

IRIS is a scheduling software system that will be used in the RI-INBRE Core Lab. This document will take you through the steps necessary to create an account, link it to the Core Lab, and schedule time on Core Lab instruments. We will use the confocal microscope as our example throughout this document. If you have any questions about registering and using IRIS please contact the Core Lab staff.

### Create an IRIS account

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

(The landing page will be your entry point for any scheduling task.)

Click Sign In/Register

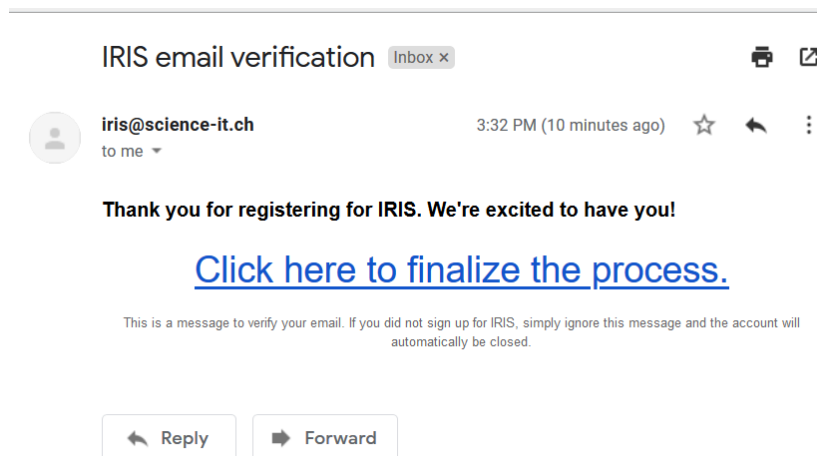
Enter a URI email address

Create your password. **Do not create your account through the social media section.**

Enter your full name

Click “join” for the group registration question. Look for your PI’s name. If not found, close the group box and click on the “skip” button on the create account page.

After you complete your registration in IRIS, you will receive an email like the one shown below.



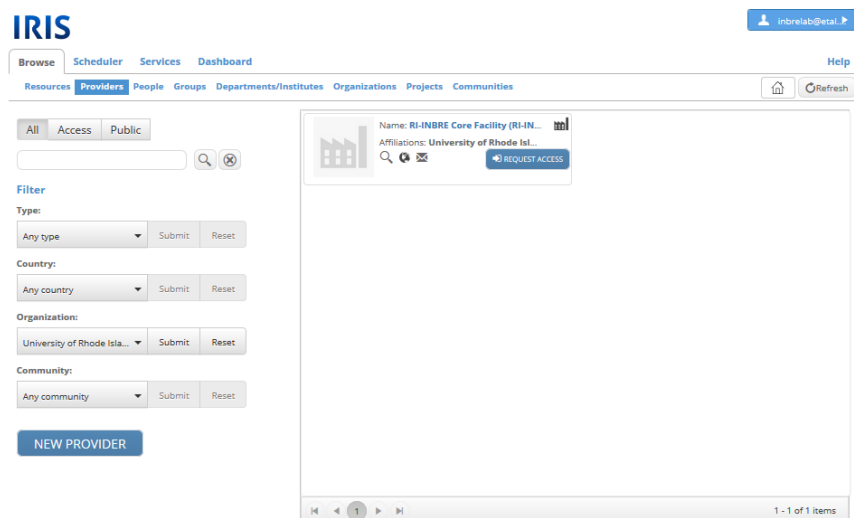
Click the link to confirm your email address and complete your registration.

