

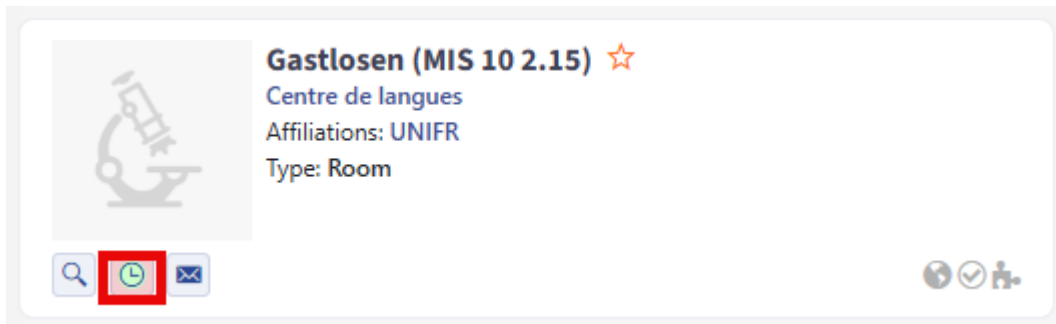
Room Bookings via OpenIris

1. Login OpenIris

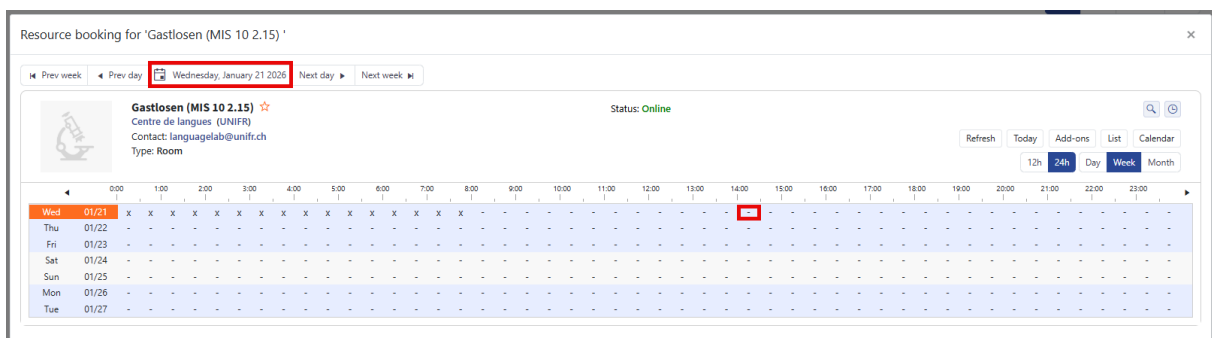
Enter your Unifr email address and log in via **Switch edu-ID**.

2. Create a booking request

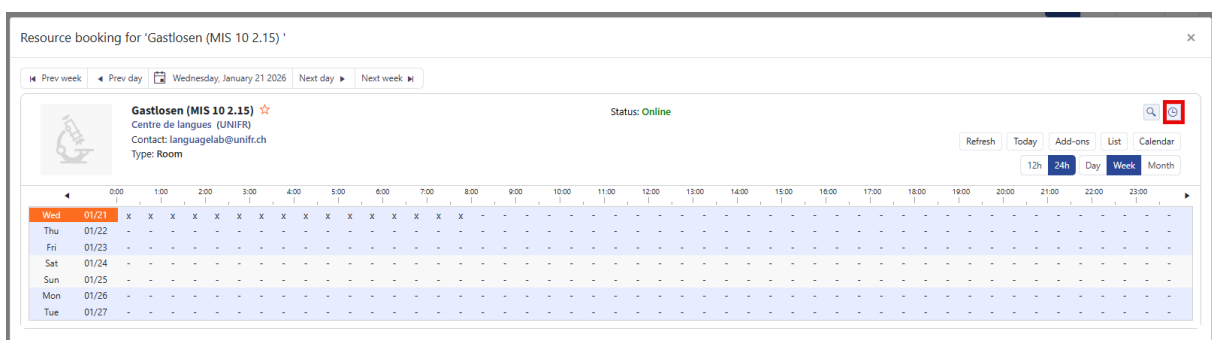
- Press on the "Green watch" icon.



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

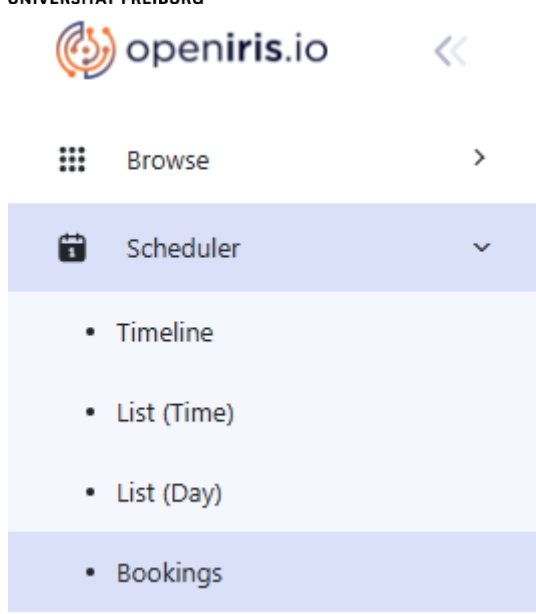


- It is also possible to click on the "White clock" to access the booking form directly.




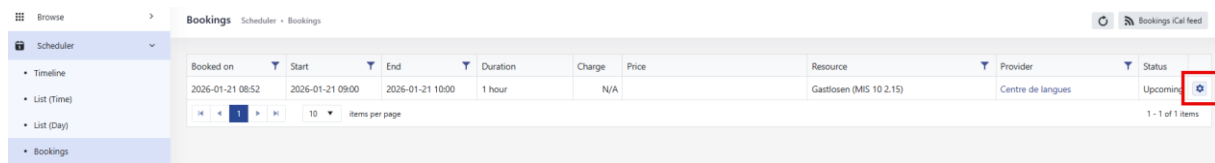
3. View your bookings

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



4. Edit or delete your bookings

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



- 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)' form. It includes sections for 'Booking record' (STATUS: Approval pending), 'User information' (Name: Yvette Feldmann2, Organization: University of Fribourg), 'Booking information' (Start: 2026.01.21 09:00, End: 2026.01.21 10:00), and 'Additional information' (Label: - Please select a label -). At the bottom, there are 'Update' and 'Delete' buttons, with the 'Update' button highlighted by a red box.