# **Open IRIS Resource Booking User Guide for 7T Experimental MRIs**

# 1. User Registration in Open IRIS

Sign into Charité Open IRIS via the homepage at the following link: <u>https://iris.charite.de</u>

On a Charité domain computer you can click in 'Internal sign in' button. If you are not on a Charité domain computer then click 'Sign in/Register'. You can sign in with your Charité email address and password.



## 2. Joining your Research Group in Open IRIS

To book the 7T Experimental MRIs resources you need to be a member of a research group and the group needs to have a cost center (Kostenstelle) associated with it.

You can request to join your research group in Open IRIS by navigating to *Browse – Groups*, set filter to *All*, then search for your group name 'AG (PI Last Name)'. Then click on the arrow as seen in the picture below to join your group.

ers Resources Groups Departments/Institutes	Organizations Projects Communities	
	🔍 🛞 Member All 🍫	
ct groups on the page / 🏭 Select all groups fro	m the grid	
Name	Organization	T
Administration Open IRIS	Charite	
Advanced Medical Bioimaging (AMBIO)	Charite	
AG Acker G	Charite	
AG Alogna A	Charite	
	Charita	
AG Althoff T	Chante	

The status will show 'pending' until the group administrator has approved your group request.

If your research group does not exist in Open IRIS please submit a 'Create Research Group' to the Open IRIS administration at the following link: https://iris.charite.de/service/1d56c035-55c8-4dda-b219-ab4f04b23b32/?mode=open

If your research group does not have an associated cost center please submit a request to 'Add a Cost Center' at the following link: https://iris.charite.de/service/8f808a9a-145f-4636-9337-0a194d8094db/?mode=open

You can contact the Charité Open IRIS administration at the following email: <u>openiris@charite.de</u>.

# 3. Submitting an MRI Service Request

To get access to the MRI resources you first need to submit an access service request by navigating to *Services – Services* and choosing the *7T Experimental MRIs provider*. You can the click on *Submit Request*.

nices			
Experimenta	I MRIs		
	MRI Measurements	Status: Online Comments:	د م
(Change )	Provider: 7T Experimental MRIs Contact: susanne.mueller1@charite.de Resource Type: Magnetic Resonance Imaging	Assisted or independent Mi measurements.	
DETAILS		To choose the proper devic your needs please ask the f	e for DETAILS
		staff	

A service request form will pop-up and you can fill out the form by completing the required fields and clicking submit as seen in the example below.

Requestion	susanne.mueller1@charite.de	Change user	
Group: *	- Please select -	v	
Cost center: *	N/A	¥	
Comments:			
Attachments:	Select file(s)	Drop files here to upload	
Important information			
IRIS account:	In order to request access to the MRI ma in IRIS and have a cost center (Kostenstel	chines, you have to be a member of a research group lle) defined. You can request the creation of a group	
	and/or cost centers here. You will receive	an email once the group/cost center(s) is/are created.	
Rules and guidelines:	and/or cost centers here. You will receive 7T Rules and Guidelines (377.7 KiB)	an email once the group/cost center(s) is/are created.	
Rules and guidelines:	and/or cost centers here. You will receive 7T Rules and Guidelines (377.7 KiB) 7T Rules and Guidlines (short) (33.9 KiB)	an email once the group/cost center(s) is/are created.	
Rules and guidelines:	and/or cost centers here. You will receive 7T Rules and Guidelines (377.7 KiB) 7T Rules and Guidlines (short) (33.9 KiB) Please attach the signed "7T Rules and G	an email once the group/cost center(s) is/are created. uidelines" to this form.	
Rules and guidelines: Contact details	and/or cost centers here. You will receive 7T Rules and Guidelines (377.7 KiB) 7T Rules and Guidlines (short) (33.9 KiB) Please attach the signed "7T Rules and G	an email once the group/cost center(s) is/are created. uidelines" to this form.	
Rules and guidelines: Contact details Phone number:*	and/or cost centers here. You will receive 7T Rules and Guidelines (377.7 KiB) 7T Rules and Guidlines (short) (33.9 KiB) Please attach the signed "7T Rules and G	an email once the group/cost center(s) is/are created. uidelines" to this form.	

