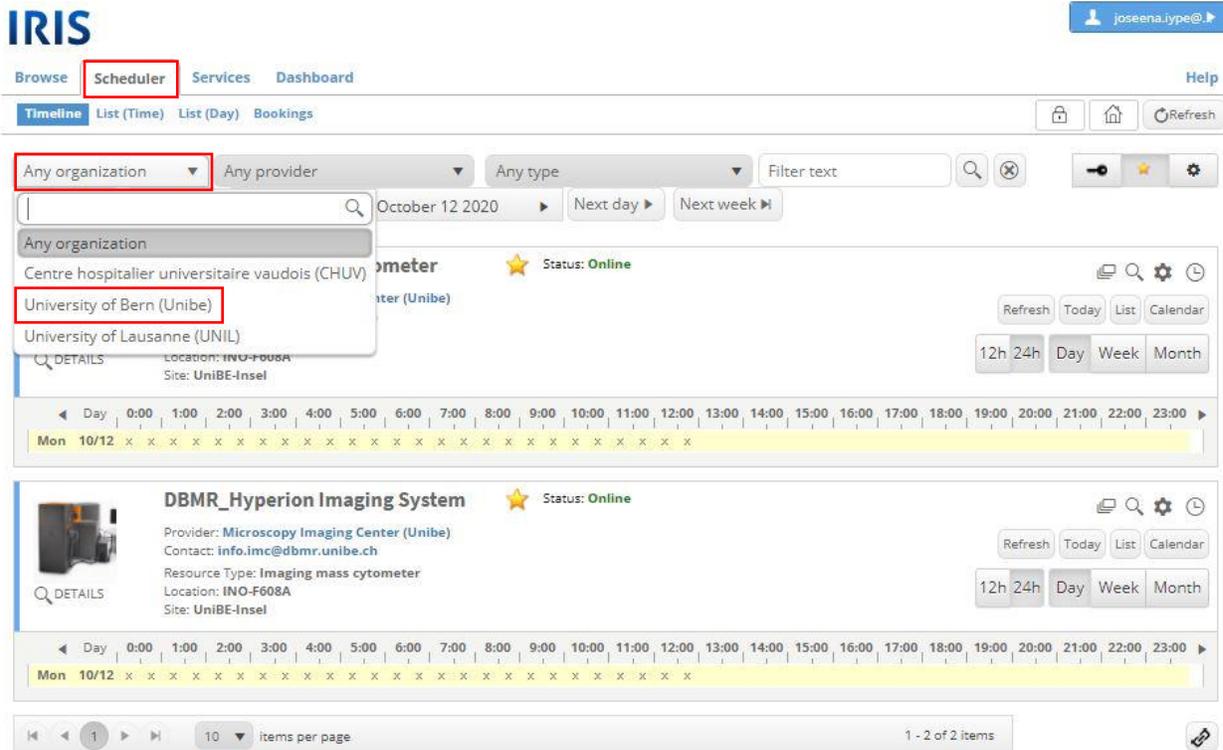
Our instruments are listed as:

DBMR_Helios Mass Cytometer

DBMR_Hyperion Imaging System

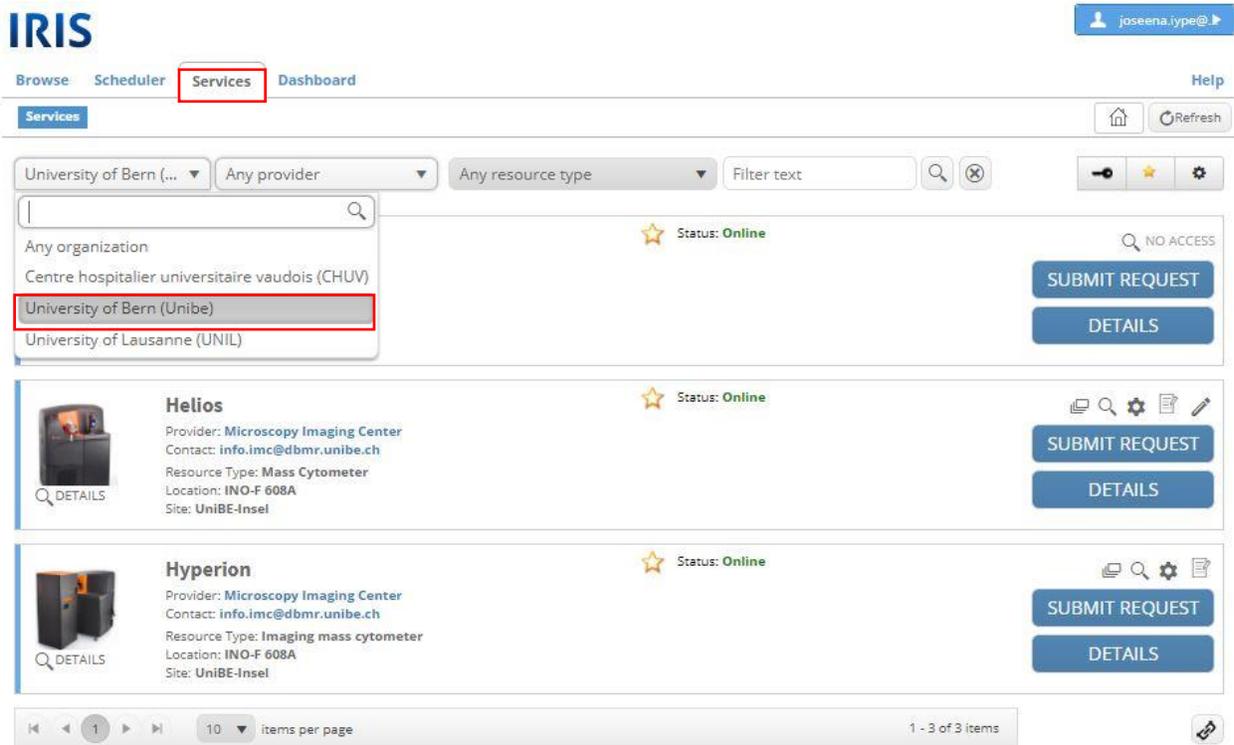
The screenshot shows the IRIS platform interface. At the top, there are navigation tabs: **Browse**, Scheduler, Services, and Dashboard. Below these are sub-tabs: **Resources**, Providers, People, Groups, Departments/Institutes, Organizations, Projects, and Communities. A search bar contains the text "DBMR". On the left, there is a filter section with dropdown menus for Type, Country, Organization, Provider, and Category, each with a "Submit" and "Reset" button. The main area displays a grid of resource cards. Each card includes a thumbnail image, the name of the resource, the provider (Microscopy Imaging), affiliations (Unibe), and the resource type (e.g., Mass Cytometer, Imaging mass c...). Two cards are highlighted with red boxes: "DBMR_Helios Mass C..." and "DBMR_Hyperion Ima...".

- In the tab **Scheduler**, a list of scheduled resources (instruments or services that you can book by the hour) is found. Select **University of Bern (Unibe)** in the **organization** option to narrow down your search.



The screenshot shows the IRIS Scheduler interface. At the top, there are navigation tabs: **Browse**, **Scheduler** (highlighted with a red box), **Services**, and **Dashboard**. Below the tabs, there are search filters: **Any organization** (highlighted with a red box), **Any provider**, **Any type**, and a **Filter text** input field. A date selector shows **October 12 2020** with options for **Next day** and **Next week**. Below the filters, a dropdown menu for **Any organization** is open, showing options: **Centre hospitalier universitaire vaudois (CHUV)**, **University of Bern (Unibe)** (highlighted with a red box), and **University of Lausanne (UNIL)**. Two resource cards are visible: **meter** (Status: Online) and **DBMR_Hyperion Imaging System** (Status: Online). Each card includes details like location and site, and a 24-hour availability timeline for Monday, October 12, 2020. The bottom of the interface shows pagination controls: **1** items per page, **1 - 2 of 2 items**.

- In the tab **Services**, a list of services (anything that cannot be booked in the scheduler) is found. Again, select **University of Bern (Unibe)** in the **organization** option to narrow down your search.



The screenshot shows the IRIS web interface. At the top, the 'Services' tab is selected and highlighted with a red box. Below the navigation bar, there are search filters: 'University of Bern (...)', 'Any provider', and 'Any resource type'. A dropdown menu for 'Any organization' is open, with 'University of Bern (Unibe)' highlighted in a red box. Below the filters, there are three service cards. The first card is for 'Helios', with details: Provider: Microscopy Imaging Center, Contact: info.imc@dbmr.unibe.ch, Resource Type: Mass Cytometer, Location: INO-F 608A, Site: UniBE-Insel. The second card is for 'Hyperion', with details: Provider: Microscopy Imaging Center, Contact: info.imc@dbmr.unibe.ch, Resource Type: Imaging mass cytometer, Location: INO-F 608A, Site: UniBE-Insel. Both cards show a status of 'Online' and buttons for 'SUBMIT REQUEST' and 'DETAILS'. At the bottom, there is a pagination bar showing '10 items per page' and '1 - 3 of 3 items'.

