

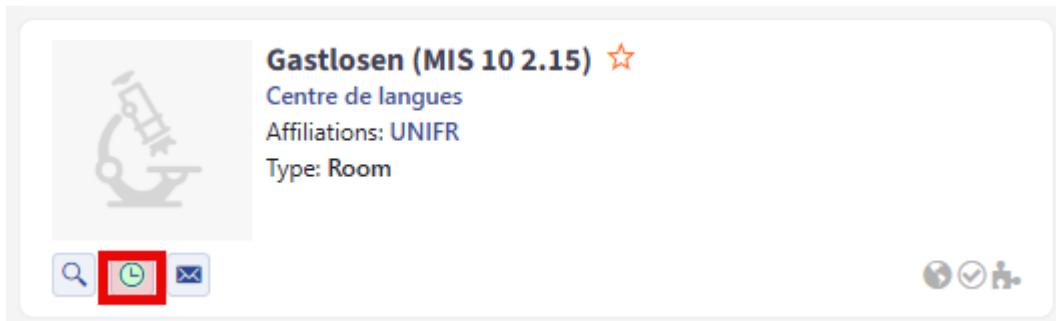
## Room Bookings via OpenIris

### 1. Login OpenIris

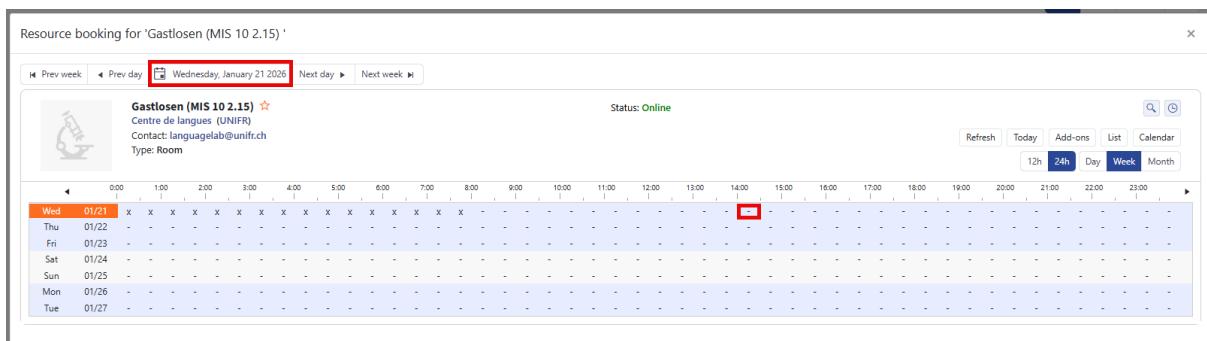
Enter your Unifr email address and log in via **Switch edu-ID**.

### 2. Create a booking request

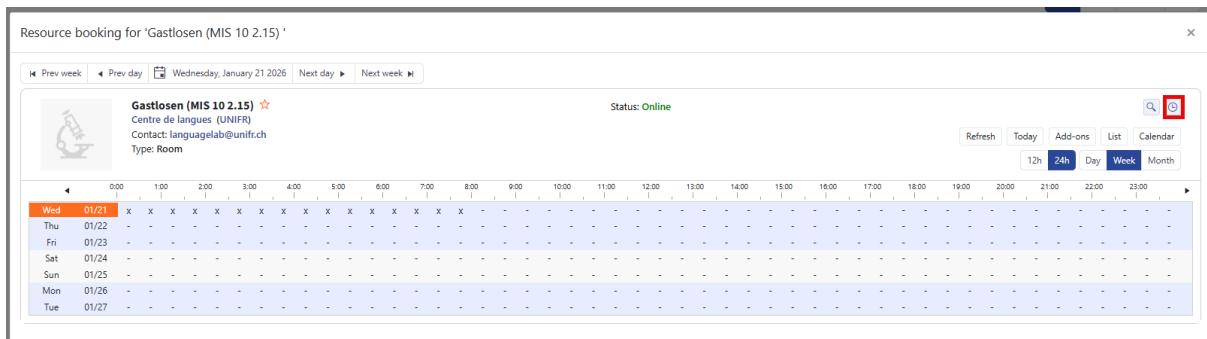
- Press on the "Green watch" icon.



- Select the desired date and time slot, then enter the booking information.

