



Booking System Cell Analytics Facility

General remarks

- To access Open IRIS you should have created a SWITCH EDU-ID that replace SwitchAAI at UNIFR since January 2020. If you didn't do it before, please go on the IT web-page from UNIFR to follow instructions.
- Access to the instruments will be granted upon completion of the training on the specific instruments. It is not allowed to access the instruments with somebody else login, or to access another instrument without proper training!
- The Facility keeps the right to exclude user that are not respecting the rules and policies of the Facility.
- Booking the instrument is mandatory and must be done through the OPEN Iris online booking system.
- Users that are not booking accordingly to there use of the instrument will be first advertised, and then charged 200. - If it append again.
- If you want access to another instrument, please contact sarah.cattin@unifr.ch to receive the practical introduction specific to this instrument.
- If you want to use the cell sorter FACSARIA Fusion, please fill the form and follow the procedure explained on: <https://www3.unifr.ch/scimed/fr/cellanalytics>
- Following your theoretical introduction course on Flow Cytometry, the facility staff will provide you the access on Open IRIS.

Booking process

- Starting from Open IRIS (online system: <https://iris.science-it.ch>)
- Click on “Sign In/Register” on the top right
- Enter your UNIFR email and clique on “Log In”
- The SWITCH EDU-ID window will open and you have to enter your username/password from your account.
- Click on the “Scheduler” blue part (corresponding to the instrument you have access)
- The instrument you have been trained on will appear! The calendar can be check either by clicking on “week” or “calendar”
- To book the instrument, click on the little “clock” on the right:
 - Enter a title (it will appear on your booking)
 - Book the real time that you will need
 - Book as “regular usage” to finalize
 - If required: tick the boxes (cleaning, booking, etc...)
 - If required: open the “Add-On” tab (red) and book the corresponding add-on (the room! This apply in case only one person is allowed at the same time in this room).
 - Click on “book”

Booking rules:

- Booking of analyzer is open everyday from 8h to 23h including weekend.
- Please match instrument real usage with booking time! The fees are calculated based on bookings.
- You can delete a booking until 30min before the start.
- You can reduce your booking once started if you have to finish earlier (but not erase it).
- You can book maximum 4h in a row and a minimum of 30min.
- A booking can be done until 6month in advance.

If you have any problem, please contact Sarah.cattin@unifr.ch