How to get access

1. To get access to the services of IMC platform, you need to submit the **Project Registration Form** before your first project meeting.
2. The administrators will add you as a member of a research group, and add cost center for the project, and then will give you access to the services of IMC platform. You will not be able to access the services of IMC platform in IRIS, if you have not given these details in the project registration form.
 - o Access to a resource is usually marked by the tick mark symbol.
 - o If you find that you don't have access, please request access to the instrument by clicking on the blue arrow symbol below the instrument icon.



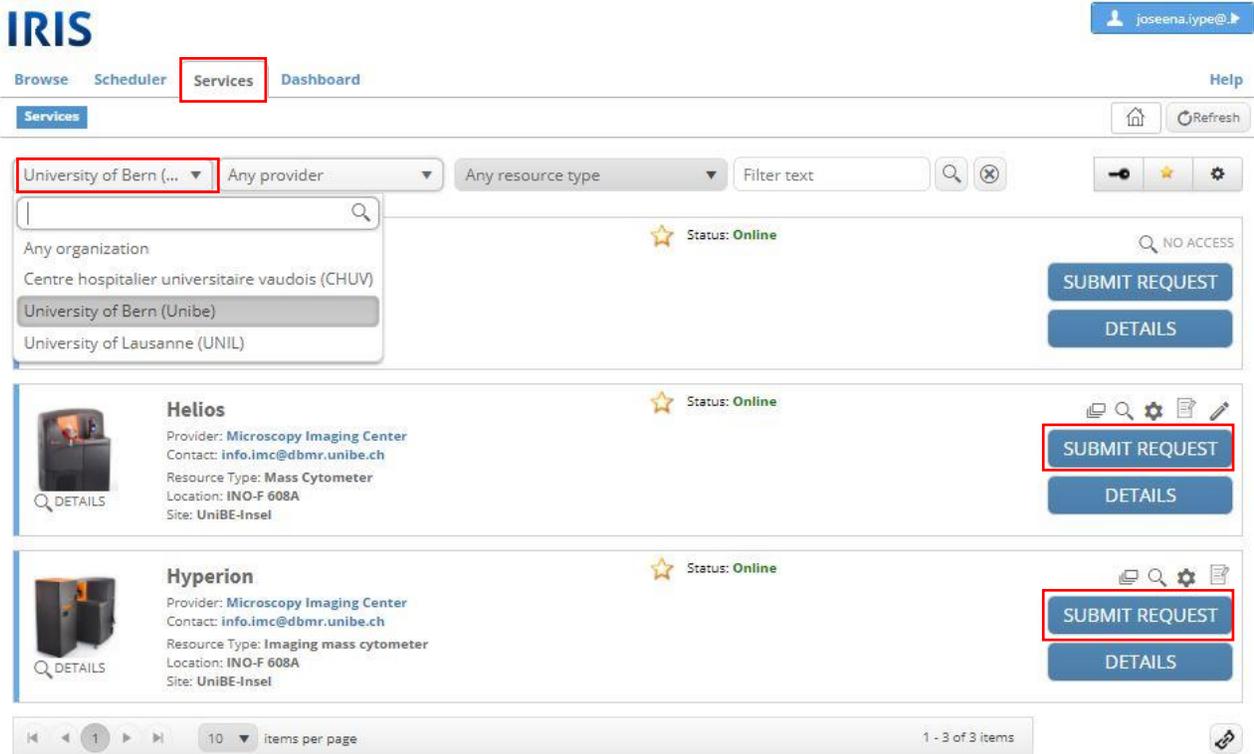
How to book

1. In order to book the instrument, the users are requested to first to check whether the respective instrument is free for your use in the **Scheduler** tab.

In the tab **Scheduler**, click on **Timeline** and select **University of Bern (Unibe)** as the **organization** from the dropdown menu: The timeline of the instrument will be shown directly below the instrument icon. You can choose the timeline for **12h/24h** or **Day/Week/Month**.

The screenshot shows the IRIS Scheduler interface. The 'Scheduler' tab is active, and the 'Timeline' view is selected. The organization is set to 'University of Bern (Unibe)'. The instrument 'DBMR_Helios Mass Cytometer' is selected, with a status of 'Online'. The timeline is displayed for the period from Monday, October 12, 2020, to Wednesday, November 11, 2020. The timeline shows a grid of days and hours, with 'x' marks indicating booked slots. The '12h 24h' and 'Day' options are selected in the timeline view.