You can see the status of your service request in Open IRIS by navigating to Dashboard – Inbox

Browse Scheduler Ser	vices Dashboard	Admin							Lega	al Notic	e Help
Inbox (4) Tasks Members	hips Personal Overview		🗹 hid	e closed/discor	tinued/reject	ed items Sho	w group re	elated reque	sts	<u>ه</u>	CRefresh
Date 🔻 Type	<b>T</b> itl	e	Ŧ	Item	Ŧ	Provider	Ŧ	Status	Ŧ	Role	Ŧ

The 7T Experimental MRIs provider admins will be in touch to further discuss your requirements and upon approval the status of the request will be changed to 'active'. You should receive an email from Open IRIS about the change in your request status. Once active you are now able to book the MRI resource.

#### 4. Booking an MRI Resource

To book one of the MRIs you can navigate in Open IRIS to *Scheduler – Timeline* and choose the 7T Experimental MRIs provider.

Browse Scheduler Services Dishboard Admin	Legal Notice Help
Timeline List (Time) List (Day) Bookings	Refresh
7T Experimental MRIs Any type Filter text   It Provide Provide Next day >	
Device 1   PharmaScan 70/16 US Status: Online   Provider: 7T Experimental MRIs (Charite) Contact: susanne.mueller1@charite.de   Resource Type: Magnetic Resonance Imaging System Bookings have to be approved by the facility will receive an email once your booking is approved by the facility of the second sec	rranted upon a Perfect Day Ust Calendar (indicated by <sup>(1)</sup> ). You 12h 24h Day Week Month
	00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 ►
Operation   Device 2   BioSpec 70/20 USR   Status: Online     Provider: 7T Experimental MRIs (Charite)   Comments: Access to the equipment is only generative request (see services here).     O DETAILS   Bookings have to be approved by the facility will receive an email once your booking is approved by the facility will receive an email once your booking is approved by the facility of the facility	granted upon a Refresh Today List Calendar (indicated by <sup>(1)</sup> , You 12h 24h Day Week Month
▲ Day     8:00     9:00     10:00     11:00     12:00     13:00     14:00     15:00       Wed     06/08     x	16:00 17:00 18:00 19:00 ►

Select the period you wish to book on the calendar and a resource booking window will pop up. Fill out the booking information by choosing the start time and end time.

You can book in 15 min slots if you like – just type in e.g. 10:00 – 10:15 manually (in the END field).

king			
	STATUS: Approval pending		
User information:			
Booking for:	useropeniris@charite.de 🔍		
Request:	useropeniris@charite.de - ID: 31787	*	
Group:	AG Test I (Charite)		
Cost center: *	12345678 (My cost center, group: AG Test I)		
Booking information:			
Email calendar entry			
Start:	2022.10.31 13:00		
End:	2022.10.31 14:00		
Comments:			
		11	
Additional information:	- 4		
Operator assisted:			
Products:	- please select -		
Charge:	25.00 EUR = booking 25.00 EUR		
	*Book	Close	

#### **Booking Types:**

a. *Regular* = USEMR (fully independent usage)

To book *regular* usage, just click the 'Book' button after choosing your start and end times.

b. **Operator Assisted** = STFMR (usage with help of the facility staff / training)

To book *operator assisted*, check the 'Operator assisted' box and then click the 'Book' button.

c. *Full package* = CPMR (MRI and data analysis by the facility staff)

To book the *full package* you must check the 'Operator assisted' box plus selecting the *Data Analysis* product. To select the 'Data Analysis' product, click select product and then edit the quantity of the product to the booking time range (by click on the pencil) – e.g. for 1 h = 1, for 2.5 h = 2.5 and so on. Click *Save*.

Product picker			×
Product	Description	Comment	Quantity
Data Analysis			.0000
	✓SAVE	*CANCEL	

### Pricelist:

Type of Use	Device 1 (PharmaScan) net price	Device 2 (BioSpec) net price
Regular	35,00 € / h resp. 0.58 € / min	44,00 € / h resp. 0.73 € / min
Operator Assisted	50,00 € / h resp. 0.83 € / min	71,00 € / h resp. 1.18 € / min
Full Package	70,00 € / h resp. 1.17 € / min	90,00 € /h resp. 1.50 € / min
Data Analysis	40,00 € / h resp. 0.67 € / min	40,00 € / h resp. 0.67 € / min

All bookings require approval from the 7T Experimental MRIs provider admins. Once the booking has been approved you should receive an email from Open IRIS that your booking was approved. The 7T Experimental MRIs provider admin may change the booking from Regular use to Operator assisted if so needed.