

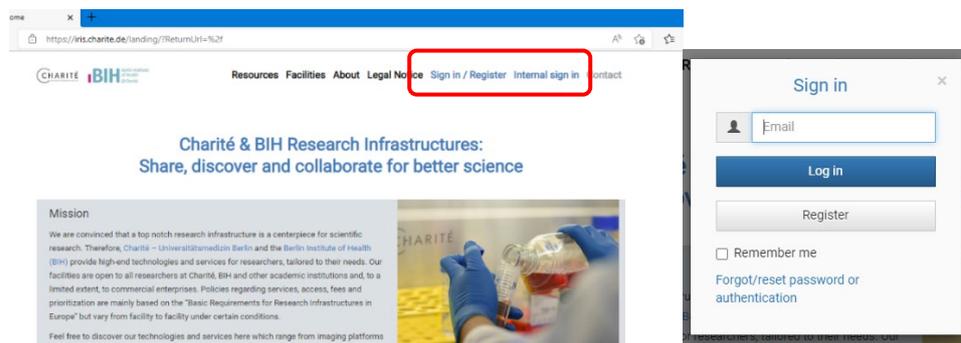
Open IRIS Resource Booking User Guide for 7T Experimental MRIs

1. User Registration in Open IRIS

Sign into Charité Open IRIS via the homepage at the following link:

<https://iris.charite.de>

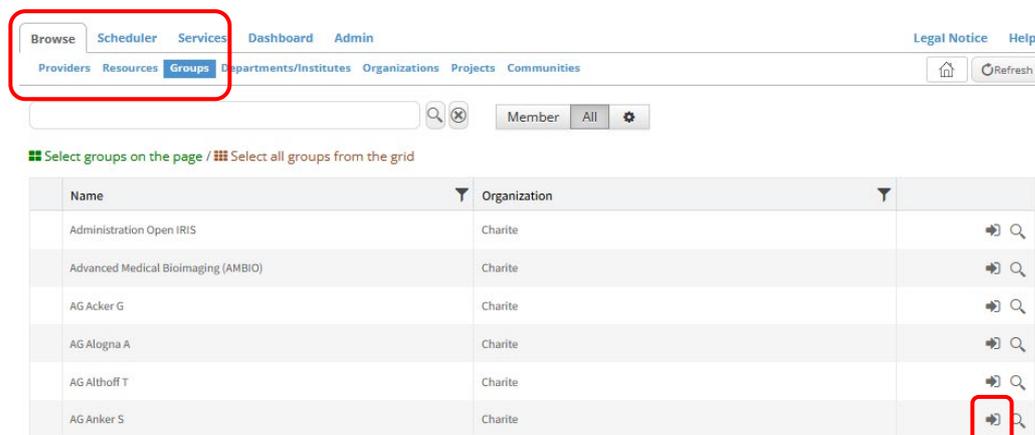
On a Charité domain computer you can click in 'Internal sign in' button. If you are not on a Charité domain computer then click 'Sign in/Register'. You can sign in with your Charité email address and password.



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.



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:

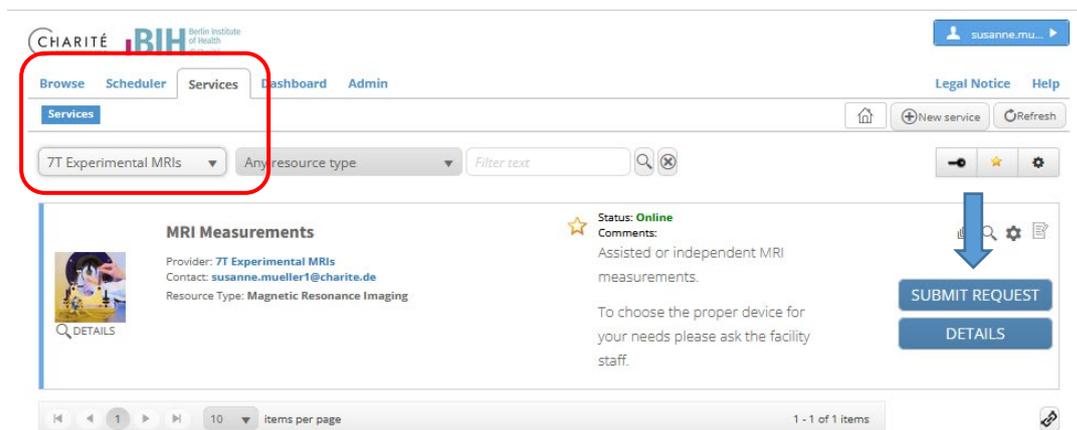
<https://iris.charite.de/service/8f808a9a-145f-4636-9337-0a194d8094db/?mode=open>

You can contact the Charité Open IRIS administration at the following email:

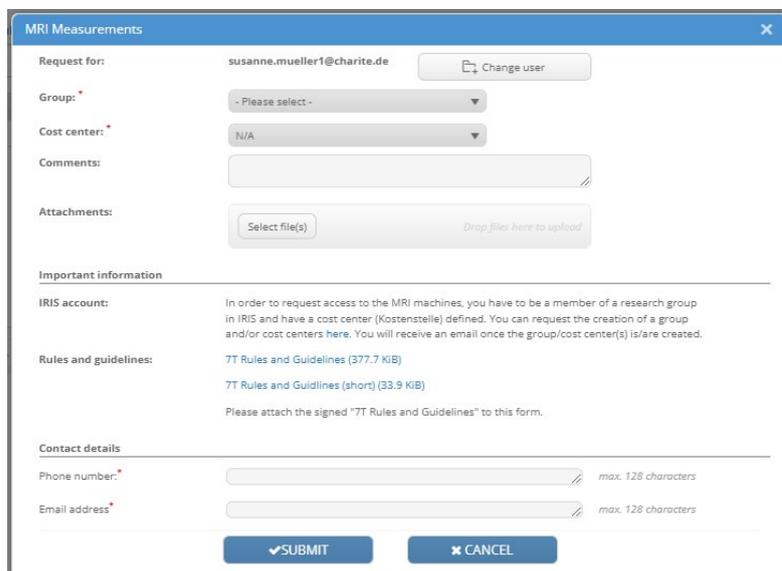
openiris@charite.de.