2. Afterwards, click on the **Services** tab and press the **Submit Request** button under your machine of interest to request to book the instrument for sample acquisition.



The screenshot shows the IRIS platform interface. At the top, there are navigation tabs: 'Browse', 'Scheduler', 'Services' (highlighted with a red box), and 'Dashboard'. A user profile 'joseena.iype@...' is visible in the top right. Below the navigation, there is a search bar with filters: 'University of Bern (...)' (highlighted with a red box), 'Any provider', 'Any resource type', and 'Filter text'. A dropdown menu is open under 'University of Bern (...)', showing options: 'Any organization', 'Centre hospitalier universitaire vaudois (CHUV)', 'University of Bern (Unibe)' (highlighted with a red box), and 'University of Lausanne (UNIL)'. Below the search bar, there are three instrument cards: 'Helios' and 'Hyperion'. Each card shows the instrument name, provider 'Microscopy Imaging Center', contact 'info.imc@dbmr.unibe.ch', resource type, location 'INO-F 608A', and site 'UniBE-Inselspital'. The status for each is 'Online'. A red box highlights the 'SUBMIT REQUEST' button on each card. At the bottom, there is a pagination bar showing '10 items per page' and '1 - 3 of 3 items'.

Fill in the form with the appropriate information as outlined below. Make sure you select your **research group** and the appropriate **cost center** for your project from the dropdown menu. Please download the **sample template**, fill in the details required and attach it to your service request. Please use the guidelines in the form to calculate the time needed to the best of your abilities and the IMC Platform team will modify if needed.

Helios

Project: required field

Request for: joseena.iype@dbmr.unibe.ch

Group:

Cost center: N/A

Comments:

Attachment- sample template:

Products:

Sample template: <https://www.dropbox.com/s/m9almg0hgoxko11/Sample%20template.xlsx?dl=0>
Please download the sample template as an excel document. Fill the form and upload it under the attachment field

Sample number: max. 128 characters

Number of antibodies for metal content:

Please fill if you are performing a metal content check

Please wait till confirmation of date and time before starting the experiment.

Please check the Scheduler before indicating a preferred date to ensure the time is available.

Preferred date for sample acquisition:

Please indicate the earliest time you can bring the sample: max. 128 characters

Once the administrator approves your requested time for sample acquisition in Helios/ Hyperion instrument, the booking will appear in the instrument's timeline which can be accessed via **Scheduler** and you will also receive an email from IRIS. You can find an overview of your bookings (upcoming, present, elapsed or cancelled) by clicking at **Scheduler > Bookings**. The user can only view the booking but not edit them. If there are any changes in the booking, please contact the IMC Platform email.

More on Scheduler

In the **Scheduler** tab all visible resources of the class scheduled are listed. There are four different views available:

1. The sub-tab **Timeline** lists every resource with its symbols and its timeline. The “x” symbol means that the timeslot is not bookable (mostly because it is already elapsed). Your own bookings are shown in blue, others appear in green. More colors are possible if more booking types exist.
2. The sub-tab **List (Time)** lists the timelines of all resources without the details.
3. The sub-tab **List (Day)** here, each part represents a day. In the left view the blue background means that there are currently no bookings, a green triangle means that there is at least one booking and a green square means that the resource is completely booked the whole day. In the top view the resources are listed on top. Each day which contains at least one booking is marked in green. If the day contains one booking of you the day is marked in blue.
4. The sub-tab **Bookings** shows your elapsed and upcoming bookings for all instruments in IMC platform.

Save your preferred view for fast access

Symbol	Name	Description
	Magnifying glass	Open window with more detailed information
	Envelope	Contact the administrator
	Arrow	Need to request access
	Lock	No access
	Tick mark	Have access
	Red clock	You are able to book this resource but it is not available right now (mouseover shows next available timeslot)
	Green clock	You can book this resource and it is available
	White clock	You can book this resource but no information on availability
	Clock with red x	Resource is offline and therefore not bookable
	Microscope	Scheduled resource
	Star	Marks this resource as a favorite you can filter them fast
	Pen	Report an issue
	Red star	Mandatory field (needs to be filled out in order to submit the form)
	Lock (menu bar)	Lock current layout and filter settings
	Home (menu bar)	Lock current page as start page (page that appears after the log in)