### Request access to the RI-INBRE Core Lab

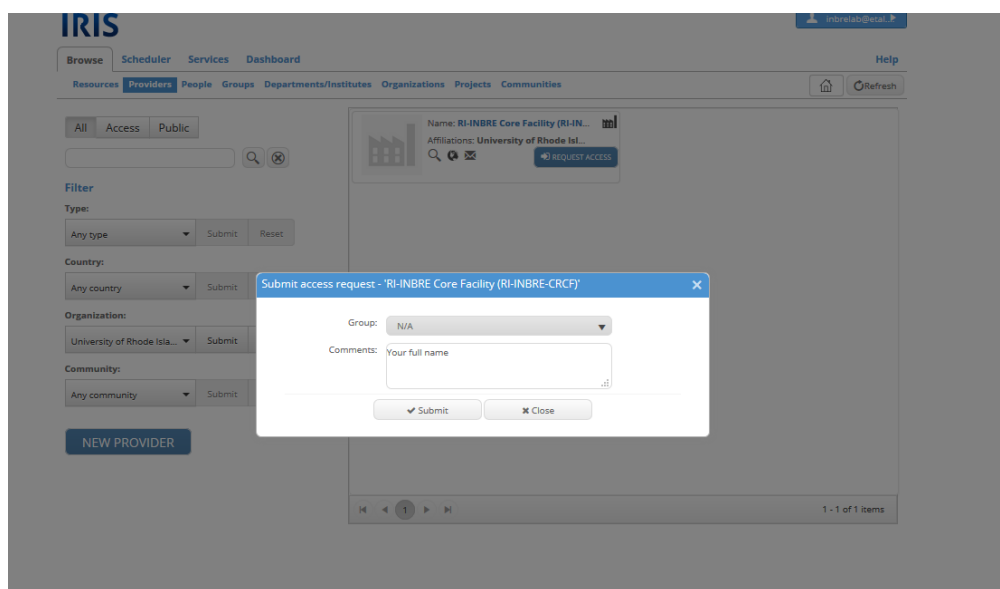
Login to IRIS landing page

Navigate to the Browse tab/Providers Page

Use Organization Search to find the entry for University of Rhode Island



Click the request access button.

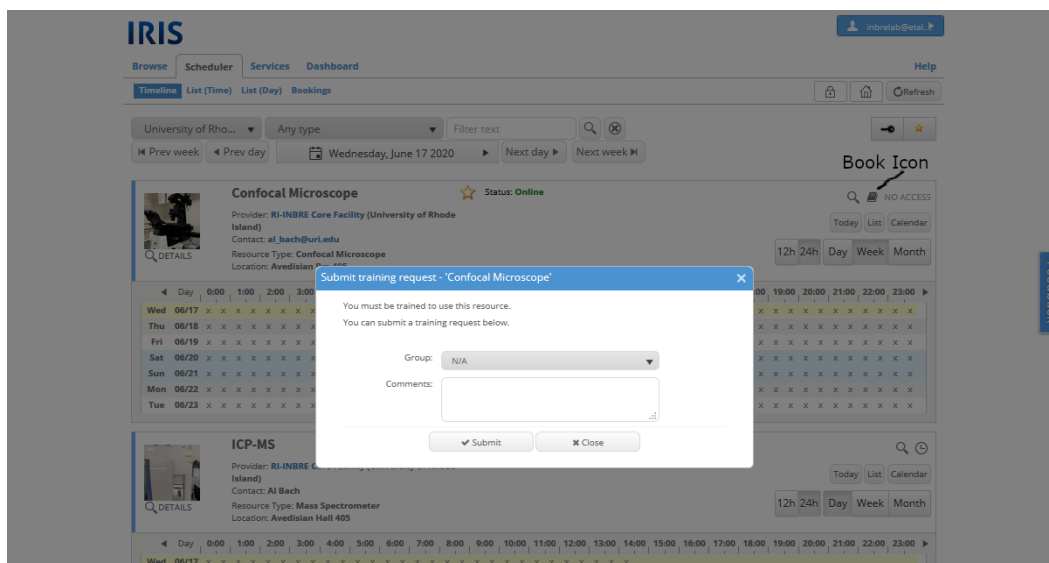


Under comments, please enter your PI's full name.

You will receive an email when access to the Core Facility is granted.