3. Submitting an MRI Service Request

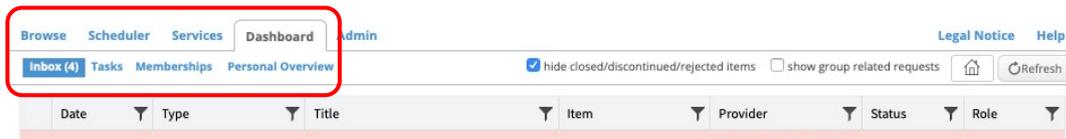
To get access to the MRI resources you first need to submit an access service request by navigating to *Services – Services* and choosing the *7T Experimental MRIs provider*. You can then click on *Submit Request*.



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.

The screenshot shows the 'MRI Measurements' service request form. The form is titled 'MRI Measurements' and has a close button (X) in the top right corner. The 'Request for:' field is filled with 'susanne.mueller1@charite.de' and has a 'Change user' button. The 'Group:' field is a dropdown menu with '- Please select -' selected. The 'Cost center:' field is a dropdown menu with 'N/A' selected. The 'Comments:' field is a text area. The 'Attachments:' field has a 'Select file(s)' button and a 'Drop files here to upload' instruction. Below the form, there is an 'Important information' section with the following text: 'IRIS account: In order to request access to the MRI machines, you have to be a member of a research group in IRIS and have a cost center (Kostenstelle) 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.' The 'Rules and guidelines:' section lists two links: '7T Rules and Guidelines (377.7 KiB)' and '7T Rules and Guidelines (short) (33.9 KiB)'. Below the links, it says 'Please attach the signed "7T Rules and Guidelines" to this form.' The 'Contact details' section has two text input fields: 'Phone number:' and 'Email address:', both with a 'max. 128 characters' limit. At the bottom of the form, there are two buttons: 'SUBMIT' and 'CANCEL'.

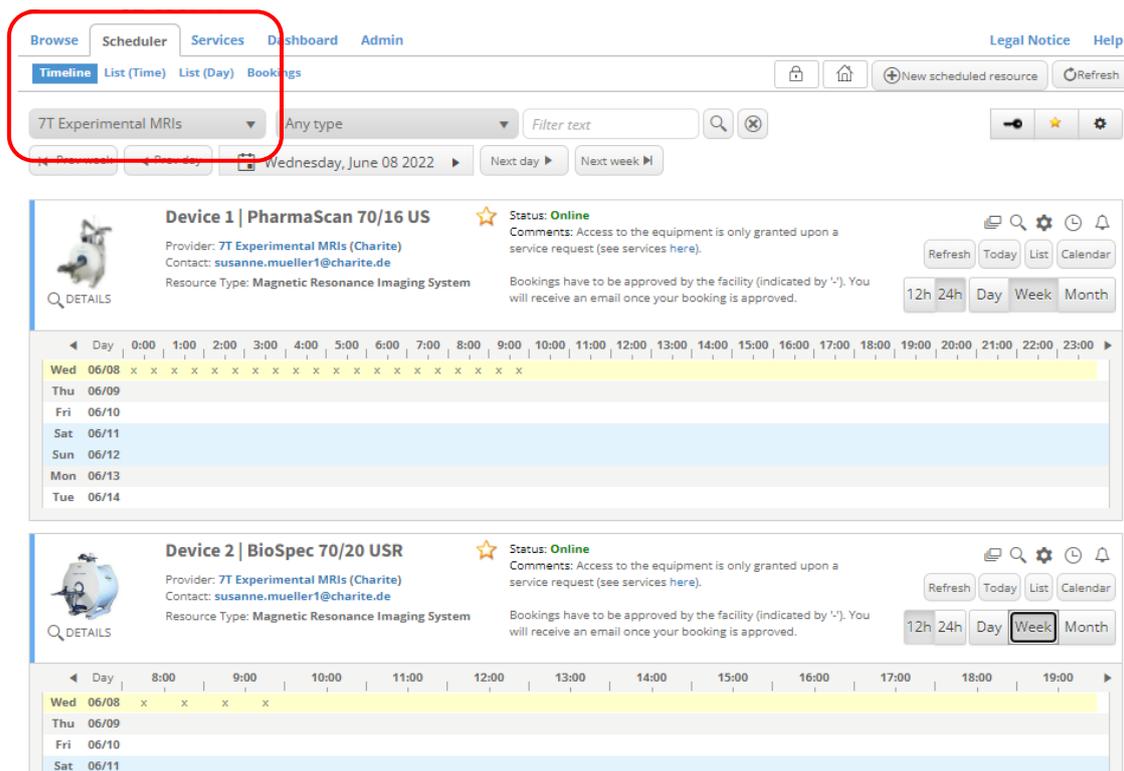
You can see the status of your service request in Open IRIS by navigating to [Dashboard – Inbox](#)



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.



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).

Resource booking for Device 1 | PharmaScan 70/16 US

Booking

STATUS: Approval pending

User information:

Booking for:

Request:

Group:

Cost center:

Booking information:

Email calendar entry

Start:

End:

Comments:

Additional information:

Operator assisted:

Products:

Charge: 25.00 EUR = booking 25.00 EUR

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			<input type="text" value="1.0000"/>

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.