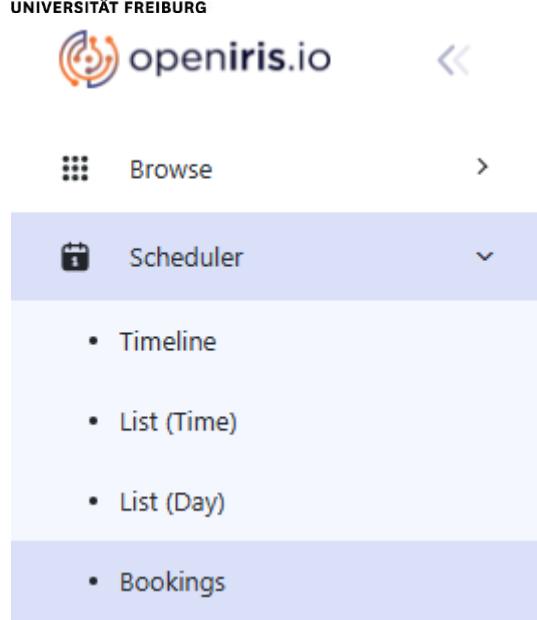


- It is also possible to click on the "White clock" to access the booking form directly.



### 3. View your bookings

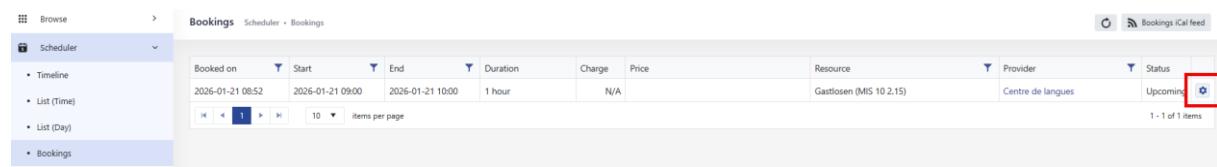
An overview of all your bookings can be found under **Scheduler > Bookings**.



The screenshot shows the openiris.io Scheduler interface. The left sidebar has a 'Scheduler' section with the following options: Timeline, List (Time), List (Day), and Bookings. The 'Bookings' option is currently selected and highlighted in blue. The main content area is empty, showing a light gray background.

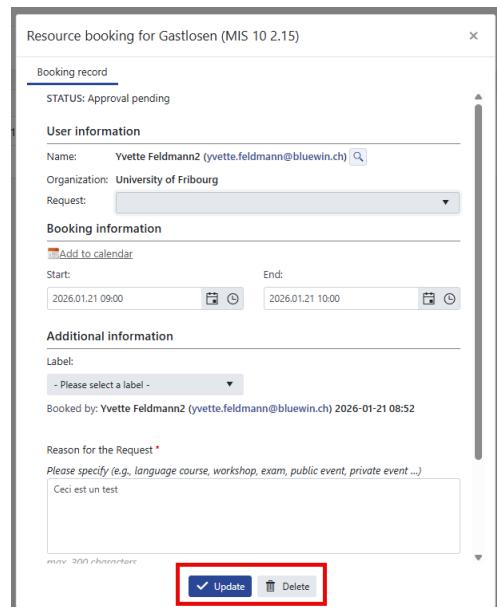
#### 4. Edit or delete your bookings

- Open your booking by clicking on the gear wheel icon .



The screenshot shows the openiris.io Bookings list interface. The left sidebar shows the 'Bookings' section is selected. The main content area displays a single booking in a table format. The booking details are: Booked on 2026-01-21 08:52, Start 2026-01-21 09:00, End 2026-01-21 10:00, Duration 1 hour, Charge N/A, Price N/A, Resource Gastlosen (MIS 10.2.15), Provider Centre de langues, Status Upcoming. A red box highlights the 'Upcoming' status in the table.

- Modify the booking and click on **Update**. Click on **Delete** to cancel or remove the booking.



The screenshot shows the 'Resource booking for Gastlosen (MIS 10.2.15)' dialog box. The 'Booking record' section shows 'STATUS: Approval pending'. The 'User information' section includes 'Name: Yvette Feldmann2 (yvette.feldmann@bluewin.ch)', 'Organization: University of Fribourg', and 'Request:'. The 'Booking information' section shows 'Start: 2026.01.21 09:00' and 'End: 2026.01.21 10:00'. The 'Additional information' section includes 'Label: - Please select a label -', 'Booked by: Yvette Feldmann2 (yvette.feldmann@bluewin.ch) 2026-01-21 08:52', and 'Reason for the Request: Ceci est un test'. At the bottom are 'Update' and 'Delete' buttons, with a red box highlighting the 'Delete' button.