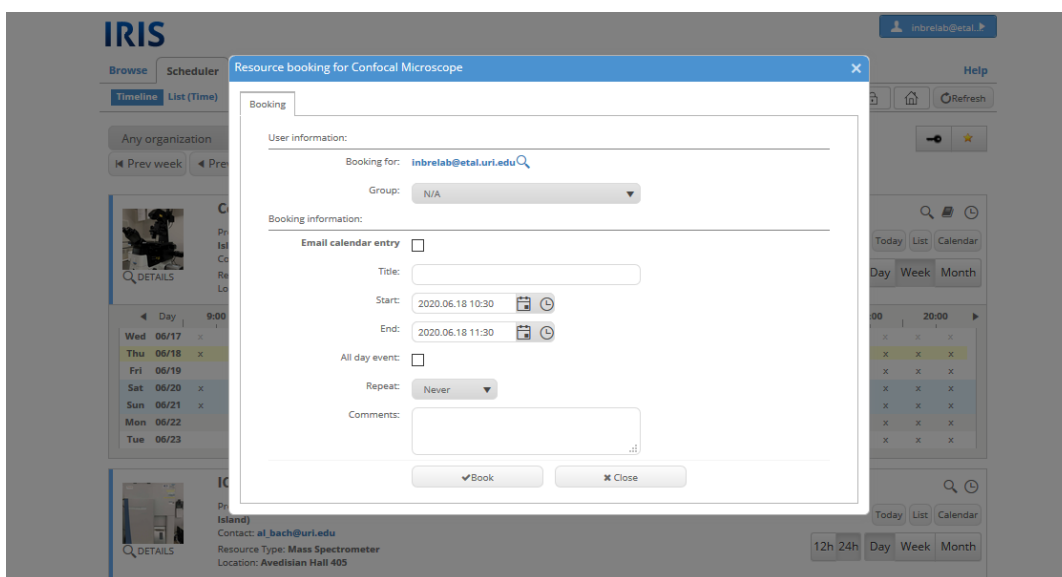
### Request instrument training

After access is granted, when you login to IRIS, you will be able to request a training session for the instruments you want to use. The schedules for the Core Lab's instruments are found on the Scheduler tab/ Timeline page. Clicking on the book icon in the upper right corner of an instrument listing will open a dialog box for requesting training. The training will be scheduled with you by one of the Core Lab staff. Do not request training for more than one instrument at a time.



### Scheduling instrument time

After your training has been completed you will be able to schedule time on the Scheduler tab/Timeline page. Click on the clock icon in the upper right corner of the instrument listing will let you schedule time for that instrument. Select the time you want and click the book button. You cannot schedule time more than one week in advance. Times filled with a x are not available. It is still your responsibility to communicate any special needs to the Core Lab staff before your session begins.



The instrument schedule will show your name in your booked time.

The screenshot shows the IRIS Scheduler interface for the 'Confocal Microscope' resource. The user is logged in as 'inbrelab@etal.edu'. The interface includes navigation tabs (Browse, Scheduler, Services, Dashboard) and a 'Timeline' view. The resource is provided by 'RHINBRE Core Facility (University of Rhode Island)' and is currently 'Online'. The booking timeline shows a weekly view starting from Wednesday, June 17, 2020. A booking for 'Al Bach' is visible on Thursday, June 18, from 10:00 to 11:00. The timeline grid shows 'x' marks for booked slots across the week.

If you want to release or modify your time, double click on your name in the schedule and edit or delete your booking.

The screenshot shows the IRIS Scheduler interface with a modal window titled 'Resource booking for Confocal Microscope' open. The modal contains a 'Booking Record' section with the following information:

- User information:**
  - User name: Al Bach (inbrelab@etal.edu)
  - User's organization: University of Rhode Island
- Booking information:**
  - [Add to calendar](#)
  - Title: (empty field)
  - Start: 2020.06.18 10:30
  - End: 2020.06.18 11:30
  - Comments: (empty text area)
  - Booked by: Al Bach (inbrelab@etal.edu) 2020-06-18 10:11

At the bottom of the modal are three buttons: 'Update', 'Delete', and 'Close'.

## How to lock your IRIS home page to the Scheduler Tab/Timeline page

Click on the house icon at the top right of the Scheduler Tab/Timeline page (as seen in the red circle below) to make this page your home page in IRIS. When ever you login, this page will be displayed.



Any organization  Any type  Filter text



## Confocal Microscope

Status: Online

Provider: **RI-INBRE Core Facility** (University of Rhode Island)  
 Contact: [al\\_bach@uri.edu](mailto:al_bach@uri.edu)  
 Resource Type: Confocal Microscope  
 Location: Avedisian Rm 405

Day	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Wed 06/17	x	x	x	x	x	x	x	x	x	x	x	x
Thu 06/18	x	x	Al Bach					x	x	x	x	x
Fri 06/19								x	x	x	x	x
Sat 06/20	x	x	x	x	x	x	x	x	x	x	x	x
Sun 06/21	x	x	x	x	x	x	x	x	x	x	x	x
Mon 06/22								x	x	x	x	x
Tue 06/23								x	x	x	x	x